

**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 Hisar, 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 Hisar” can be handed over in Principal’s Office, up to **11/04/2022 up to 11:00 AM**. No bid thereafter shall be accepted. The tender shall be opened on **11/04/2022 at 03:00 PM** in the presence of bidders or their representatives (only one person per bid) who wish to be present. In the event of **11/04/2022** 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/ Banker cheque drawn on any Nationalized Bank in favour of “Principal Govt. Polytechnic Hisar” payable at Hisar, for Rs. 20,000/- (Rupees Twenty Thousand 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. The bidder should have at least three years experience of running the canteen in a Govt./recognised organization preferably an academic institution of repute. 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.
5. The **successful bidder shall deposit a sum of Rs. 75,000/- (Rupees Seventy Five Thousand Only) as interest free Performance Security deposit** which will be refunded after making necessary adjustments, if any, on the expiry of the contract. This is in addition to the monthly rent payable by the contractor.
6. The Contractor is required to pay monthly rent for the space provided by Govt. Polytechnic Hisar for running the canteen. The bidder quoting the highest amount of monthly rent subject to **a minimum of Rs. 26150/- (Rs Twenty Six Thousand One Hundred fifty 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.
7. Any conditional bid is liable to rejection of tender.
8. The contractor shall run the canteen for the benefit and use of the employees and students of G.P. Hisar exclusively in the aforesaid premises.

Signature of the Contractor



9. The Contractor shall keep the canteen open and render all the necessary services, sale of eatables, tea etc., from 06:00 A.M to 10:00 P.M on all normal working days including Sunday and other holidays.
10. The Govt. Polytechnic will provide suitable space for Kitchen and dining within the college campus. Necessary furniture for dining area will also be provided by Govt. Polytechnic Hisar.
11. The contractor shall be required to pay :
  - a. Monthly Rent in advance quarterly to be deposited by 10<sup>th</sup> of every month.
  - b. Water & electricity charges, to be deposited (actual basis as per sub meter reading) in every month by 10<sup>th</sup> 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.
- 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.’
12. 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.
13.
  - 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 Hisar shall not in any manner be.
14. Contractor shall serve food item at such prices as mentioned in Part-III of this tender.
15.
  - 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 Hisar for any other purpose or business other than running the canteen.

Signature of the Contractor



16. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups as and when directed by Govt. Polytechnic Hisar 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.
17. 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.
18. The agency will be responsible for complying all trade & security laws.
19. 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.
20. 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 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 Hisar 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 secure and submit to Govt. Polytechnic Hisar all applicable Licenses issued by FSSAI for running the canteen within 2 months of award of work or commencement of work, whichever is earlier.
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 Hisar 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



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 Hisar 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 Hisar, if work and conduct is found satisfactory.
35. The Successful Bidder shall pay the monthly rent and executes an agreement on Rs.100/- (Rs. One Hundred Only) Stamp Paper with the Principal, Govt. Polytechnic, Hisar within one week from the date of intimation of his selection.
36. The successful bidder shall take an insurance policy for an appropriate value for insurance against damage/loss due to fire accident in the canteen.
37. The contractor is responsible to maintain the infrastructure facilities provided by the college such as sitting spaces, fans, electrical fittings, sanitary fittings, water cooler, chairs, tables etc.
38. All disputes relating to this tender can be legally resolved through courts in Hisar only.

Signature of the Contractor



## PART-II –A

### APPLICATION FORM

- 1.Name of the Firm \_\_\_\_\_
- 2.Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3.Phone No. (Mobile / Landline) \_\_\_\_\_
- 4 Experience (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.DD / Pay Order No., Date & Drawee Bank \_\_\_\_\_
7. PAN/TAN \_\_\_\_\_

## 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:

### **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.20000/- 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 Hisar 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:



### **PART-III**

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

<b>Items code</b>	<b>Menu/Name of the items</b>	<b>Composition/ Description/ Quantity</b>	<b>Unit</b>	<b>Revised rates w.e.f 01/04/2022</b>
1	Standard Tea	Disposable cup (100 ml)	Per Cup	12
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	25
5	Samosa	100 gm+Sauce/Chautni	Per piece	15
6	Bread Pakora	100 gm+Sauce/Chautni	Per piece	15
7	Onion 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	15
10	Sandwich 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	30

21	Veg Chowmin	200 gm+Sauce	One Plate	30
22	Sweet Like Laddu, Burfi, Gulab Jamun etc.	Standard Varieties	Per piece	AAs per market rate (lowest)
23	Aloo Petty	100 gm +Sauce	Per piece	20
24	Ice cream randed	Branded	Per piece	As per MRP
25	Flavored Milk (bottle)	Standard Varieties	Per piece	As per MRP
26	Stationary/General Store Items/Photostat Work	Standard Brands	Per Piece	As per market rate (lowest)

Signature of the Contractor