



ICCR

INDIRA GANDHI CENTRE FOR INDIAN CULTURE
HIGH COMMISSION OF INDIA
PHEONIX

Tender Notice

Indira Gandhi Centre for Indian Culture (IGCIC) , High Commission of India, invites tenders from eligible bidders for hiring of IGCIC canteen located at IGCIC premises, Swami Sivananda Avenue, Phoenix on monthly basis. The bidder should have the technical capacity, resources and experience in the catering field.

The companies fulfilling the above conditions may send their representatives to obtain the copy of tender documents and to inspect the canteen anytime during office hours between 0900 to 1700 hrs ([Tel:6867661](tel:6867661) or [52503970](tel:52503970) for appointment). Tenders in prescribed forms, alongwith earnest money deposit of MUR 15,000/- (fifteen thousand only) super scribing “tender for the hiring of IGCIC canteen” in sealed envelope should be submitted not later than 1700 on **24 July, 2020** to the Director, Indira Gandhi Centre for Indian Culture, High Commission of India, Swami Sivananda Avenue, Phoenix.

NO.F.POR/IGCIC/47/2017
INDIRA GANDHI CENTRE FOR INDIAN CULTURE
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Tender for Renting of the Canteen of Indira Gandhi Centre for Indian Culture/High Commission of India, located at Phoenix

Name of Tenderer _____

Address

Director
Indira Gandhi Centre for Indian Culture
Swami Sivananda Avenue
Phoenix

Tender Document for Providing Catering Service at IGCIC, Phoenix

(Questionnaire to be filled in by the Agency applying for providing catering services)

Name of the Company/firm with complete registered address

2. Level status (individual, proprietary firm, partnership firm, limited company or corporation)

3. Name, designation and telephone No.(s) of the contact person:

Tel. No.

Fax No.

Email

4. Year of commencement of Business

5. Statutory details (photocopy to be attached)

Registration No. of the firm

VAT registration No.

Any other

6. List of present and past clients (please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of the bid.

S.No.	Name of client/organization with complete address	Period contract	No. of persons deployed by the bidding to the client	No. of persons served

7. Volume of business done during last three years (please submit documentary evidence)

Details of annual Financial Turnover	2017	2018	2019

8. Offer of monthly rent MUR _____

Signature and seal

General Instructions to contractors and special conditions

1. The canteen will be handed over to the successful bidder (hereinafter called the Contractor) on as is where the basis, this would also apply to all equipment/installations therein.
2. No alterations to the specific areas of the canteen shall be made without permission of the HCI/IGCIC. All such alternations shall be at the cost of the Contractor.
3. The Canteen shall be kept in neat and clean and hygienic conditions at all times
4. Adequate arrangements for fire safety and proper waste disposal shall be ensured at all times.
5. The contractor shall all rates, taxes and any other duty/levy that may become dye on account of the running of the canteen.
6. All materials, vessels, equipment, fixtures, cooking range and such other items required for smooth running of the canteen shall be arranged by the contractor. The Centre will provide electricity and water supply. The payment of electricity and water bills shall be made by the Contractor.
7. The contractor shall be responsible for the pest control, routine disposal of kitchen waste and cleaning of the canteen area.
8. The canteen shall be rented for a period of three years, renewable on an annual basis.
9. The canteen timings shall be the working hours of the Centre; Monday to Friday 830 hrs to 1930 hrs and on Saturday 0800 hrs to 1330 hrs. Canteen timings however, can be changed with the prior permission of the Centre/or at the request of the Centre. Whenever there is a programme in the auditorium/multipurpose hall it will be mandatory to function on extended working hrs till 2130 hrs. With the permission of IGCIC/HCI the canteen would be operational during functions upto 2200 hrs.
10. The Contractor has to provide the menu as per the attached list on all days on the prescribed/mutually agreed price.
11. All the items should be served as per standard practice in good cutlery with napkin etc.
12. Apart from mandatory menu items, the contractor is free to serve any other items of his/her choice.
13. The canteen shall be used solely for the purpose of serving food and beverages excluding alcoholic drinks.
14. The canteen if specifically authorized by the Centre in case of any of its functions may serve alcoholic drinks in exceptional circumstances.
15. The agreed rent for the premises shall be paid by cheque favoring the Centre on the first day of the month when it becomes due.
16. The Contractor shall be held responsible for any damages to the Canteen premises/its installations (except for the normal wear and tear in the course of its regular functioning).

17. The Contractor will also bear the costs of any damages caused to the premises/installations by the clients to the canteen. Cost of any such damages will be met by the Contractor.
18. A security deposit equivalent to two months rent shall be paid to the IGCIC by the Contractor.
19. The deposit, after deducting any unpaid rent/cost of damages shall be returned to the contractor at the time of termination of the Contract.
20. The contractor will be responsible for the quality of food items and services provided to the users of the cafeteria. In any eventuality, the contractor will be solely responsible for it.
21. Any issues not covered in the above terms and conditions shall normally be settled by mutual discussions between the Centre/HCI and the Contractor. However, in case of dispute/s not settled by mutual discussion, the decision of the High Commission of India shall be final, including vacating of the premises immediately on demand.
