



भारत सरकार, श्रम और रोजगार मंत्रालय
Government of India, Ministry of Labour & Employment
कारखाना सलाह सेवा और श्रम संस्थान महानिदेशालय
Directorate General Factory Advice Services and Labour Institute
क्षेत्रीय श्रम संस्थान, शिलाँग
Regional Labour Institute Shillong



Date of Publication of Tender Notice; **The 6th May 2025**

क्षेत्रीय श्रमिक संस्थान - शिलाँग के कैफेटेरिया में कैटीन सेवाएं प्रदान करने के लिए निविदा
दस्तावेज़

**TENDER DOCUMENTS FOR PROVIDING CANTEEN SERVICES AT CAFETERIA OF
REGIONAL LABOUR INSTITUTE - SHILLONG**

TENDER NOTICE/ निविदा सूचना

Sl No	Items	Description
1	Scope of Work	Providing Canteen Services at Cafeteria of Institute
2.	Cost of Bid Documents	NIL
3.	Availability of Bid Documents	Download from www.dgfasli.gov.in , 06.05.2025 ONWARDS
4.	Date of Pre-Bid Meeting	11:00 AM on 12.05.2025 (at Office of Head the Institute)
5.	Last Date of Submission of Bid	11:00 AM on 28.05.2025
6.	Date of Opening of Technical Bid	04:00 PM on 28.05.2023
7.	Date of Financial Bid opening	04:00 PM on 29.05.2023 or any changes will be communicated to successful bidders
8.	Earnest Money Deposit	Nil
9.	Performance Security	Rs 10,000/- by Fixed Deposit Receipt/Bank Guarantee in favour of Institute.
10.	Place of Opening of Bids	Office of the Head of the Institute, Regional Labour Institute, Beside Women ITI, Rynjah, Shillong - 793006
11.	Period of contract	02.06.2025 to 30.05.2026

(Head of the Institute)

Encls: Tender Documents

1. (Technical bid) Annexure I & II

2. Financial Bid Annexure III to be submitted in separate sealed envelope

Technical Bid/ तकनीकी निविदा

TENDER FORM

(To be submitted by the Tenderer)

1. Name of the Firm _____
2. Address _____

3. Contact No: _____
4. Registration No. _____
5. PAN No: _____ (Copy to be Enclosed)
6. GST No.: _____ (Copy to be Enclosed)
7. Basic FSSAI Registration/ State license _____ (Copy to be Enclosed)
8. Year of Establishment _____
9. Contracts executed till date (Experience)
(Nature thereof): Govt/ Semi Govt./Private
Please give details of contracts executed in a separate sheet, along with
documentary proof if any thereof)
10. Present assignment in hand: Govt./Semi Govt./Private:
11. All the terms and conditions, as mentioned in the Tender documents are acceptable
to me /us.

Date: _____

Signature of the Tenderer with stamp

GUIDELINES AND GENERAL TERMS & CONDITIONS

(Please enclose duly signed on each page with tender form)

1. The agreement shall be valid initially for a period of 1 year from the date of agreement and thereafter it may be extended for a further period as may be necessary on mutual agreement and at the discretion of the competent authority of Regional Labour Institute Shillong.
2. The contractor will be responsible for providing all food items mentioned in Annexure-III prepared by the supplier in hygienic conditions and to be served freshly at the canteen facility of the Institute on daily basis.
3. The contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings etc. provided in the kitchen as well as the canteen hall. The organization will not provide any cleaning materials/dusters/manpower etc. for the purpose.
4. High standards of hygiene and cleanliness shall be observed in the running of the kitchen, the canteen hall, connected services and workers employed by the contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse.
5. The service provider shall bear all the cost as per the applicable statutes, including pay & wages of the canteen staff, uniform including disposable cap, gloves, masks etc, and any other statutory expenses for providing canteen services at the Institute.
6. The contractor will get all his workers medically examined from Registered Medical Practitioner to be free from communicable diseases and vaccinated with typhoid vaccines in addition to general fitness.
7. The police verification documents of the people deployed should be deposited by the contractor within 15 days of deployment to the office of the Institute, otherwise the person will not be allowed to work and the contractor will replace him immediately with the person whose verification is completed.
8. Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored on the canteen premises.
9. A canteen Management Committee as formed by the Head of Office, RLI, Shillong and representative from students also will inspect and oversee the functioning of Canteen with a view to ensure hygiene and sufficient service in the canteen. The food served can be inspected by the members of the committee on routine basis / surprisingly.

10. Security Deposit: The successful contractor will deposit a sum of Rs. 10,000/- (Rupees Ten thousand only) as Performance Security in the form of Fixed Deposit Receipt/Bank Guarantee in favour of the Institute. The security deposit will bear no interest and refunded on completion of contract.
11. Institute will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the contractor in the canteen premises including kitchen.
12. The Institute may provide the basic amenities like serving utensils, crockery, dining table with chairs, water & electrical fittings, basin, kitchen room, store room and the canteen hall. All other fixtures and fittings if required shall have to be arranged by the contractor.
13. The contractor shall have to pay the charge of electricity and water on a monthly basis as per government rates for units consumed.
14. The contractor shall have to arrange a proper and scientific method for garbage disposal. Garbage has to be disposed to the garbage collection vehicle. The intermittent storage of garbage has to be arranged by the contractor. Any expenses in this regard have to be borne by the contractor. It will be sole and prime responsibility on the part of the contractor to keep the surrounding of the canteen clean and hygienic.
15. The contractor must use ISI / Agmark approved oils, butter, spices and other edible items for cooking.
16. The contractor shall comply with the provisions of the all-Government Statutes and Regulations, any other Laws and Rules as applicable for providing canteen services at the Institute.
17. The contract is liable for termination by either side by giving one month's prior notice. In case of any failure to follow the terms and conditions mentioned, unbearable negligence or misbehavior on the part of contractor or his employees, the Head of Office (HOO) of the Institute reserves the right to terminate the contract at any time without any notice.
18. The HOO of the Institute reserves the right to cancel the tender process at any stage or reject the quotations of any tenders in public interest or due to adverse records/past history of the tenderer or without assigning any reasons.
19. The bid should be submitted by such service providers who have experience of running eatery/canteen/mess/restaurant for at least one year.
20. The menu items list of breakfast, lunch, tea /coffee snacks & dinner with time of supply is attached as Annexure- III. The contract will be awarded to L1 bidder on

the basis of overall prices quoted for items i.e Breakfast, Lunch, Dinner, Tea, Coffee & Snacks etc.

21. The service provider shall supply food items at the prices mentioned in the BID document to all beneficiaries like students, trainees, participants and officials of the Institute and shall be recovered by the service provider from the beneficiaries of the canteen service.
22. The bills up to the prescribed monetary ceiling duly certified by the concerned officer who has purchased hospitality items like tea/coffee/biscuits/cookies may be submitted to the office of the Institute by the vendor for reimbursement up to 10th of every successive month.
23. In case of any financial loss of the service provider, No amount of money will be allotted/transferred to the service provider from the Institute for the canteen service in any circumstances
24. In case of any dispute the decision of head of the institute will be final and binding on the Contractor.



DIRECTOR IN CHARGE/HEAD OF THE INSTITUTE

Self-Declaration:

All the terms and conditions mentioned in Annexure II above are acceptable to me /us.

Date: _____

Signature of the Tenderer with stamp

FINANCIAL BID FOR CANTEEN SERVICES**(To be submitted in a separate sealed envelope)**Menu items are enclosed below. All items shall be provided in **disposables**.**I. Breakfast (Vegetarian):**

Sl. No.	Break Fast Menu Any one of the following (SI No.1-11) shall be served per day as decided by Canteen Management Committee.	Prices in ₹
1.	Stuffed Paratha 1 No with 100 gm Curd & pickles	
2.	Plain Paratha (2 Nos) with vegetable curry or 100 gm curd	
3.	Idli with coconut chutney & sambhar (2 Nos per plate)	
	Vada with coconut chutney & sambhar (2 Nos per plate)	
	Idli & Vada with coconut chutney & sambhar (1 No of each item per plate)	
4.	Vada Pav with Chutney set	
5.	Poori with potato curry or vegetable curry (4 Nos of Poori and 1 standard bowl Sabzi)	
6.	Upma with chutney/ Poha with chutney (one standard size plate)	
7.	Brown Bread Toast & Butter/ One standard milk bowl with corn flakes	
8.	Veg Grilled Sandwich 1 No	
9.	Veg Biryani made of Basmati Rice of fine quality 250 gm per plate	
10.	Khichadi with moong Dal 250 gm per plate	
11.	Veggie Burger 1 No	
<u>Additional items for every day</u>		
12.	Banana (Robusta) 1 No	
13.	Mixed Sprouts one standard bowl 150 gm	
14.	Standard milk tea (Ginger, cardamom) (125 ml) in disposable paper cups of 150 ml capacity	
15.	Green Tea/ Black tea with lemon (125 ml) in disposable paper cups of 150 ml capacity	
16.	Coffee using coffee powder (Nescafe / Bru) (125 ml) in disposable paper cups of 150 ml capacity	
I. Total Price		

II. Lunch/Dinner (Vegetarian):

Sl. No.	Meal	Prices in ₹ per meal
1.	<u>Vegetarian Meal Thali daily</u> Paratha (2 Nos) /Chapati (4 Nos) / Poories (5 Nos), Seasonal Vegetable Gravy/Dry (one standard bowl 150 gm), Dal (1 standard bowl 150 gm), Rice of fine basmati quality (1 standard bowl 150 gm) Pickle sachet, Papad etc. Curd (1 packed cup 100 gms)	
2.	<u>Special Vegetarian Meal on occasions/training programs</u> Paratha (2 Nos) /Chapati (4 Nos) / Poories (5 Nos), Matar Paneer/ Kadai Paneer (one standard bowl 150 gm), Chhole (1 standard bowl 150 gm), Rice Pulao/Jeera Rice of fine basmati quality (1 standard bowl 150 gm) Pickle sachet, Papad, Green salad, Curd (1 packed cup 100 gms), Sweet (1 pc)	
II. Total Price		

III. Tea/Coffee & snacks (Vegetarian)

Sl. No.	Items	Prices in ₹
1.	Standard milk tea (Ginger, cardamom) (125 ml) in disposable paper cups of 150 ml capacity	
2.	Coffee using instant coffee powder (Nescafe / Bru) (125 ml) in disposable paper cups of 150 ml capacity	
3.	Green Tea/ Black tea with lemon (125 ml) in disposable paper cups of 150 ml capacity	
4.	Packed snacks items like Biscuits, Cookies, Chana, Moong Dal, Chips etc., Fruit Juices & drinking water bottle 500 ml (Not more than MRP)	
Special Snacks or during Training Programs		
5.	Samosa 2 pc	
6.	Veg Cutlet 2 pc, each of 50 gm	
III. Total Price		

Note: L1 will be decided on the basis of lowest grand total quoted for all items in **Table I, II & III.**

Table No	Total Prices Quoted in INR
I.	
II.	
III.	
Grand Total	

Canteen Service Timings

The timings for serving breakfast and meals in the canteen are as follows:

Breakfast	08.00 AM to 9:30 AM
Tea/Coffee/Biscuits	11:00 AM to 11:30 AM
Lunch	01:30 PM to 02.30 PM
Tea/Coffee/Biscuits	04: 30 PM to 05:00 PM
Dinner	08.00 PM to 09.30 PM

Date:

(Signature of the Contractor)
(Name and address of the Contractor along with the Telephone/Mobile number)