

TENDER DOCUMENT
FOR
CANTEEN
SERVICES

Approved.
H. S. M.
11/6/2024



Last Date of Submission: 28.06.2024 Up to 01:00 P.M

OFFICE OF THE DIRECTOR / PRINCIPAL
ATAL BIHARI VAJPAYEE GOVT. INSTITUTE OF ENGINEERING & TECHNOLOGY
PRAGATINAGAR DISTT. SHIMLA (HP).-171202
Email Id: director.abv@gmail.com Phone No: 01783253918, 919, Website: www.abvgiet.ac.in



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ATAL BIHARI VAJPAYEE
GOVT. INSTITUTE OF ENGINEERING & TECHNOLOGY
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TENDER FOR CANTEEN SERVICES

BID REFERENCE : ABV/Store/Canteen/June-2024

LAST DATE AND TIME FOR RECEIPT OF BIDS: **28.06.2024 at 01:00 P.M**

TIME AND DATE OF OPENING OF Technical Bid : **28.06.2024 at 02:30 P.M**

TIME AND DATE OF OPENING OF Financial Bid : **28.06.2024 at 04:00 P.M**

PLACE OF OPENING OF BIDS : Office of The Director/Principal
Atal Bihari Vajpayee Govt. Institute of Engg. & Technology
Pragatinagar Distt. Shimla (HP).-171202

ADDRESS FOR COMMUNICATION : Office of The Director/Principal
Atal Bihari Vajpayee Govt. Institute of Engg. & Technology
Pragatinagar Distt. Shimla (HP).-171202

Tender No.: ABV/Store/Canteen/June-2024

Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP)-171202 invites sealed tender for running canteen in premises of institute at Pragatinagar, P.O. Gumma, Teh. Kotkhai, Distt. Shimla on monthly rent basis and as per terms and conditions laid down in the tender document

Sr. No.	Menu Items	Technical Bid Format	Financial Bid Format	Earnest Money Deposit (EMD)	Performance Security
1.	Attachment as Annexure - "A"	Attachment as Annexure - "B"	Attachment as Annexure - "C"	Rs. 10,000/- (Rs. Ten Thousand Only)	Rs. 25,000/- (Rs. Twenty five Thousand Only)

1. Interested contractors/societies/firms etc. may obtain further information and inspect the tendering documents at Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP)-171202 and also from college website i.e. www.abvgiet.ac.in
2. The tender document can also be obtained from the office of Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP)-171202, during office hours namely, from 10.00 hrs to 17.00 hrs, on all working days on the submission of a written application to the above office and upon payment of a non-refundable fee of Rs. 500/- in the form of a demand draft from any nationalized bank in favour of **Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP)-171202 payable at Gumma / Kotkhai.** The firms who have downloaded tender document from this institution website through internet are also required to submit a demand draft of Rs. 500/- Non-refundable in favor of **Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP)-171202 payable at Gumma / Kotkhai.**
3. The provisions in the instructions and in the general conditions of contract are based on the provisions mentioned in the tender document.
 - (a) Price of bidding document : (₹ 500.00) (₹ Five Hundred Only)
(non-refundable)
 - (b) Last date and time for : 28:06:2024 at 01:00 P.M
receipt of bid
 - (c) Time and date of Opening bid: 28:06:2024 at 02:30 P.M (Technical Bid) and 28:06:2024 at 04:00 P.M (Financial Bid)
 - (d) Place of opening of bids : Office of The Director /Principal
Atal Bihari Vajpayee Govt. Institute of Engg. & Technology
Pragatinagar Distt. Shimla (Hp).-171202
 - (e) Address for communication: Office of The Director /Principal
Atal Bihari Vajpayee Govt. Institute of Engg. & Technology
Pragatinagar Distt. Shimla (Hp).-171202
 - (f) 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.

- (g) Technical bid and financial bid must be in separate sealed envelope properly titled as Financial Bid and Technical Bid.
 - (h) Financial bid must contain the quoted price only.
 - (i) Rest of the papers supporting tender document as per requirement to be sealed in separate envelop as technical bid written outside.
4. Technical bid will be opened first.
 5. Then for the qualified technical bid, financial bid will be opened later as per the time and date specified
 6. Financial bid of the unqualified technical bid will not be opened
 7. Tenders will be opened in the presence of bidder or their representatives who may wish to attend the meeting on the specified date and time. In case if no representatives are present, the tender will be opened at scheduled date and time.
 8. 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 time and place.
 9. Scope of Work:
 - (a) The institute requires canteen contractor(s) to run the canteen services in the institute's Canteen (**One Kitchen and one hall only in Ground Floor**) premises on institute rates as specified at **Annexure-A** of this document to cater the needs of the students, staff, faculty, beneficiaries and visitors attending the institute.
 - (b) The canteen services are also required to be extended during the examinations, seminars, conferences, workshops, farewell, annual events and orientation courses etc.
 - (c) To provide tea/coffee and other beverages as and when required in the office of institute.

TERMS & CONDITIONS

1. Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar, Shimla invites sealed tenders for running canteen on the fixed cost basis (as per **Annexure-I**) in the premises of institute from reputed contractors/societies/firms/agencies etc. The tender document may either be obtained from the office of the institute on all working days or may also be downloaded from the institute website i.e. www.abvgiet.ac.in
2. Tender should be submitted in sealed envelope, containing "**Filled Annexure-B**" alongwith Tender Fee, Earnest Money DD, GST Number, Undertaking Document. The envelope should be super-scribed as "Tender for Canteen Services".
3. The tenderer/bidder has to furnish earnest money deposit of Rs. 10000/- (Rs. Ten Thousand Only) in the shape of Demand Draft from any Nationalized Bank **in favour of Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP)-171202 payable at Gumma /**

Kotkhai. The earnest money should be kept in sealed envelope of bid. Tender received without earnest money deposit shall straightway be rejected.

4. The earnest money deposit will be refunded to the bidders within 7 days of the award of tender/work. No interest will be paid on earnest money remaining with the institute.
5. The sealed quotations should reach the institute, latest by **28.06.2024 upto 01.00 PM**. The bids will be opened in the administrative block of the institute as per the date and time specified above.
6. The Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP)-171202 reserve the right to reject any or all the tenders without assigning any reason. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection straight way. The Director/Principal will also reserve the right to cancel the tender at any point in time during the process of tender.
7. The contract/award letter to be awarded on the basis of highest monthly rent offered/quoted and other required documents as mentioned in Annexure-B. **Minimum offered/ quoted monthly rent should be greater than Rs. 11000/- (Eleven Thousand Rupees only) as per Rent assessment for One Kitchen and one hall only in Ground Floor of Institute Canteen.**
8. The contract will be valid/awarded initially for a period of **1 (one) year**. The contract may be extended for one more year and maximum up to 03 (Three) years based on satisfactory performance which will be adjudged by the Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP) on the basis of service rendered by the contractor. The conditions for termination of contract are mentioned separately in the end of the document.
9. The successful bidder, to whom the contract has been offered shall be required to deposit **Rs. 25,000/- (Twenty five Thousand Only)** as performance security valid for one year in favor of “Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP)”, in the form of fixed deposit receipt (FDR) issued by any nationalized bank immediately after the completion of tender process/award of work which will be refunded on expiry of the contract after getting NOC from Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP).
10. The monthly rent will have to deposit before 10th (Date) of each month failing which fine will be charged as per the canteen committee recommendations.
11. The contractor has to open the canteen on all working days between **7.00AM to 09.00 PM**. Institute will be closed on all Sundays, Second Saturday and Gazetted Holidays. However, in addition to the working days indicated, in case this institute requires/feels a need running of canteen on holiday even, the same would be required to be carried out by the contractor. The contractor shall ensure uninterrupted supplies of services as agreed herein.
12. This institute reserves the right to recover/adjust any amount which may be due from the contractor from performance security deposit.
13. The contractor shall not appoint sub-catering contractor to carry out any obligations under the contract
14. 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.

15. No bathing and washing of clothes etc. will be allowed in the canteen.
16. The contractor shall have to engage sufficient manpower for running of the canteen. Providing of paid off or leave reserve worker shall be the responsibility of the contractor. The contractor shall engage only such persons who are disciplined, have good character, medically fit and are above 18 years. The contractor shall not employ young children as prohibited under the law/ rules/ regulations. The authenticated person need to be appointed and a latest character certificate copy issued from competent authority need to be deposited in the institute.
17. Also, the contractor should provide the necessary details of all its employees (permanent, temporary etc.) to the institute.
18. The Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP) shall not be in any manner concerned with the internal affairs of the contractor that may be regarding dispute with workers engaged by him or dissolution etc. or any affairs concerning with third party, that the contractor may be having.
19. The contractor shall exercise due and proper care for safe maintenance and cleanliness of the entire canteen premises and for maintenance and protection of all fitting, furniture and other articles. In case of any loss to the property of institute by the workers of the contractor, the contractor is responsible for the same and he/she has to make good the loss immediately failing which the same may be recovered from his dues or by en-cashing the security amount/performance guarantee.
20. The contractor will make his own arrangement for commercial cooking gas cylinder, ISI marked gas stove, microwave, refrigerator, crockery, cutlery, glasses and other kitchen equipment's etc. required in the canteen. Utensils/crockery for preparing food must be of food grade quality. All utensils shall be kept neat & clean. Chipped/broken or unserviceable utensils/crockery shall not be used for service.
21. The canteen staff employed should be in proper and clean uniform. Worker's identity cards will be compulsory before taking the charge of canteen services. Employees will be in proper uniform provided by the contractor, medically found fit, hygienically suitable, nails trimmed, haircut and shave taken.
22. The responsibility of maintaining the cleanliness and hygienic condition of the canteen will be of the contractor, at his own cost with proper disposal of waste. No littering of papers, disposal glasses, and juices/cold drink containers allowed in campus. In case of violation of this condition, institute authority has right to impose the necessary penalty.
23. While using gas & electric appliances, due precaution to ensure safety of the building against fire break may be taken. Heavy rated electric appliances are not supposed to be used for cooking purpose in the canteen. In the eventuality of any laxity on this account, the amount of loss shall be recoverable from the contractor.
24. The contractor shall be responsible towards his/her workers for any injury/causality while working in the canteen. This institute will not be responsible and liable for any compensation whatever.
25. Provision of complaint/suggestion book in the canteen should be made by the contractor which will be examined by committee constituted by Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP) from time to time and action will be taken accordingly.

26. The acts related to “Food Safety and Standards” are need to be followed by the contractor. Quality of food/services provided will be inspected / checked from time to time and if found unsatisfactory, the contract can be cancelled at any time by the institute with/ without furnishing any notice. Decision of the Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology Pragatinagar Distt. Shimla (HP) with regard to determining the quality of food/service etc. rendered by the contractor shall be final and acceptable to contractor.
27. This institute premises will not be used by the contractor for serving to outsiders.
28. Credit sales, if any, shall be at contractor’s own risk and this institute shall not be responsible for recovery of any such arrears.
29. The contractor shall ensure payment of all statutory taxes etc. and shall be wholly responsible for any default.
30. 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.
31. The contractor shall be responsible for fulfilling all his obligations towards the person deployed by him under law namely Minimum Wages Act, ESI Act, and Bonus Act etc.
32. Electricity charges shall be paid by contractor as per actual consumption on the prevailing rates of HPSEB or at rate of Rs 2050/- per month in case of unavailability of Energy meter in the Canteen building or due to any other reason.
33. The decision to award the canteen services contract will be taken on the basis of highest monthly rent (inclusive of all taxes, if any) offered by the bidder to institute.
34. Smoking, intoxicants and tobacco products will be strictly prohibited inside the canteen. Incident of ragging in college canteen if any should be brought to the notice of the institute Director/Principal immediately.
35. The canteen will be allowed to function only if the successful bidder has all necessary equipment available with him / her to run the canteen.
36. Any direct or indirect attempt to influence for negotiation on the part of a bidder with the authority to whom tender has been submitted or the tender accepting authority before finalization of tender process shall render the bidder liable for exclusion of his/her bid for the consideration.
37. The contractor has to submit FSSAI (Food Safety and Standards Authority of India) certificate within one month of award of tender.
38. The bidder must have the valid Goods & Service Tax (GST) number on his/her name/concern.

Terminations of the Contract

- a) The Institute reserves all rights to terminate the contract by giving one month's prior notice, on breach of the terms and conditions laid down in the tender, at the risk and cost of the contractor.
- b) Failure to comply with the contract obligations of the tender will lead the contractor liable for forfeiture of performance security deposit.
- c) The successful bidder, to whom the contract has been offered, if, he/she does not respond in stipulated period, the offer shall stand cancelled and the work will be awarded to the second highest tenderer.
- d) The quality of food/ services provided will be checked from time to time and if found unsatisfactory the contract can be cancelled at any time by the director cum principal without furnishing any notice. The Institute reserves the right to impose a fine if deemed necessary.
- e) The contract may be terminated by the contractor, by giving one-month prior notice with valid reasons failing which his security deposits will be forfeited.
- f) Any disputes are subject to exclusive jurisdiction of competent court and forum in Theog, Distt. Shimla (HP), India only.
- g) In case of allotment, the successful bidder/contractor will submit an undertaking for the acceptance of all terms and conditions mentioned above.

UNDERTAKING

I.....S/D/ of Shri.....R/o

.....
hereby solemnly agree to abide by the Terms & Conditions and the rates enumerated above. Any break of the Clause/Clauses will render my contract null and void.

I have understood completely about this tender document and the terms and conditions therein. I agree to sell the eatables items on the rates mentioned in the tender rate list. I have also understood that I have to maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items with the tender.

Signature of the Contractor
(Name and full address)



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Tele: 01783-253918, 919 Email: director.abv@gmail.com Website: www.abvgiet.ac.in

Annexure: - A

Mandatory Menu Items

Sr. No.	Items	Quantity	Price (₹)
1.	Stuffed Parantha (Potato) with Butter/Curd	Per Piece	25.00
2.	Stuffed Parantha (Potato) with pickle	Per Piece	20.00
3.	Tea (Milk Tea) (60 ml)	Per Cup	8.00
4.	Coffee (60 ml)	Per Cup	10.00
5.	Cooked Maggie	Per Plate	25.00
6.	Samosa (Standard Size)	Per Piece	10.00
7.	Bread Pakora	Per Piece	10.00
8.	Veg. Pakora	Per 100 gms	20.00
9.	Lunch-Full [Rice, 03 Chappati, Daal, Seasonal Vegetable, Salad etc.]	Per Plate	50.00
10.	Lunch-Half [Rice or 03 Chappati (Optional), Daal, Seasonal Vegetable, Salad]	Per Half Plate	35.00
11.	Plain Dosa	Per Plate	40.00
12.	Masala Dosa	Per Plate	50.00
13.	Chowmin	Full Plate	40.00
		Half Plate	25.00
14.	Momos	Full Plate (12 pcs)	60.00
		Half Plate (6 pcs)	30.00
15.	Veg Sandwich	2 Pieces	30.00
16.	Veg Burger	1 Piece	30.00

Note: (i) Rate and quality of any other food item (except packaged items) to be sold in the canteen should be approved by the Director/Principal of the institute on the recommendations of canteen committee.

(ii) For Packaged Eatables- Rates should not be charged more than print rates i.e. not more than the MRP.

**TECHNICAL BID PERFORMA TO BE FILLED
BY THE BIDDER**

Sr. No.	Particulars of firm/person/contractor/bidder etc.	Relevant details to be submitted
1.	Name of Tenderer/Bidder	
2.	Full Address	
3.	Telephone No./Mobile No.	
4.	E-mail Address	
5.	Type/Status of Tenderer	
6.	Tender Cost DD Detail	
7.	Earnest Money Deposit DD Detail	
8.	Mention GST Number* (Attach Document Also)	
9.	FSSAI Certificate Details (Yes/No) Or to be submitted within one month from the date of award of contract to successful bidder	
10	Experience of Canteen or similar services (Attach details if any)	

**(Signature of Bidder)
With Seal/Stamp**

Note: Attach the supporting documents.
*Items are essential to qualify the technical bid.

**FINANCIAL BID PERFORMA TO BE FILLED
BY THE BIDDER**

Sr. No.	Particulars of firm/person/contractor/bidder etc.	Relevant details to be submitted
1.	Name of Tenderer/Bidder	
2.	Full Address	
3.	Telephone No./Mobile No.	
4.	E-mail Address	
9.	Quoted Price/Month in Rupees (Excluding Electricity Charges)	

**(Signature of Bidder)
With Seal/Stamp**

Note: (i) Monthly electricity consumption charges will be charged extra @ Rs. 2050/-
Month