

GOVERNMENT OF GOA
GOVERNMENT POLYTECHNIC PANAJI
ALTINHO, PANAJI - GOA



TENDER DOCUMENT FOR RUNNING
OF EXTENSION WING CANTEEN

Tender Notice No.: 30/1/2020/SP/

Tender form fee :- Rs. 300=00

Last date for receipt of Tender : 21 - 03 - 2023 till 3.00 p.m.

Date of opening of Tender : 21 - 03 - 2023 at 3.30 p.m.

Terms and conditions of Tender for running of Government Polytechnic Extension Wing Canteen.

1. SEALED TENDERS:- Sealed tender superscribed as TENDER FOR RUNNING OF POLYTECHNIC EXTENSION WING CANTEEN DUE ON **21/03/2023** will be accepted on behalf of the Governor of Goa by the Principal, Government Polytechnic Panaji, Altinho, Panaji- Goa, up to **3.00 p.m.** on **21/03/2023**. Tenders will be opened on the same day **at 3.30 p.m.** at Government Polytechnic Panaji.
2. Tender shall be submitted for running of Extension Wing Canteen on the letter head of the contractor neatly typed/hand written along with other tender documents accompanied by a Demand Draft of **Rs.300=00** towards the cost of tender document [Non-Refundable].
3. The bidders shall submit the acceptance certificate along with required certificates and documents as listed in the enclosed **TENDER FORM**.
4. The contractor shall comply the below mentioned requirements immediately after award of canteen Contract:
 - a. Directorate of Food and Drugs (FDA) licensing.
 - b. Wet waste disposal arrangement.
 - c. Health Dept. certification for workers (health cards).
 - d. Police antecedents report of the workers.
5. The contract for running the canteen shall be awarded by entering into valid agreement initially for the period of one year. The agreement may be consider for further annual renewal based on satisfactory performance of the contractor with revision in the rate of food items served, utility bills, etc. Any of such contract extension shall be maximum for another two years. However this does not confer any right of claim or the Contractor to demand extension or compensation of any nature.
6. The canteen premises provided shall be used by the contractor for the one year contract period, unless extended. The contractor shall stake no claim on the canteen premises thereafter.
7. The Institute reserves the rights to terminate the contract by issuing a month's notice without assigning any reasons.
8. The selection of contractor for running of Institute canteen/mess will be done by the canteen committee as prescribed by the Government. The decision of the committee shall be final with regards to selection of contractor and award of contract.
9. Present and ex canteen contractor if in arrears for payment of water & electricity charges and in default of making good the damaged/lost canteen items, shall not be considered for award of contract.
10. A bank Draft for **Rs. 2,000/-** in favour of the Principal, Government Polytechnic Panaji, is to be enclosed with the tender as Earnest Money Deposit. This amount will be refunded to the unsuccessful tenderer. In case of successful tenderer the EMD will be adjusted against Security Deposit.
11. Within five working days from the date of award of Contract, the Contractor of Extension Wing Canteen shall furnish a Security Deposit of **Rs. 25,000/-** by way of Demand Draft on any Nationalised Bank. EMD of **Rs. 2,000/-** shall be adjusted towards total Security Deposit.
12. The amount of Security Deposit shall be paid in advance before taking possession of the canteen. In case the Contractor fails to pay the Security Deposit the Contract shall be terminated without any notice.
13. The contractor shall start the running of the canteen within five days from the date of award of contract for running of canteen. In case the contractor fails to start the running of canteen, the contract shall be terminated without giving any notice and contract shall be allotted to the other eligible bidder by ignoring the tenders which was accepted earlier.
14. The Contractor shall pay charges towards Annual utility Charges **@Rs. 25,000/-**. The charges shall be paid in two instalments of **Rs.12,500/-** each. One instalment shall be paid in advance before taking possession of the Canteen and second instalment shall be paid on completion of six months of the contract.
15. This being an Educational Institute, the Contractor shall note that the presence of students will be maximum in numbers when the academic term is in progress "i.e. July to

November & January to April". Thereafter the students shall be on vacation. However the other staff members will be attending duty.

16. The contractor shall have to serve all the items mentioned in the tender form as per the rates stipulated. All the items should be available from **8.30 a.m. to 5.00 p.m.**
17. Besides the items specified in the Menu, the contractor will also be allowed to sell other items at the reasonable rate fixed by him, provided the list and rates of all such other items is approved by the Canteen Control Committee in advance.
18. All packed edible items shall be sold at price not more than the maximum retail price printed on the packet/container. If it is established that the Contractor is charging higher than the MRP, he shall be fined to the extent of **Rs.500/-** in each case.
19. The contractor shall be spared with rent - free kitchen, eating place, furniture, refrigerator, water cooler etc. as available at present. The contractor has to bear full responsibility for the care/functioning and safety of these articles in his/ her custody. He/she shall be responsible for the loss/damage/breakdown to any of the above articles and the cost shall be recovered from him/her for the article so damaged. The other necessary utensils shall be arranged by the Contractor. **The Contractor shall also be responsible for repair and maintenance of above items provided to him.**
20. The Contractor can occupy only kitchen, pantry and working area. The dining hall will be entirely for the use of the Students, staff and the guests of the Institute. Cleaning of the dining hall and maintenance of the furniture etc. shall be looked after by the Contractor. The Contractor for Extension Wing canteen shall also keep in his possession the toilet attached to Canteen and maintain and keep them clean as per preferred code of conduct. Staff members, students should not be allowed to enter kitchen, pantry area.
21. The contractor shall maintain a Complaint Register which shall be made available on request for registering the complaints.
22. If any damage is caused to the portion of the building occupied by the Contractor due to his negligence, the necessary repair charges as estimated by the P.W.D. shall be recovered from the Contractor.
23. The Contractor should observe general cleanliness and proper maintenance and shall keep the area clean and tidy to the satisfaction of the Authorities and the Health Officer of the Government. At least once in a day premises shall be cleaned by mopping/using detergent.
24. The crockery used by the Contractor must be clean and hygienically maintained.
25. The Contractor should serve food and other food items prepared out of good quality raw material and fit for human consumption as per preferred code of conduct. There should be no adulteration of any kind in any eatables. Breach of these conditions by the contractor will be referred to the Health Department/DFDA for investigation and report and action deemed fit shall be taken. Decision of the Principal, shall be final and binding on the Contractor.
26. The canteen service will be open to the Staff, Students and guests of the Institute only, on all working days and other days as and when decided by Principal.
27. Only limited number of persons not exceeding Three [3] will be permitted to stay in the Extension Wing Canteen to guard the property after business hours. A list along-with photo of all the staffs working in the Canteen should be submitted to the Principal for approval. The contractor shall provide uniform to the Canteen Staff. The uniform should be maintained tidy and clean. No Child Labour shall be employed in the College Canteen and the Contractor shall not be allowed to keep his family and children in the premises of College Canteen.
28. The Contractor shall not run the Canteen through an agent or by proxy provided that he may run it through manager duly appointed and paid by him observing the provisions of the respective law in force. Such an appointment should be made with prior intimation to the Principal.
29. In case of any loss or damage or any other recovery if becomes payable by the Contractor the same shall be paid within 3 days time.
30. The Canteen Committee shall examine and inspect the quality and quantity of food/general cleanliness, existing facilities of service provider, kitchen utilities, etc. of the canteen. The Principal shall be the final authority over all matters pertaining to the canteen and his decisions shall be final and binding on Contractors.
31. No canteen equipment or furniture items shall be shifted outside or brought in the canteen without prior permission of the Principal or Canteen Control Committee.

32. If it is found that the canteen is in unhealthy conditions and poor quality of food is being served or overcharging is being done for items served in canteen or specified essential items/dishes, meals are not being served during specified time, a fine of **Rs. 500/-** at first instance, **Rs.1,000/-** at the second instance and subsequently the contract of the canteen shall be liable for termination.
33. The Contractor and his staff must be highly courteous to the customer and should not enter into any discussions regarding arrangements etc.
34. The approved rates and Menu should be strictly followed by the Contractor and displayed prominently in the Canteen at his cost.
35. Upon termination of the Contract/expiry of the Contract period the contractor shall hand-over all materials in his charge within two days from the date of termination/expiry of the contract to the Committee.
36. The Tender stands rejected in case the party offering the tender does not agree to any or all terms and conditions of the Tender.
37. All commodities including vegetables, oil, rice, etc. will be inspected from time to time by the Canteen Committee and only the approved quality product shall be used.
38. The order for running of Canteen as and when issued shall form the part of the Agreement.
39. All disputes, differences and questions whatsoever which may arise between the parties hereto during the continuance of this Agreement or afterwards touching any clause or matter herein contains or as to the rights, duties and liabilities of either party in connection therewith shall be referred to the sole arbitrator to be appointed by the Secretary to the Government of Goa, Revenue Department. The Arbitration and conciliation Act 1996 [Central Act 26 of 1996] shall apply to the Arbitration proceedings under this clause.

GOVERNMENT POLYTECHNIC PANAJI
CANTEEN MENU

Sr. No.	Item Particulars	Rate
1.	Tea 100 ml (consisting of min. 30% standardised milk, with or without sugar)	Rs. 10/-
2.	Coffee 100 ml	Rs. 15/-
3.	Pao-Bhaji (weight of Pao is 70 gms, Bhaji 100 gms consisting atleast 70% of vegetable pieces)	Rs. 25/-
4.	Batat Wada/Samosa 50 gms (75% of which will be potato bhaji filling)	Rs. 10/-
5.	Bojim (Pakoda) 50 gms	Rs. 15/-
6.	Mirchi Bojim 3 pieces per plate	Rs. 15/-
7.	Egg Omlet single (1 egg)/ double 2 eggs)	Rs. 15/- Rs. 30/-
8.	Veg. Pulao ½ Plate (200 gms)	Rs. 40/-
9.	Rice Plate (Non Veg.) : 400 gms Rice, 100ml bowl Fish Curry, 100 ml bowl Vegetable, 50 gms Fried Fish with pickle and 1 Wati Sol Curry	Rs. 65/-
10.	Rice Plate (Veg.) : 200 gms Rice, 100 gms bowl Dal, 100 gms Vegetable, One Papad, two Chapattis of 50gms each 1 Wati Sol Curry	Rs. 55/-
11.	Soda and Soft Drinks like Cola, Limca, Orange etc. of reputed brands shall be made available in the canteen as per the rate as fixed by the manufacturer	MRP
12.	Any items other than the above may be served with prior permission of the Canteen Control Committee	----

TENDER FORM

[To be signed and submitted along with the required documents in sealed envelope super-scribed as “Quotation for running of Polytechnic Extension Wing Canteen”.]

Tender Notice No.: 30/1/2020/SP/

A) Declaration towards not blacklisted for providing canteen/mess services.

It is hereby declared that I/We have not been blacklisted by any Government Organisation for providing canteen/mess services.

B) Acceptance Certificate

Certified that, I have gone through all the Terms and Conditions for running the Extension Wing Canteen at Government Polytechnic Panaji including instructions/Menu and I agree to abide by the same and I hereby submit the required documents & certificates as per the below Compliance Checklist.

COMPLIANCE CHECKLIST

Sr. No.	Documents to be submitted along with the Acceptance Certificate	YES/ No
1.	GST Registration certificate enclosed	
2.	I/TR for last 03 years enclosed	
3.	Experience in offering canteen/catering/Hotel/Restaurant services. Ideally should have existing canteen/catering/Hotel/Restaurant services doing at-least Rs.10 lakhs turnover (not applicable in case of self-help groups) for preceding pre-financial years. (New canteen service provider can be considered, if other bidders do not meet eligibility criteria).	
4.	Tender form fee Demand Draft of Rs. 300/- Enclosed	
5.	EMD Demand Draft of Rs. 2,000/- Enclosed	

[Signature of the Tenderer]

Name and Address of the Tenderer

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Contact no.: