

GOVERNMENT OF GOA
GOVERNMENT POLYTECHNIC PANAJI
ALTINHO, PANAJI - GOA



TENDER DOCUMENT FOR RUNNING
OF MAIN BUILDING CANTEEN

Tender Notice No.: 30/1/2025/SP/

Last date for receipt of Tender : 21 - 03 - 2025 till 3.00 p.m.

Date of opening of Tender : 21 - 03 - 2025 at 3.30 p.m.

Terms and conditions of Tender for running of Government Polytechnic Main Building Canteen.

1. SEALED TENDERS are invited from any 'Registered Women SHG under NRLM/ NULM portal or with Department of Rural Development or Directorate of Municipal Administration & empanelled under "Mukhyamantri Annapurna Yojana":- Sealed tender superscribed as TENDER FOR RUNNING OF POLYTECHNIC MAIN BUILDING CANTEEN DUE ON **21/03/2025** 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 **21/03/2025**. 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 Main Building Canteen on the letter head of the contractor neatly typed/hand written along with other tender eligibility documents.
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. NOC from Health Department.
 - c. Wet waste disposal arrangement.
 - d. Health Dept. certification for workers (health cards).
 - e. Police antecedents report of the workers.
 - f. Pest control activity from the certified Pest control service provider & certificate to that effect shall be submitted.
5. The contract for running the canteen shall be awarded by entering into valid agreement initially for the term period of three year. The agreement may be consider for further 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 one term for a period of two years upon receipt of request from Women SHG concerned. The contract can be terminated with a notice of two months by the either parties. However this does not confer any right of claim or the Contractor to demand extension or compensation of any nature.
6. The Registration Certificate issued by the Department of Rural Development or Directorate of Municipal Administration to any Women SHG shall be considered as the final document for obtaining any such Permissions/NOC of Directorate of Food & Drugs Administration, Directorate of Health and Services.
7. The canteen premises provided shall be used by the contractor for the contract term period, unless extended. The contractor shall stake no claim on the canteen premises thereafter.
8. The Institute reserves the rights to terminate the contract by issuing a month's notice without assigning any reasons.
9. 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. The Contract shall be awarded to the lowest bidder.
10. 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.
11. Within five working days from the date of award of Contract, the Contractor of Main Building Canteen shall furnish a Security Deposit of **Rs. 62,500/-** by way of Demand Draft/FDR on any Nationalised Bank.
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 be liable for payment of charges towards rent & utility (Water/electricity). The details of the same are as below:

Charges	Monthly	Half yearly	Yearly
Rent	Rs.6,920/-	Rs.41,520/-	Rs. 83,040/-
Utility Charges	Rs. 3,500/-	Rs. 21,000/-	Rs. 42,000/-

The contractor shall make the payment well in advance towards the above mentioned charges either Monthly/Half yearly / Yearly.

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** on all working day **ie. Monday to Friday** except Public Holiday.
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. The Women SHG shall refrain from charging unapproved prices and shall increase the prices, if needed subject to the approval from the competent authority.
19. 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.
20. The contractor shall be spared with rent - free kitchen, eating place, furniture 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.**
21. 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 main Building 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.
22. The Women SHG shall be responsible for proper segregation of waste generated in canteen premises.
23. No Alcohol, Tobacco items and items banned by the Government shall be sold at the canteen premises.
24. The contractor shall maintain a Complaint/Suggestion Register which shall be made available on request for registering the complaints.
25. 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.
26. The Contractor should observe general cleanliness and proper maintenance and shall keep the canteen 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.
27. The crockery used by the Contractor must be clean and hygienically maintained to provide overall hygienic food items.
28. Women SHG shall do the Proper arrangements for cooking various food items & shall store the food grains, vegetables and other raw materials in clean and hygienic conditions.
29. The Women SHG shall provide freshly cooked, Hygienic and Nutritious food items at affordable prices.
30. 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.

31. 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.
32. Only limited number of persons not exceeding Five [5] will be permitted to stay in the Main Building 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.
33. 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 n to the Principal.
34. 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.
35. 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.
36. 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.
37. 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.
38. The Contractor and his staff must be highly courteous to the customer and should not enter into any discussions regarding arrangements etc.
39. The approved rates and Menu should be strictly followed by the Contractor and displayed prominently in the Canteen at all times during working hours & at his cost.
40. 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.
41. The Tender stands rejected in case the party offering the tender does not agree to any or all terms and conditions of the Tender.
42. 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.
43. The Terms & Conditions of this tender Document & Office Order for running of Canteen/mess as and when issued shall form the part of the Agreement.

GOVERNMENT POLYTECHNIC PANAJI

CANTEEN MENU

Sr. No.	Item Particulars	Rate
1.	Tea 100 ml (consisting of min. 30% standardised milk, with or without sugar)	
2.	Coffee 100 ml	
3.	Pao-Bhaji (weight of Pao is 70 gms, Bhaji 100 gms consisting atleast 70% of vegetable pieces)	
4.	Batat Wada/Samosa 50 gms (75% of which will be potato bhaji filling)	
5.	Bojim (Pakoda) 50 gms	
6.	Mirchi Bojim 3 pieces per plate	
7.	Egg Omlet single (1 egg)/ double 2 eggs)	
8.	Veg. Pulao ½ Plate (200 gms)	
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	
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	
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.	Biscuits or any other packaged foods	MRP

Any items to be served other than the above by the Women SHG.		
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Any items other than the above may be served with prior permission of the Canteen Control Committee

Signature of
Authorised Signatory for Women Self Help Group

Name & Address of Women SHG: _____

TENDER FORM

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

Tender Notice No.: 30/1/2025/SP/

A) Declaration towards non running of canteen/mess services in any other Government Organisation.

It is hereby declared that I/We have not been running any such canteen in any other Government Organisation.

B) Acceptance Certificate

Certified that, I have gone through all the Terms and Conditions for running the Main Building 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.	Valid Document/Certificate towards Women SHG registered on either NRLM or NULM portal or provisional registration certificate issued by the Department of Rural Development or Municipal Administration as the case may be.	
2.	Valid Document towards Bank Account of concern Women SHG.	
3.	Duly filled Canteen Menu Pricelist	

[Signature of the Tenderer]

Name and Address of the Tenderer

.....
.....
.....
.....

Contact no.: