

**ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE PRINCIPAL,
GOVERNMENT COLLEGE, DAMAN.
DAMAN-396210**

No. GC./EST/CCF/2016-17/123316

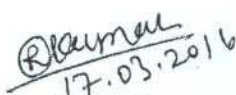
Date: 17.03.2016

TENDER NOTICE

Office of the principal, Government college, Daman on behalf of President of India, invites sealed tenders for Providing Contracted Canteen Facility.

Each of the above blank Tender Forms with detailed Schedule and Terms & Conditions for the above said work may be obtained by **paying Rs. 500** Non refundable from the Office of The Principal, Government College, Daman during working days up to 30.3.2016. The tender form is also available on www.daman.gov.in which can also be downloaded and submitted along with DD of Rs. 500/-

Tenders forms will be accepted up to 13:00 hours up to 30.3.2016. The Dealers / Firms / Agencies are informed to submit their tenders documents with **EMD of Rs.10,000** within prescribed time limit personally / by post / by Courier. The Tenders will be opened on the same day i.e. on 30.3.2016 at 15:30 hours in the presence of the Tender Opening Committee / Purchase committee and in the presence of tenders present, if possible in the Office of The Principal.


(Rakesh Kumar)
Principal
Govt. College, Daman.

Copy to:

1. The NIC, Daman, with request to up load on website of Administration of Daman & Diu.
2. All Head of Offices, for wider publicity
3. Notice board.

ADMINISTRATION OF UT OF DAMAN & DIU
OFFICE OF THE PRINCIPAL,
GOVERNMENT COLLEGE, DAMAN.

**TENDER FORM FOR PROVIDING CONTRACTED CANTEEN FACILITY AT GOVT. COLLEGE,
DAMAN.**

No. GC/EST/CCF/2016-17/123316

Dated:- 17/3/16

ANNEXURE - I

TECHNICAL BID

1. Name of Agency / Firm	
2. Address of Agency / Firm	
3. E – mail.	
4. Tel. / Fax No. of Head office	
5. Date of Establishment.	
6. Local/branch office address, if any, with Land line no.	
7. Date of Registration with competent authority.	
8. Registration Validity date.	
9. E.M.D. Demand draft & Date with Name of Bank. City.	
10. Tender fee Receipt No. & Date. Or DD/FDR no	
11. Minimum 2 year experience in the field and Reference of at least <u>02 Reputed clients in Local area.</u>	
12. Certificates from clients, if any	
13. Service Tax No. or VAT No.	
14. PAN No.	
15. Provident Fund Registration No.	
16. Last three Years I.T. return.	
17. Copy of Labour Registration	
18. Bank Account No. / Bank Name & Location.	
19. No. of Employees on the roll of Agency / Firm.	

Note : Kindly Enclosed copies of all the above documents with Technical Bid.

I / We certify that I / We read understood and accept the contents of the broad terms and conditions incorporated in the Tender form and 'Note' below and submit this Tender for consideration. I / we certify that the above statements are true.

(Signature of the Owner / Proprietor)

Full Name of the Firm _____

Address _____

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U.T. ADMINISTRATION OF DAMAN & DIU, GOVERNMENT COLLEGE, DAMAN.

Terms & Conditions for providing Contracted Canteen Facility At Govt. College, Daman

1. Tender is invited in two bid system (i) Technical Bid & (ii) Financial Bid. The 'Technical Bid' should contain full information as required in Annexure-I (Technical Bid) provided herewith.

The 'Financial Bid' will include full information as required in Annexure -II (Financial bid).

2. Technical bid along with the financial bid should be submitted in the Tender box in two separate envelopes each written as "Technical Bid" & "financial Bid" It should contain full information as required in Annexure - I & II ("Technical Bid" & "financial Bid") provided herewith.
3. The financial bid will be opened after technical bid is qualified.
4. Incomplete bids and bids received after due date and time will be rejected.
5. The bidder should enclose DD/FDF for 10,000/- (Rupees Ten Thousand Only) towards EMD drawn on any commercial bank to the bid document towards EMD. The EMD will not carry any interest whatsoever. EMD furnished for previous bids/tenders will not be adjust the present Bid.
6. That-
 - (i). The successful bidder will have to pay within 10 days from the date of demand an amount equal to 10% of the annual total Contractual value of the contract amount as security deposit in the form of DD/Cheque in favour of the Principal, Govt. College, Daman which will not carry any interest whatsoever. The Security Deposit will be returned /released to the canteen contractor on the completion of the contract period.
 - (ii). Non -receipt of the security deposit within the stipulated time limit will result in automatic cancellation of the contract / order for Contract Canteen Facilities without any intimation.
7. The bidders should enclose attested photo copies of provident Fund Certificate, Firm or Agency's, service Tax Registration, VAT Registration, CST Registration and last three years income tax returns what so ever is applicable.
8. The bidder should submit the details of at least 2 (two) local reputed clients.
9. Any registered firm/company/party who has atleast 2 years experience as on 31.03.2016 in running institutional/industrial catering/ hotel management / hospitality services will be eligible for bidding for the contract.

MODALITIES:

10. The institute will only provide Newly built canteen , Hostel Kitchen and Dining space alogside kitchen. Before bidding the tentative may take a visit to the venue and assess the available infrastructure. The Canteen Contractor shall pay a maintenance charge of Rs. 10,000/- on or before 10th of every month for the use of Newly built Canteen, Kitchen and Dining space alogside kitchen which will be reviewed on year to year basis.

P. Kumar

11. The canteen Contractor has to pay for all the consumables ie. Electricity, gas, drinking water etc at prices regulated by the government/institute.
12. The canteen contractor can utilize the existing cooking, serving utensils and equipment which may be of use to the canteen contractor, if any. All additional Modern/Modular equipment required for cooking and serving and also Fly Killers are to be procured by the contractor. Any new equipment purchased would remain the property of the canteen contractor and can be taken away from the canteen at the termination of this contract.
13. The use of equipment shall not damage the premises and property of institute nor shall it cause any physical danger to any person.
14. Cleaning of the premises in and around the area used for cooking / eating including the all areas where food is cooked/served is the responsibility of the Canteen Contractor without any additional cost.
15. Strict Hygienic conditions are to be maintained in the cooking and serving area. The cooks and servers should also be hygienic and clean. Use of caps and gloves wherever required should be followed. Monthly fumigation of Canteen and cleaning of exhaust fans should be done on monthly basis.
16. The taste of food, the nutrition and healthiness of food should be maintained well. Any member of the Canteen Committee or Canteen Secretary or any authorized person can inspect the kitchen or any process without any prior notice to the canteen contractor. In case of any discrepancy (in terms of palatability of food or hygiene) or in case of negligence established by a panel including the Principal, Secretary Canteen Committee and the canteen Contractor, appropriate punitive action shall be taken.
17. That the total number of students in MGM boys hostel will be approximately 100 Plus. The canteen contractor is required to serve 4 meals (Breakfast, Lunch, High tea with Snacks and Dinner) to the students. The canteen Contractor is required to render Contractual Canteen Facility All 7 days a week. For the academic year i.e. throughout year except vacation period.
18. Penalties would be levied for Partially cooked food, Foreign particles found in food, Using sub standard raw material, Unhygienic cooking conditions of kitchen/cook/servers which would be in the form of deduction of 25% of food bill for that day(BF/L/HIT/D)
19. Bidders are requested to quote per unit rates **inclusive of all taxes** for following items:
 - a. Only Breakfast
 - b. Only Lunch
 - c. High Tea
 - d. Only dinner
20. The Contractual Canteen Facility "Contract period" is **for a period of One Year** from the date of commencement/award of the contract and further extendable on yearly basis for a period of not exceeding **Three years** subject to satisfactory work performance and same rates.
21. Efficiency, Promptness, quality service, good behavior and politeness of the canteen contractor and his staff are the essence of the contract. The canteen contractor is required to supervise the operations at all working hours and his manager or supervisor shall personally supervise the operations in the kitchen and dining area.
22. The canteen contractor shall engage **fully trained and adequately experienced catering staff** who are medically fit and free from any infectious diseases. The canteen contractor shall get his employees medically examined once in 6 months time and obtain fitness certificate.


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23. The canteen contractor shall provide **uniforms to all their staff engaged**. The staff appointed by the canteen contractor should have police verification certificate from the police station of Daman.
24. The canteen contractor personnel shall not indulge in entertaining their guests/outside in the Govt College, Daman premises and shall not loiter in the Govt College, Daman premises and shall not normally move out of their specified area of operations.
25. The canteen contractor shall make necessary arrangements for regular and **proper collection and disposal of waste** generated in the kitchen and dining areas on day to day basis and if required multiple times a day. The Canteen Contractor will have to take care of waste disposal out of college premises of his own.
26. The Staff deployed by the canteen contractor shall not stay in the Kitchen dining area or hostel rooms in any circumstances.
27. The Canteen Contractor shall be exclusively responsible to meet and comply with all legal requirements with respect to the food items prepared and served by him to Govt College, Daman including with respect to raw material and ingredients incorporated therein, and shall be ***exclusively responsible for any infraction of the provisions of any applicable law with regard to the preparation, storage and sale of food, including the provisions of the prevention of food adulteration act, The essential commodities act, and weights and measures act and all rule regulations and orders framed there under.***
28. The canteen contractor will have to ensure satisfactory standards of its employee competence, conduct, cleanliness and integrity. Neglect of duties, undesirable act, misbehavior and consumption of alcohol while on duty etc., shall not be condoned.
29. The Agency ***shall not transfer or assign sub-contract to any other party.***
30. The staff engaged by the canteen contractor to whom the contract is given shall be deemed to be the servants or employees of the person or institution to whom the contract is given and such staff shall not be considered or deemed to be the employees and servants of the institution. That the canteen Contractor to whom the contract is awarded is bound to pay minimum wages to its staff as per rules. ***In no case and for no purpose child labour should be deployed which is punishable by law.***
31. The Institute shall not be liable to pay any allowance, salary or any other amount under any law in force for the staff engaged by the canteen contractor. Contract laborers are eligible to benefits of Provident Fund, ESI, etc., and the canteen contractor has to ensure the same.
32. The canteen contractor shall be absolutely responsible and liable for any all personal injuries or death and / or property damage or losses suffered due to negligence of the canteen contractor's personnel in their performance of the services required under the contract.
33. The actual cost on account of loss or damage to the institute's property because of negligence of the canteen contractor personnel will be deducted from the bills after conducting proper enquiry.
34. The person or institution to whom the contract is given shall be bound to abide by instructions issued by the institution from time to time.

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35. The canteen contractor will have no right or lien upon the premises and the canteen contractor and his workers will move out of the premises of the institute on expiry of contract.
36. The Principal Govt. College, Daman reserves the right to reject or accept any without assigning any reasons.

Signature
& Designation
Of the tender inviting Officer.


(Rakesh Kumar)
Principal
Govt. College, Daman.

NOTE: Pl. return one copy of these Terms & Conditions duly signed with seal of the firm along with the tender.

IF A FIRM FILING TENDER DOES NOT FULFIL ALL OF THE ELIGIBILITY CRITERIA MENTIONED ABOVE, THE TENDER OF THE FIRM WILL BE REJECTED.

All the terms & conditions are accepted and are binding to me/us.

Place :

(Signature of the owner/ Partner/Contractor)

Date :

Name of the bidder with seal of the firm.

ANNEXURE-II

**TENDER DOCUMENT FOR
PROVIDING CONTRACTED CANTEEN FACILITY
AT GOVT. COLLEGE, DAMAN.**

ANNEXURE-II

No. GC/EST/CCF/2016-17/

Dated:-

FINANCIAL BID

**Rates for providing contracted canteen facility for MGM boys Hostel
at Govt. College, Daman.**

Sr.No	Particulars	Unit Rates Inclusive all taxes	Rate per month
1.	Break fast: <ul style="list-style-type: none">• Tea/coffee• One Indian B/F with its own accompaniment viz. stuffed paratha, Veg. Poha, Poori-bhaji, Medu -bada, idli , bada pav etc.		
2	Buffet lunch for students/guests <ul style="list-style-type: none">• Rice Plain/jeera/biryani/pulao• Roti• Dal• Pickle/salad• One seasonal veg Dry/Gravy..• 2 Paneer pcs /2 eggs (weekly)		
3	Tea: <ul style="list-style-type: none">• Tea/coffee• Biscuits/cookies		
4.	Buffet Dinner for students/guests <ul style="list-style-type: none">• Rice Plain/jeera/biryani/pulao• Roti• Dal• Pickle/salad• One seasonal veg Dry/Gravy.• Any Sweet dish (weekly)		
5	Total Amount		

Other Conditions:

- Product related to Alcohol, Tobacco, Pan Masala, Cigarettes etc are STRICTLY BANNED in Govt College, Daman premises.
- Menu will be prepared in consultation with the Caterers F&B Manager Every week i.e. Fry/Sat day
- Canteen Committee & Catering Manger will meet to prepare Menu for the following week. Any food beverage item indicated above can be replaced by an equivalent item after due approval of Canteen committee Secretary.
- Timings for canteen: B/F 08:00 to 08:55, Lunch 12:45 to 14:00, HI tea 17:15 to 18:00, Dinner 20:00 to 21:00

R. Kumar

(Signature of the Owner/Proprietor)

Full Name of the firm _____
Address _____

Place: Daman
Dated:

(SEAL)

**TENDER DOCUMENT FOR
PROVIDING CONTRACTED CANTEEN FACILITY
AT GOVT. COLLEGE, DAMAN.**

No. GC/EST/CCF/2016-17/

Dated:-

FINANCIAL BID

**Rates for Items provided under contracted canteen facility
OVER THE COUNTER SALES FOR ALL STUDENTS
At Govt. College, Daman.**

Sr.No	Particulars	Unit Rates Inclusive all taxes
1.	Break fast Items Individually: <ul style="list-style-type: none"> • Tea • Coffee • Stuffed paratha, • Veg. Poha, • Poori-bhaji, • Medu -bada, • Idli-sambhar , • Masala dosa • bada pav etc. • samosa • boiled egg • bread omlette • bread cutlates • bread pakoda • dal rice plate • chole bhature • biryani • ragada pettish • packed & branded namkeens/biscuits/cold drinks 	Not more than MRP

- Product related to Alcohol, Tobacco, Pan Masala, Cigarettes etc are STRICTLY BANNED in Govt College, Daman premises.
- Menu and rates list for other Over the counter Items if any, may be prepared in consultation with the Canteen Committee and Caterers F&B Manager. Any food / beverage item indicated above can be added/ replaced after due approval of Canteen committee Secretary.
- Timings for over the counter sales in canteen: 9:00am to 6:00pm
- The Canteen contractor has to display the item wise rates on display board outside the canteen. No deficiency in prescribed rates will be permissible.

R. Kumar

(Signature of the Owner/Proprietor)

Full Name of the firm _____
Address _____

(SEAL)

Place: Daman

Dated:

**LIST OF COPIES TO BE SUBMITTED WITH THE TECHNICAL BID FOR PROVIDING
CONTRACTED CANTEEN FACILITY AT GOVT. COLLEGE, DAMAN.**

1. Copy of registration Certificate with appropriate authority Labour registration from competent authority
2. Copy of Verification/permission from Local authority i.e. Police department.
3. Copy of Labour Provident Fund Registration No.
4. Copy of Service Tax Registration No. OR VAT No.
5. List of at least Local 02 clients with service satisfaction / experience certificate for at least 03 years.
6. Copy of PAN no.
7. Copy of Last 03 year's I.T. return.
8. Copy of term & conditions signed by Authorized person with stamp.

(Rakesh Kumar)
Principal,
Govt. College, Daman.

Rakesh Kumar