भारत सरकार/Government of India
श्रम और रोजगार मंत्रालय/Ministry of Labour & Employment
व्यवसायिक सुरक्षा और स्वास्थ्य महानिदेशालय
DIRECTORATE GENERAL OCCUPATIONAL SAFETY AND HEALTH
क्षेत्रीय श्रम संस्थान/REGIONAL LABOUR INSTITUTE
न. 1,सरदार पटेल रोड,टी टी टी तारामणि पो. आ.,अडयार,चेन्नै
No.1, Sardar Patel Road, TTTI Taramani P.O., Adyar, Chennai-600 113.
सत्यमेव जयते दूरभाष/Phone : 29505690 (Dir) /2235169 / 22350737(Office) Email: rlichennai@dgfasli.nic.in
(AN ISO 9001: 2015 CERTIFIED & CBC ACCRIDITED INSTITUTE)

TENDER DOCUMENTS FOR PROVIDING CANTEEN SERVICES AT CAFETERIA OF REGIONAL LABOUR INSTITUTE, CHENNAI

TENDER NOTICE/निविदा सूचना

Sl. No.	Items	Description
1	Scope of Work	Providing Canteen Services at the Hostel/Cafeteria of Regional Labour Institute, No:1, Sardar Patel Road, Adyar, Chennai-600113.
2	Cost of Bid Documents	NIL
3	Availability of Bid Documents	Download from www.dgfasli.gov.in; from 10.11.2026 onwards.
4	Last date of submission of Bid	11:00 AM on 30.11.2026
5	Date of Opening the Bid	04:00 PM on 30.11.2026
6	Earnest Money Deposit	Nil
7	Security Deposit	Rs. 10,000/- by DD in favour of the Institute (refundable on successful completion of one year).
8	Place of Opening of Bids	Office of the Head of the Institute, Regional Labour Institute, No:1, Sardar Patel Road, Adyar, Chennai- 600113.
9	Period of Contract	01.01.2027 to 31.12.2027

6/11/26

(Head of the Institute)

Encl.: Tender Documents
Note: Financial Bid (Annexure III) is to be submitted in a separate sealed envelope.

Annexure – I

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 Licence _____ (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.
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

Annexure-II

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.

2. The contractor will be responsible for providing all food items mentioned in Annexure-III prepared by the supplier at their own facility in hygienic conditions and to be supplied 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 in the kitchen as well as the canteen hall. The organization will not provide any cleaning materials/dusters etc for the same.

4. Very high standards of hygiene and cleanliness shall be observed in running of the kitchen, the canteen hall and connected services by the contractor and workers engaged by 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 staffs, 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 persons 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 in the canteen premises.

9. A canteen Management Committee will be nominated by the Institute to inspect and oversee functioning of Canteen with a view to ensure hygiene and sufficient service in the canteen. The supplied food can be inspected by the members of the committee on routine basis / randomly.

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 DD drawn 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. Institute shall provide the basic amenities like water and electrical fittings, basin and the room for canteen. 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 on monthly basis as per government rates for units consumed as per meter reading.

14. The contractor shall have to arrange a proper and scientific method for garbage disposal. No garbage will be disposed at other than the specified place of the institute campus. 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. 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 the Institute of the institute reserves the right to terminate the contract at any time without any notice.

18. The Head 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 shall 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 the technically qualified 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 i.r.o Tes/Snacks/Working Lunch provided for the programmes organized by this office, may be submitted to the office of the institute by the vendor for payment.

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.

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DIRECTOR/HEAD OF THE INSTITUTE

ANNEXURE – III

FINANCIAL BID FOR CANTEEN SERVICES

(To be submitted in a separate sealed envelope)

Menu items are enclosed as below. All items shall be provided in **disposables**.

I. Breakfast (Vegetarian):

Sl. No.	**Break Fast Menu** Any one of the following (Sl No.1-11) shall be served per day as decided by Canteen Management Committee.	Prices in ₹
1.	Paratha (Potato & Onion) 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) (50gms each vada)	
	Idli & Vada with coconut chutney & sambhar (1 No of each item per plate)	
4.	Special Dosa/Masala Dosa with coconut chutney and sambhar (1 no per plate)	
5.	Poori with potato curry or vegetable curry (4 Nos of Poori and 1 standard bowl Sabji)	
6.	Veg Pongal (200 gms) with coconut chutney and Sambhar with one Urad Vada.	
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	
Additional items for every day		
11.	Banana (Robusta) 1 No	
12.	Boiled Egg 1 No	
13.	Egg Omelet of 2 eggs with onion	

14.	Mixed Sprouts one standard bowl 150 gm	
15.	Standard milk tea/Ginger/cardamom (125 ml) in disposable paper cups of 150 ml capacity	
16.	Green Tea/ Black tea with lemon (125 ml) in disposable paper cups of 150 ml capacity	
17.	Coffee using coffee powder (Nescafe / Bru) (125 ml) in disposable paper cups of 150 ml capacity	
	I. Total Price	

II. **Lunch/Dinner (Vegetarian & Non-Vegetarian):**

Sl. No.	Meal	Prices in ₹ per meal
1.	**Vegetarian Meal Thali daily** 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.	**Special Vegetarian Meal on occasions/training programs** Paratha (2 Nos) /Wheat 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), one sweet (Gulab Jamun 1 pc)	
3.	**South Indian Thali daily** Wheat Chapati (2 Nos) with Seasonal Vegetable Gravy/Dry (one standard bowl 150 gm), White Rice of fine basmati quality (1 standard bowl 150 gm) Sambhar (1 Bowl) Rasam (1 Bowl) Beet Root Poriyal, Seasonal Vegetable Kottu, Seasonal Vegetable Pooriyal, Kara Kulabu, Pickle sachet, Papad Curd (1 packed cup 100 gms)	
4.	**Special South Indian Thali daily** Chapati (1 Nos) with Seasonal Vegetable Gravy/Dry (one standard bowl 150 gm), Curd Rice, Veg Biryani with Onion Raita,White Rice of fine basmati quality (1 standard bowl 150 gm) Sambhar (1 Bowl) Rasam (1 Bowl) Beet Root Poriyal, Seasonal Vegetable Kottu, Seasonal Vegetable Pooriyal, Kara Kulabu, Pickle sachet, Papad Curd (1 packed cup 100 gms) Kesari/Gulab-jamun/Payasam	

	Additional items for Lunch (every day)	
5.	Chicken Gravy- Optional for Thali Daily(130grm Gravy + 120grm Chicken)	
6.	Boiled Egg 1 No	
7.	Egg Omelet of 2 eggs with onion	
	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 bottles	Not more than MRP
5.	Bread Omelet	
Special Snacks or during Training Programs		
5.	Samosa 1 pc	
6.	Veg Cutlet 2 pc, each of 50 gm	
	III. Total Price	

Canteen Service Timings

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

Breakfast	08.00 AM to 10:00 AM
Tea/Coffee/Biscuits	07:00 AM onwards
Lunch	01:30 PM to 03.00 PM
Tea/Coffee/Biscuits	04: 30 PM to 06:30 PM
Dinner	08.00 PM to 09.30 PM