

PART-I
BID QUOTATION FOR RUNNING OF CANTEEN

TERMS AND CONDITIONS

1. Sealed bids are invited from reputed caterers for running of Canteen in the premises of Govt. Polytechnic Manesar, on contractual basis for a period of one year.
2. Bids in sealed envelope super scribed as "Bid for running of Canteen in Govt. Polytechnic Manesar" can be handed over in Principal's Office, up to **25/10/2023 up to 4:00 PM**. No bid thereafter shall be accepted. The tender shall be opened on **26/10/2023 at 11:00 AM** in the presence of bidders or their representatives (only one person per bid) who wish to be present. In the event of **26/10/2023** being declared as a holiday, the tender will be opened on next working day at the same time and place.
3. **Earnest money** in the shape of **Bank draft drawn on any Nationalized Bank in favour of "Principal Govt. Polytechnic Education Society Manesar" payable at Manesar, for Rs. 50000/- (Rupees fifty thosands Only) should accompany the filled-in tender documents.** It should remain valid for a period of 06 (six) months from the last date of submission of the bid. In the absence of EMD, the bid shall be rejected summarily. The Earnest money shall be refunded to unsuccessful Tenderers after finalization of the contract. No interest is payable on the EMD.
4. Tender Document fees is Rs. 1000 (One thousand only) in the shape of **Bank draft drawn on any Nationalized Bank in favour of "Principal Govt. Polytechnic Education Society Manesar" payable at Manesar, should accompany the filled-in tender documents.**
5. The bidder should have at least three years experience of running the canteen in a Govt./PSU/Pvt.Ltd. organization preferably an academic institution . Suitable documentary evidence in the form of a letter from the concerned organization should be submitted along with the tender documents. Bids not complying to this condition will be summarily rejected.
6. The **successful bidder's EMD (interest free)** which will be refunded after making necessary adjustments, if any, on the expiry of the contract. This is in addition to the monthlyrent and other expenses payable by the contractor.
7. The Contractor is required to pay monthly rent for the space provided by Govt. Polytechnic Manesar for running the canteen. The bidder quoting the highest amount of monthlyrent subject to **a minimum of Rs. 7000/- (Rs Seven Thousand Only)** and meeting all other conditions of the tender will be awarded the contract. If any two parties quote same rate, then higher experienced will be given chance.
8. Any conditional bid is liable to rejection of tender.
9. The contractor shall run the canteen for the benefit and use of the employees and students of Govt polytechnic Manesar exclusively in the aforesaid premises.

Signature of the Contractor

fy (HIMANSHU
YADAV Member)

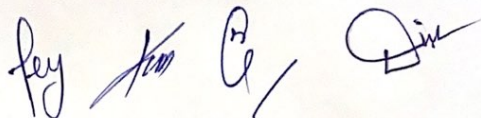
[K. Vesma
Chairman, Committee]

(G.P. Singh)

(S. Singh)

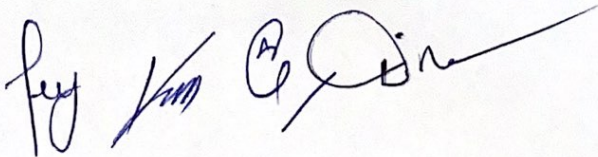
10. The Contractor shall keep the canteen open and render all the necessary services, sale of eatables, tea etc., from 06:00 A.M to 8:00 P.M on all normal working days including Sunday and other holidays.
11. The Govt. Polytechnic Manesar will provide space within the college campus fixed for the canteen. Any type of furniture/utensils/cylinder/electric appliances will not be provided by Govt. Polytechnic Manesar.
12. The contractor shall be required to pay :
 - a. Monthly Rent in advance quarterly to be deposited by 10th of quarter month.
 - b. Water & electricity charges, to be deposited (actual basis as per sub meter reading) in every month by 10th of every month.
 - c. Contractor will have to pay late payment charges@50/- per day for late payment of monthly rent, electricity charges& water charges separately.
 - d. There is winter and summer break according to HSBTE academic calendar. Keeping in view of this, monthly rent charges for this period will be 25% of the normal rent/charges.
 - e. In the case of continuous student off period of 7 days or more in a month, canteen rent will be reduced according to number of continuous off days.
- 11(d-i) *sub-clause 11(d-i) “‘Under situations like COVID 19, considered ‘extraordinary’ by the authority (Principal) wherein polytechnic will remain closed for students Canteen rent can be waived off. However, if the staff strength is more than 50, the canteen contractor will have to provide basic services of tea/ coffee along with packed material like biscuit, namkeen, snacks etc under appropriate behavior as per guidelines. However canteen electricity charges on actual reading basis may be charged as per rule of the college.’
13. Contractor will be required to provide service in the canteen premises and also in various rooms of the college such as Principal Office, all lecturer rooms, teaching blocks, office and workshop block. Service will be free of cost.
14.
 - a. The contractor selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the food.
 - b. The fuel to be used for cooking will only be LPG and shall be arranged by the Contractor.
 - c. The Contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food and disposal of garbage and left over food.
 - d. The Contractor shall bear all the expenses for running the canteen and the Govt. Polytechnic Manesar shall not in any manner be.
15. Contractor shall serve food item at such prices as mentioned in Part-III of this tender.
16.
 - a. Contractor shall be liable for any damage caused due to incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen while discharging their duty.
 - b. The Contractor shall not be entitled to use the accommodation allotted by the Govt. Polytechnic Manesar for any other purpose or business other than running the canteen.

Signature of the Contractor



17. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups as and when directed by Govt. Polytechnic Manesar to rule out the possibilities of communicable disease / infectious diseases, and anybody found suffering from such has to be kept out of work till he / she is fully recovered.
18. There shall be no compromise on the quality of food supplied by the Contractor and if any such incidence or food adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
19. The agency will be responsible for complying all trade & security laws.
20. The Contractor will be responsible for such conduct of the persons engaged by him in the institute, which will be conducive for maintaining the harmonious atmosphere in the College and will be responsible for any act of commission & omission of such persons.
21. The contractor shall be responsible for removal/disposal of garbage generated in the canteen.
21. All pages of the tender and related papers are to be duly authenticated by Tenderer or Authorized signatory on behalf of Tenderer.
22. The College Campus is a "NO SMOKING ZONE", hence sale and use of tobacco is prohibited.
23. The sale and use of Liquor (alcohol) is also strictly prohibited in canteen area and premises.
24. No child/female labour shall be deployed.
25. The Contractor shall provide the bill to every customer. In case of excess charge found any occasion, a fine of Rs.1000/- will be charged for every excess charge.
26. The Contractor should use AGMARK/F.P.O./FSSAI or such standard quality food articles approved by relevant regulatory authorities. Certificate in this regard should be displayed prominently in the premises.
27. An Officer authorized by Principal can check the quality of food and hygienic condition as per the govt., norms and a fine of Rs. 1000/- would be charged for every occasion of non-compliance. Govt. Polytechnic Manesar reserves the right to send the food samples served at the canteen to relevant testing laboratories and take appropriate action on the contractor, if required.
28. The Contractor will submit all latest Licenses issued by FSSAI to Govt. Polytechnic manesar along with tender form.
29. A penalty of Rs. 2500/- will be imposed on the Contractor for each day of unauthorized closing of canteen. If canteen remains closed for a week continuously, this agreement is liable to be cancelled and the Contractor shall be required to vacate the premises within 48 hours as per directions of College authorities.
30. Govt. Polytechnic Manesar shall have the right to terminate the agreement with the Contractor by giving one month's notice without assigning any reason.
31. The Contractor will vacate the canteen and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the Contractor fails to vacate the canteen premises on stipulated date or on direction then damage charges for the over stay at the rate of Rs. 10000/- (Rupees Ten thousand) per day will be recovered from the Contractor out of the Performance Security.

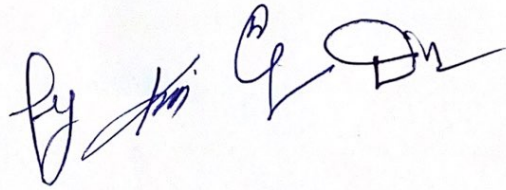
Signature of the Contractor

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If Security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of law.

32. Security Money of the Contractor will be forfeited in case of breach of any condition stipulated herein.
33. For any dispute regarding quality / service and rates the decision of the Principal Govt. Polytechnic Manesar shall be final and binding to the Contractor.
34. The contract/tender, if awarded, shall be valid initially for one year from the date of award of contract subject to continuous satisfactory performance and on failure on this aspect by the contract the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period by the Competent Authority on terms and conditions of the Principal Govt. Polytechnic Manesar, if work and conduct is found satisfactory.
35. The Bidder submit an agreement on Rs.100/- (Rs. One Hundred Only) Stamp Paper with the Principal, Govt. Polytechnic, Manesar along with tender form while applying for the same.
36. The successful bidder shall do police verification of all staffs deputed in canteen in Govt polytechnic Manesar and submit the same to the office with in 15 days of allotment.
37. All disputes relating to this tender can be legally resolved through district court in Gurugram only.

Signature of the Contractor

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PART-II –A

APPLICATION FORM

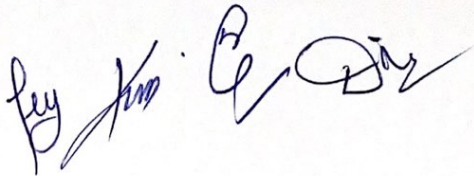
- 1.Name of the Firm _____
- 2.Address _____

- 3.Phone No. (Mobile / Landline) _____
- 4 Experience Govt./PSU/Pvt.Ltd organisation (in years) of Catering. _____
(Certificate to be enclosed)
- 5.Registration/license No. (If a co-operative society) _____
(Attach attested Photostat copy of license issued by the competent authority)
- 6.enclosed DD Date & Drawee Bank (EMD Rs50000/-
Refundable)
- 7.enclosed DD Date & Drawee Bank_(Tender fees Rs 1000/- Non
Refundable).....
8. PAN/TAN/GST No .(Attach attested Photostat copy).....
9. FSSAI license No (Attach attested Photostat copy).....
10. UIDAI No.of Proprietor (Attach attested Photostat copy).....
11. Undertaking on 100 Rs stamp to Principal Govt Polytechnic Educatin society, Manesar
(enclosed).....Yes/No
12. Signed Term and Conditions and Menu (enclosed).....Yes/No

PART-II- B

Quotation for Monthly Rent

| Amount of monthly rent/license fee | |
|------------------------------------|------------------|
| In figures | Rs...../- |
| In words | Rupees..... only |



I hereby declare that:

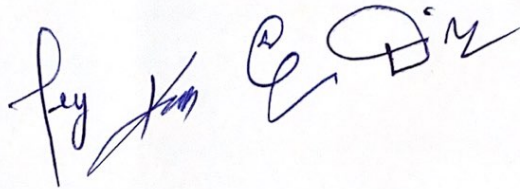
1. The applicant / firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.
2. All the particulars subscribed by me are true to the best of my knowledge.
3. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.

Date:

Place:

Signature of the Bidder:

Full name:

A handwritten signature in blue ink, appearing to read 'Fey Xan' followed by a stylized circular emblem and a flourish.

UNDERTAKING

- a. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them in letter and spirit.
- b. If selected, I shall pay the monthly rent/license fee within one week of intimation of selection.
- c. The Earnest money of Rs.50000/- deposited by me has been enclosed herewith vide Demand Draft no.....Dt.Drawn on Bank....., Branch
- d. I / We give the rights to Principal Govt. Polytechnic Manesar to forfeit the Earnest money deposited by us in the event of my/our selection and failure on my/our part in starting the services of canteen as per the terms of this tender on the date specified by the Principal or an officer authorized by him.
- e. I/We are duly authorized to sign the above undertaking.

Date:

Signature of the Bidder

Place:

Full name:

Handwritten signature and initials in blue ink. The signature appears to be 'By [unclear]' and the initials are 'G. S. A.' with a checkmark.

PART-III

Rate list of Canteen items to be provided in canteen by the Contractor

| Items code | Menu/Name of the items | Composition/ Description/ Quantity | Unit | Rates |
|------------|-------------------------------|--|-----------|-----------------------------|
| 1 | Standard Tea | Disposable cup (100 ml) | Per Cup | 10 |
| 2 | Special Tea | Disposable cup (100 ml) | Per Cup | 15 |
| 3 | Coffee | Disposable cup (100 ml) | Per cup | 15 |
| 4 | Cold Coffee | 250 ml | One glass | 30 |
| 5 | Samosa | 100 gm+Sauce/Chautni | Per piece | 10 |
| 6 | Bread Pakora | 100 gm+Sauce/Chautni | Per piece | 15 |
| 7 | Veg Pakora | 100 gm+Sauce/Chautni | Per piece | 15 |
| 8 | Paneer Pakora | 100 gm+Sauce/Chautni | Per piece | 20 |
| 9 | Bread Butter/Toast Butter/ | 2 slices of bread + 10 gm butter+Sauce/Chautni | Per piece | 20 |
| 10 | Sandwitch bread/ Veg Burger | with slices of cucumber, onion and tomato +Sauce | Per piece | 20 |
| 11 | Kachori | 100 gm+Sauce/Chautni | Per piece | 15 |
| 12 | Fresh Fruit& Fruit juice | Standard Varieties | Per piece | As per market rate (lowest) |
| 13 | Juice (Tetra Pack) all brands | Standard Varieties | Per piece | As per MRP |
| 14 | Soft Drinks | Standard Varieties | Per piece | As per MRP |
| 15 | Chips | Various size & Varieties | Per piece | As per MRP |
| 16 | Biscuit Packets | Standard Varieties | Per piece | As per MRP |
| 17 | Chocolates | All brands & flavors | Per piece | As per MRP |
| 18 | Muffins & Cakes | All Varieties | Per piece | As per MRP |
| 19 | Pastries | All Varieties | Per piece | 20 |
| 20 | Pav Bhaji | 2 Buns+ Subji | One Plate | 40 |

| | | | | |
|----|---|------------------------------|-----------|---|
| 21 | Veg Chowmin/Maggie | 200 gm+Sauce | One Plate | 30 |
| 22 | Upma | 200 gm+Sauce | One Plate | 30 |
| 23 | Poha | 200 gm+Sauce | One Plate | 20 |
| 24 | Sweet Like Laddu, Burfi, Gulab Jamun etc. | Standard Varieties | Per piece | As per market rate (lowest) |
| 25 | Aloo Petty | 100 gm +Sauce | Per piece | 15 |
| 26 | Ice cream Branded | Branded | Per piece | As per MRP |
| 27 | Flavored Milk (bottle) | Amul, Motherdiary, Vita only | Per piece | As per MRP |
| 28 | Stationary/General Store Items/Photostat Work | Standard Brands | Per Piece | As per market rate (lowest) *Photostate 2rs per page single side |

* Contractor want to sell any item other than mentioned in the list, the rate of that item will be decided by the Principal Govt Polytechnic Education Society, Manesar.

Signature of the Contractor

