

**Office of the Principal Govt. Polytechnic Paonta Sahib at Dhaula  
Kuan Distt. Sirmour (HP) 173031**

Website: [www.gppaonta.org](http://www.gppaonta.org), Email: [gppaonta@gmail.com](mailto:gppaonta@gmail.com), Ph. No. 01704-203263

**TENDER DOCUMENT  
FOR  
CANTEEN SERVICE**

Last Date & Time for Receipt of Bids: 20<sup>th</sup> March, 2019 up to  
2.00 PM

**OFFICE OF THE PRINCIPAL  
GOVT. POLYTECHNIC PAONTA SAHIB  
DHAULA KUAN, DISTRICT SIRMOUR (H.P.)**

Website: [www.gppaonta.org](http://www.gppaonta.org), Email: [gppaonta@gmail.com](mailto:gppaonta@gmail.com), Ph. No. 01704-203263

**TENDER FOR CANTEEN SERVICES**

BID REFERENCE:	GP Paonta sahib/CANTEEN TENDER (GPPS / store /ESTT.-Tender/Quotation/2019)
LAST DATE AND TIME FOR RECEIPT OF BIDS	: March 20 <sup>th</sup> , 2019 up to 2:00 PM
TIME AND DATE OF OPENING OF TECHNICAL BID	March 20 <sup>th</sup> , 2019 up to 3:00 PM
TIME AND DATE OF OPENING OF FINANCIAL BID	: March 20 <sup>th</sup> , 2019 up to 3:30 PM
PLACE OF OPENING OF BIDS	: <b>Govt. Polytechnic Paonta sahib at Dhaula Kuan Distt. Sirmour (HP) 173031</b>
ADDRESS FOR COMMUNICATION	: Principal, <b>Govt. Polytechnic Paonta sahib at Dhaula Kuan Distt. Sirmour (HP) 173031</b>
PRICE OF BIDDING DOCUMENT	: 100/- (non-refundable)
POSTAL CHARGES	: 100/-
EARNEST MONEY	: 3,000/- (Three Thousand Only)  to be attached with Technical Bid in the form of Demand Draft/NSC/TDR pledged in favour of Principal.



**Tender No: GP Paonta sahib /Canteen Tender** TENDER (GPPS / store /ESTT.-  
Tender/Quotation/2019)

Principal, Govt. Polytechnic Paonta sahib at Dhaula Kuan Distt. Sirmour (HP) 173031 invites sealed bids from eligible parties/persons to provide canteen service for supply of eatable items as mentioned:

Sr. No.	Name of the Items	Earnest Money Deposit (EMD)
1.	As per Annexure - "A"	3,000/- (Three Thousand Only)

1. All bids must be accompanied by a bid security as specified in the bid document and must be delivered to the above office at the date and time indicated above, failing which tender / bid will not be considered.
2. Tenders will be opened in the presence of Suppliers representatives who may attend the meeting on the specified date and time.
3. In the event of the date specified for bid receipt and opening being declared as a closed holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed times.

#### **TENDER DOCUMENT FOR CANTEEN SERVICES**

**Principal, Govt. Polytechnic Paonta sahib at Dhaula Kuan Distt. Sirmour (HP) 173031** invites sealed tenders for complementary catering services/canteen service on fixed cost basis at **Govt. Polytechnic Paonta sahib at Dhaula Kuan** campus, from reputed Firms/Agencies. The tender document can be downloaded from the institute website at [www.gppaonta.org](http://www.gppaonta.org)

1. Tender should be submitted in two parts, **Part – I (Technical Bid) & Part – II (Financial Bid)**. The envelope of Part – I should be super scribed as “**Tender for Canteen Service, Part – I (Technical Bid)**” and the envelope of Part – II should be superscripted as “**Tender for Canteen Service, Part – II (Financial Bid)**”.
2. Envelopes of Technical Bid & Financial Bid should be individually sealed and then be placed in a third envelope, sealed and superscripted with tender number and the due date of submission and date of opening and address to Principal of the institute.
3. Offers in financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in pen ink or ball pen without any cutting or overwriting. Use of pencil will not be acceptable. The relevant supporting documents as mentioned or required should be enclosed along with the offer. **Rate quoted should be multiple of rupees. Any rate quoted in paisa will not be accepted.**
4. The sealed quotations should reach the institute, latest by March 20<sup>th</sup>, 2019 up to 2:00 PM. First, **Technical Bid** will be opened on same day at **3:00 pm** in the **Administrative Block** of the Institute in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time. The successful bidder who qualifies the Technical Bid, his/her Financial Bid will be opened same day at **3.30 P.M.**

6. Scope of Work:

- (a) The institute requires canteen contractor(s) to run the canteen services at **Institute Complex** on lowest rate to cater the needs of the students, staff, beneficiaries and visitors attending the institute.
- (b) The canteen services are also required to be extended during the examinations, seminars, workshops, farewell parties, annual events and orientation courses etc.
- (c) The menu will be fixed in consultation with the canteen committee of the institute from time to time.
- (d) To supply Tea/Coffee/Cold Drinks and other beverages as and when required in office of the institute.

**7. Terms & Conditions:**

- (a) The contract will be valid/awarded initially for a period of 1 (one) year. The contract may be extended for one more year and up to a maximum up to 03 (Three) Years based on satisfactory performance certified by "Canteen Committee" and on regular feedback of students, faculty and staff of this college.
- (b) The successful bidder/contractor will be required to enter into an Agreement/ Contract on judicial paper.
- (c) The successful bidder will have to furnish **performance security of Rs 8,000/- ( Eight Thousand) in favour of "Principal, Govt. Polytechnic Paonta sahib at Dhaula Kuan,"**, in the form of fixed deposit receipt (FDR) issued by any nationalized bank in prescribed format pledged with validity of minimum 15 months in favour of **Govt. Polytechnic Paonta sahib at Dhaula Kuan** at the time of signing of the agreement. The performance security will be released on expiry of the contract after getting NOC from committee.
- (d) An advance Canteen Rent of **Rs 800/- (Eight Hundred)** per month will be charged from the contractor. Contractor will have to deposit rent before 10<sup>th</sup> (Date) of each month failing which higher rent (i.e. 1600/- One thousand six hundred) will be charged for that month. Canteen Rent will be increased by Rs 700/- (Seven Hundred Only) per year if, the contract agreement is extended, based on performance of contractor.
- (e) The **timings and working days** of the canteen will be regulated by the **canteen committee** from time to time.
- (f) The contractor shall **display the list of items & rates in the college premises and also inside and outside the canteen.**
- (g) The **responsibility** of maintaining the cleanliness and hygienic condition in the canteens will be that of the contractor, at his own cost with proper disposal of waste. In case of violation of this condition, College Canteen Committee has the right to impose a fine up to Rs 5,000/- (Five Thousand Only) and the contract may be cancelled by giving one month's notice after two fines. The contractor will not have any legal right to continue.
- (h) The bearer / staff (not below the age of 18 years) employed by the contractor should be medically & physically fit. The contractor shall not employ young children as prohibited under the law / rules / regulations. The authenticated person need to be appointed and a copy need to be deposited in the institute along with verified photograph (police verified).

(i) The contractor will make his own arrangement for cooking gas, crockery, cutlery, glasses and other kitchen equipment. Disposable good quality paper made items for tea etc shall be allowed but not of plastic material. He/she need to arrange for garbage disposal at his own cost. No littering of papers, disposal glasses, juices/cold drink containers allowed in campus and a fine of Rs 500/- (Five Hundred Only) will be imposed on such cases. The institute will not be responsible for any accidental loss to the employees of canteen in part or loss of life.

(j) The contractor shall be responsible for ensuring safety and maintenance of all the equipment/fixtures installed/provided by the institute, during the entire period of the contract. If any damage/loss of equipment/fixtures found then the same will be recovered from the contractor. The contractor shall take adequate fire pre-cautions.

(k) The contractor shall maintain the institute canteen in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the contractor or his workers, employees or agents the same shall be rectified by the contractor at his own cost either by rectifying the damage or by paying cash compensation as may be determined by the institute.

(l) The successful contractor shall not sub-let the premises either in whole or in part.

**The premises shall not be used for residential purposes even for the canteen staff.** No additions or alterations of the premises will be made without permission of the institute. **No bathing and washing of clothes etc will be allowed in the canteen.** Tuck shops can be allowed on campus for items other than allowed to canteen by the Director cum Principal.

(m) The contractor and his employees would be governed by the **discipline** rules as may be laid down by the institute while they are in the institute premises.

(n) **Electricity Charges** shall be paid by contractor with minimum Rs. 200/- per month or as per actual consumption on the prevailing rates of HPSEB or at such higher rates as may be decided by the institute from time to time. However, drinking water will be provided by the college. The expenses of fitting /running water filters (UV+RO) will be borne by the contractor.

(o) **Quality of food/services** provided will be inspected from time to time and if found unsatisfactory the contract may be cancelled at any time by the institute with/ without furnishing any notice. College Canteen Committee will impose a fine of Rs. 1000/- (One Thousand Only) in first inspection if the quality of the food is found unsatisfactorily. If any insects (Cockroach, fly, mosquito etc.) found in the food any time, a penalty of Rs. 2000/- (Two Thousand Only) will be imposed on the contractor. After three subsequent inspections failures, the contract can be cancelled with/without furnishing any notice.

(p) The conduct/characters/antecedents and proper bonafide of the workers in the canteen shall be the sole responsibility of the contractor. 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.

(q) The decision to award the canteen services contract will be taken on the basis of prices quoted, feasibility, quality and quantity.

(r) The contractor will use only the commercial gas cylinder and ISI marked gas stove for the purpose of cooking.

(s) Police verification and worker's identity cards will be compulsory before taking the charge of complementary catering services (canteen). Employees will be in proper uniform provided by the contractor, medically found fit, hygienically suitable, nails trimmed, haircut and shave taken.

- (t) The catering services will be provided to the institute at the **fixed rate** for one year and can be modified by the Principal if, felt necessary.
- u) Genuineness of rates quoted will be decided by the evaluation committee. The committee has full power to discard any offer where rate quoted are not genuine. The decision of the committee in this regard will be full and final and binding on all bidders.
- v) The successful bidder will have to install refrigerator, water purifier, oven etc at his own cost.
- w) The evaluation committee is empowered to recommend award of canteen even if there is only one eligible bidder.
- x) The canteen will be allowed to function only if the bidders have all necessary equipments available with him/her to run the canteen.
- y) The successful bidder will have to make the provisioning for cooking the eatables outside the canteen service room at his cost in the form of temporary structure.**

#### **8. Applicable Laws:**

- (a) The supplier shall be governed by the laws and procedures established by Govt of H.P. within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.
- (b) Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Paonta Sahib, H.P. only.
- (c) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Paonta Sahib, HP. The decision of the Arbitrator shall be final and binding on both the parties.
- (d) Sale and use of intoxicants and tobacco products will be strictly prohibited inside the canteen/college campus.

#### **9. Criteria for qualification:**

- a) Bidder has to quote all the items mentioned in Annexure "A" for qualifications.
- b) Addition of all rates of above-mentioned items will be carried out for evaluation. Tender/Bid will be awarded to the bidder having lowest sum of rates of all items quoted by the bidder.
- c) Unrealistic rates of items quoted by the bidder may lead to disqualification. Hence, the bidder should submit only realistic rates in the bid.



## 10. TECHNICAL BID:

The Technical bid envelope should contain following documents of bidder for submission as part of Technical Bid, so as to make eligible for opening of Financial Bid:

- A. **Bidders/Firms GST No & PAN No**
- B. **Experience Certificates** for having served the Govt Deptt, PSUs, Govt Institutes, Pvt. Industry, Pvt. Educational Institute, hotels, canteen, restaurants etc. Showing length of services and others supporting documents.
- C. **Earnest Money**
- D. **Cost of Tender Document** (in case of downloaded tender)
- E. **Attested copies** of Aadhaar Card/Driving License/Voter ID card as his/her Identity Poof.
- F. Bidder should **submit an affidavit on Rs. 100/-** Stamp Paper/Judicial Paper mentioning his/her name, **GST No & PAN No**, Ownership to the bidder firm. He/she should further certify that he/she is partner/owner of the firm or authorized by the firm to apply for bid on this Stamp Paper/Judicial Paper.
  
- G. **GST certificate.**

## 11. FINANCIAL BID:

(a) Rates quoted as per Annexure "A"

Annexure – "A"

Sr. No.	Items	Serving Size	Quoted Rates
1	Tea	100 ml	
2	Lemon Tea	100 ml	
3	Hot Coffee	100 ml	
4	Pure Milk	100 ml.	
5	Alloo Samosa	Standard Size	
6	Mathi	Per peice	
7	Bread Pakora (Stand. Bread)	Stand. Size (Two Breads)	
8	Veg Noodles	Plate of 75 gms	
9	Veg. Chowmein	Plate of 75 gms	
10	Veg. Sandwich (St. Bread)	2 Bread Sl. Sandwich	
11	Bread Omlette (2 Egg) (Stand. size Bread)	4 Bread sl. + 2 egg oml.	
12	Parantha (Potato)	One Pc. Each	
13	Channa and Bhatura	2 Pieces	
14	Pakora Veg	100 gm	
15	Mineral Water (Bisleri/Aquafina)	Per Bottle(Ltr. Packing)	
16	Besan	100 gm	
17	Standard Lunch	One Dal, One seasonal Vegetables, Rice, Tawa Roti, Pickle, salad.	
18	Special Lunch	Paneer/Mashroom dish, Mix Veg, Dal, Basmati Rice, Roti (4), Salad, Sweet etc	
19	Curd	100 gm	
20	Cold Drinks (all brands & sizes available in the market)	% Discount on MRP	
21	Fruit Juices (packed) HPMC only	% Discount on MRP	
22	Namkeen, Chips etc	% Discount on MRP	
23	Rajmah Rice/Kadhi Rice/Daal Rice	Half Plate Full Plate	
TOTAL (from Sr. No. 1 to 23, the rates of all mentioned items are compulsory to quote failure which tender will be rejected/not considered for further evaluation)			

No amount will be charged from faculty and students for items like drinking water, pickles, sauce/chatni etc.

**Bidders are advised to inspect the available premises/resources before quoting the rates  
(Signature of bidder)**