

**COST OF BID DOCUMENT RS. 100/-**

**BID REFERENCE: Tender No. GPWK/Tenders / Canteen /2018-01**

**GENERAL INSTRUCTIONS & BID DOCUMENT FOR INSTITUTION  
CANTEEN**

**FOR**

**GOVT POLYTECHNIC FOR WOMEN  
KANDAGHAT, DISTT. SOLAN H.P.**

**DUE ON**

**13TH NOVEMBER , 2018**

**PRINCIPAL  
GOVERNMENT POLYTECHNIC FOR WOMEN  
KANDAGHAT, DISTRICT- SOLAN  
HIMACHAL PRADESH.**

**OFFICE OF THE PRINCIPAL,  
GOVERNMENT POLYTECHNIC FOR WOMEN  
KANDAGHAT, DISTT. SOLAN, HIMACHAL PRADESH  
( An ISO 9001:2008 Certified Institution)**

Telephone: 01792-256179.

Fax: 01792-256179

BID REFERENCE:

**GPWK/Tenders / Canteen /2018-01.**

DATE OF COMMENCEMENT OF  
SALE OF BIDDING DOCUMENT:

**10TH OCTOBER, 2018.**

LAST DATE FOR SALE OF  
BIDDING DOCUMENT (ON COUNTER):

**12TH NOVEMBER, 2018 at 5.00 PM**

LAST DATE AND TIME FOR  
RECEIPT OF BIDS:

**13TH NOVEMBER, 2018 at 2:00 PM**

TIME AND DATE OF OPENING  
OF BIDS:

**13TH NOVEMBER, 2018 at 3:00 PM**

PLACE OF OPENING OF BIDS:

**Conference Hall,  
Govt. Polytechnic for Women,  
Kandaghat, Distt. Solan, HP  
Pin-173215.**

ADDRESS FOR COMMUNICATION:

**Principal,  
Govt. Polytechnic for Women,  
Kandaghat, Distt. Solan, HP  
Pin-173215.**

**APPLICATION FOR THE AWARD OF CANTEEN CONTRACT**

Sl. No. ....

1.	Name of the Bidder:	
2.	Father's Name:	
3.	Permanent Address:	
4.	Address for Correspondence:	
5.	Financial Status:	
6.	Experience for running a canteen with detailed particulars:	
7.	Any other information bidder may want to include, which is not mentioned above.	

I have read the terms and conditions reproduced overleaf and I agree to abide by the same.

Dated:.....

(Signature of the Bidder)

**LIST OF HOT & COLD BEVERAGES AND EATABLE ARTICLES**

Sr. No.	Name of Article	Price
1.	Tea	
2.	Coffee	
3.	Milk 200 ml.	
4.	Samosa One Pc.	
5.	Pakora Per Kg.	
6.	Bread Pakora Per Piece	
7.	Veg. Burger(With Alu Tikki)	
8.	Butter Toast with Two Slice	
9.	Omelette(One Egg)	
10.	Omelette(Two Eggs)	
11.	Omelette(One Egg) with two slices	
12.	Omelette(Two Eggs) with two slices	
13.	Boiled Egg	
14.	Plain Slice	
15.	Half Rice Plate with Dal and Vegetable, 2 chappatis	
16.	Full Rice Plate with Dal and Vegetable, , 4 chappatis	
17.	Stuffed Prantha(Alu/ Gobhi/ Mix Veg.)	
18.	Curd 100 gms.	

## Terms and Conditions:-

### 1. Bidding Process

The agency/company/cooperative should have good experience of running a Canteen of approximately 100-150 customers per day or proven capability of providing similar services in the past. It should be noted that the staff involved would be properly dressed and shall be well trained in hygiene in all respect.

The bidder should submit **Technical Bid and Price Bid in separate sealed covers. Both the bids should be sealed in one big cover:**

- (i) Technical Bid shall contain information regarding Business turnover, experience and other details of the firm to judge the suitability of the caterer for Canteen and canteen facilities.
- (ii) Price bid shall contain duly filled price list (on the prescribed proforma). It would also contain details of the persons and their number to be deployed.
  - The rates should be quoted in Indian Rupee in both figures and words in legible hand writing or duly typed.
  - The rates shown should be inclusive of all Taxes and the contractor shall be responsible to bear and remit all applicable taxes to the concerned authorities well in time.
  - The contractor shall also be responsible to pay the Electricity charges, water charges or any other Municipal taxes as charged/ levied by the concerned authorities from time to time.
- (iii) The Technical bid will be opened on **13.11.2018 at 3.00PM** in the office of the **Principal, Govt. Polytechnic for Women, Kandaghat, Distt. Solan, Himachal Pradesh**, in the presence of the tenderers present at that time. Price bids of only those bidders will be opened whose technical bids are found suitable and qualify the eligibility criteria of the tender.

The contract will be awarded initially for a period of **One year** to the successful bidder extendable for **One more year** on satisfactory performance after a review. The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/- .

In the event of bidder backing out before the actual award or execution of agreement, **Principal, Govt. Polytechnic for Women, Kandaghat, Distt. Solan, Himachal Pradesh**, will have right to forfeit the earnest money in full. **Principal, Govt. Polytechnic for Women, Kandaghat, Distt. Solan, Himachal Pradesh**, reserves the right to reject some or all the applications without assigning any reasons whatever.

### 2. Eligibility Criteria

1. Applicant must have at least **3 years's** experience of running Canteen in Govt. or, other reputed organization and must enclose latest certificate in this regard(not later than five years).
2. The contractor should have Valid PAN and he should be FSSAI registered. Moreover contractor shall ensure that its employees are covered under ESI/EPF/ Labor act etc.
3. The experience certificate issued by previous client must be enclosed with the **technical bid**.

### 3. Earnest Money Deposit:

The tenderer shall deposit **Earnest Money of Rs. 5,000/-(Rupees Five Thousand only)** and another separate demand draft of **Rs. 100/ (Rupees one Hundred only)** towards non-refundable tender fee(***If downloaded from Website***) by way of demand draft drawn in favour of Principal, Govt. Polytechnic for Women, Kandaghat, Distt. Solan, Himachal Pradesh. ***However, the tender document can be obtained in person on any working day (on counter) from the institute by paying Rs. 100/-.*** The earnest money deposit will be refunded to the tenderers whose offers have not been accepted within 90 days of opening of tenders.

### 4. Scope of Work:

The service provider is expected to provide the following services:

- a) Cooking and serving meals, tea, coffee on demand (Snacks and Lunch).
- b) Managing and control of stocks and inventories.
- c) Providing utensils and food items etc.;
- d) Cleaning of utensils, kitchen and serving items;

- e) Cleaning of cooking, dining and auxiliary areas;
- f) No bottled water to be served. Water from RO system should be provided for drinking purpose. RO will be provided by the Institute.
- g) Security of the equipment, utensils and other items in the Canteen.
- h) Maintenance of the equipment in the kitchen and dining area;
- i) Deployment and supervision of required man power for the above mentioned tasks, workers are liable to periodical health checkup.
- j) Menu including the cost and the quantity of the food items to be served should be decided by mutual understanding between vendor and Institute.
- k) Quality services should be maintained and rate of meal decided by constituted committee.
- l) For cooking only commercial gas cylinder should be used, no use of coal or other method. (Use of any electric appliances for cooking purpose shall not be allowed).
- m) Rate of any new item, apart from the menu listed will have to get approved from the Institute Authority.
- n) Any packaged consumable should not be sold on more than MRP.
- o) Canteen services should be operational from **8:30AM to 5:30PM** on all working days of Institution..
- p) Selling of Narcotic and Psychotropic substances are strictly prohibited.
- q) Necessary Furniture shall have to be provided by the Contractor himself which shall be approved by the committee of the transport department.

## General Terms and Condition:

1. Canteen will be allotted for a period of **one year**, extendable for **one more year**, if the performance is found satisfactory certified by "Canteen Committee" on the basis of regular feedback of students of this institute. The rates for the next year will be **enhanced by 5%**.
2. The contract shall be deemed to be bare contract only of the said Canteen. The overall control and superintendence shall remain vested in the undersigned whose officials at all reasonable hours shall be entitled to inspect the said Canteen about its bonafide use.
3. **Sale or use of tobacco products, alcoholic products and other intoxicants are strictly prohibited. Playing cards and smoking is prohibited in the premises.**
4. The contractor shall not be entitled to allow any other person to occupy the Canteen or to use any part thereof. The contractor shall not admit any person into partnership or become partner or to let or sub-let the Canteen.
5. The contractor shall display the menu at appropriate place in the Canteen. He himself shall be responsible for the recovery of Canteen dues from students based on taking actual meals in the Canteen.
6. ***In case of unsatisfactory service or misbehaviour by the contractor or his employees, it may be terminated at any time by the Principal after giving one month's notice. However, if the Canteen contractor want to terminate the contract, a three months notice will be required.***
7. The items served by the contractor shall be of a good quality. The Canteen Committee will ensure maintenance of proper hygienic conditions and quality of the food served by the contractor.
8. The contractor shall provide adequate number of Canteen servants (not below the age of 18 years). All should be clean, neatly dressed, medically & physically fit as well civil, sober and honest in their dealings with the students, staff and others. The contractor will be responsible for the conduct and behaviour of the servants under his employment. However the contractor should provide the necessary details of all its employees (permanent, temporary, casual) to the institute. All the employees should be police Verified. Medical fitness certificates of all the employees have to be submitted to the institute.
9. The contractor and his employees shall have to observe all the by-laws /rules of GPWK authorities fixed from time to time.
10. The sanitation of kitchen and service area shall be sole responsibility of the contractor. All the items stored or served shall be properly kept to prevent contamination by flies and dust. The cleanliness of water storage tanks used for the Canteen is to be done by the contractor himself from time to time.
11. All breakage or damage to the Canteen property shall be made good by the contractor. **Performance security of Rs. 25,000** has to be deposited by the successful bidder at the time of agreement. The security shall be in shape of F.D.R. duly pledged for 2 years in the name of Principal, Govt. Polytechnic for Women, Kandaghat (HP) which will be returned when all the dues are paid by the contractor after the completion of tenure.
12. Gas connection, furniture and utensils etc. as per the requirement shall have to be arranged by the contractor. Maintenance and repair of Canteen property shall be sole responsibility of the contractor and he will return the same to the institution in perfect condition on the termination of the contract. In the event of breach of this clause, the undersigned shall be competent to cover up the losses from the security deposited by the contractor.
13. The contractor shall have to observe all the by-laws of Pure Food Act as per the standards of FSSAI.
14. The Chairman/in-charge of Canteen committee shall be the Controlling Officer.
15. The contractor shall not have a right to close the Canteen during holidays or vacation period without prior permission of in charge of Canteen committee if the Canteen facility may be required during these days.
16. The contractor shall be responsible for depositing of Canteen rent with the cashier of this institute on or before **10th of every month @ of Rs. 2000/- per month**. Electricity charges shall be paid as per the actual usage and water charges @ Rs. 200/- per month.
17. The contractor shall not use any electrical appliances except Electrical Tubes, Fans, Fridge, Water Cooler and Electrical Chimney.
18. Genuineness of rates quoted will be decided by the evaluation committee. The competent authority has full power to discard any offer where rates quoted are not genuine. The decision of the competent authority in this regard will be full and final and binding on all bidders.
19. If required the evaluation committee can act as negotiation committee for the purpose of award of contract.
20. Bidders are advised to inspect the available premises/resources before quoting the rates on any working day.

21. The tender shall be evaluated on the basis of rates quoted. ***In case lowest bidder is not found suitable or disqualified, the tender can be awarded to the next higher bidder.*** The decision of the competent authority in all the matters shall be final.
22. The Principal, GPWK may modify, impose or relax any clause in the terms and conditions.
23. Principal, GPWK reserves the right to accept or reject all or any of the quotation/tender without assigning any reason, whatsoever, and without any prior notice to the bidder.
24. For all disputes, the jurisdiction shall be at KANDAGHAT.
25. The applicant shall submit copy of all documents duly signed in a sealed envelope as per requirement of this document super scribing **“Quotation for Canteen”** on the envelope.

**List of Documents to be attached:**

1. EMD of Rs.5,000/- in the form of DD drawn in favour of Principal, Govt. Polytechnic for Women, Kandaghat.
2. Photocopy of Aadhar card, PAN card
3. Photocopy of FSSAI registration certificate
4. Photocopy of Experience certificate
5. Photocopy of Registration with labor department
6. Duly signed copy of tender document
7. DD of Rs.100/- towards the cost of tender document incase tender is downloaded from the website.

Signature of Bidder



**OFFICE OF THE PRINCIPAL,  
GOVERNMENT POLYTECHNIC FOR WOMEN,  
KANDAGHAT, DISTRICT- SOLAN, H.P.-173215  
( An ISO 9001:2008 Certified Institute)  
TELEFAX: 01792-256179**

**TENDER NOTICE.**

**( Tender No. GPWK/Tenders / Canteen /2018-01)**

Sealed tenders are invited from reputed agencies for providing Canteen facilities at Govt. Polytechnic for Women Kandaghat.

The duly filled tender document must reach the office of the Principal, Govt. Polytechnic for Women, Kandaghat on or before 13.11.2018 upto 2.00pm.

Tender document can be downloaded from the Institute website [www.gpcwkandaghat.nic.in](http://www.gpcwkandaghat.nic.in) or can be had from the office on payment of cash Rs. 100/- on any working day from 10.10.2018 onwards.

For details please visit aforesaid website or contact: 01792-256179

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sd/-  
**Principal,  
Govt. Polytechnic for Women,  
Kandaghat, Distt-Solan, H.P.**