

Government Polytechnic College Baramulla

National Highway Kanispora Baramulla, J&K- 193101

Email: gpolycollegebla@gmail.com

Website: www.gpcbaramulla.in

Tender Notice No: 01 of 2022/ Cafeteria

Notice inviting tender for running of **STUDENT FRIENDLY cafeteria** services at Government Polytechnic College Baramulla (details given in Annexure D)

Important Information

S. No.	Items	Description
1.	Scope of work	Running student friendly Cafeteria services in the Government Polytechnic College Baramulla (List Given in Annexure D)
2.	Cost of bid document	Bank Draft of Rs. 1000/- drawn on any nationalized bank favouring Principal, Government polytechnic college Baramulla (non-refundable)
3.	Date of publishing of Tender	13-05-2022
4.	Last Date of submission of Tender	By or before 24-05-2022(up to 2:00pm)
6.	Date of opening of technical bid	25-05-2022 (3:00 p.m.)
7.	Date of opening of financial bid	Will be communicated to bidders who qualify technical stage
8.	Bid security (Earnest Money Deposit)	Rs. 20,000/- as CDR / FDR favouring Principal, Government polytechnic college Baramulla.
9.	Performance Security by the successful bidder	CDR / FDR amounting to license fee of three months favoring Principal, Government polytechnic college Baramulla
10.	i. Forming part of the bid document ii. Bidders who fulfil the requirements as mentioned in this tender document shall be eligible to apply. iii. The bid can only be considered for evaluation after the deposition of original EMD in the Government polytechnic college Baramulla. In case of non- receipt of EMD, the bid will be rejected. iv. Bidder can submit documents in the office of Principal Government polytechnic College Baramulla during the working hours.	
11.	List of documents to be submitted within the bid submission period i. Technical Bid Proforma/ Compliance sheet ii. CDRs/ FDRs on a/c of EMD and Tender Fee iii. PAN card iv. Certificate of GST Registration v. Food Safety Registration Certificate vi. Labour Department Registration vii. Affidavit viii. Domicile certificate ix. Aadhar card	
12.	Place of opening of bids	Office Chamber of Principal, Government polytechnic college Baramulla
13.	Annexures	Annexure-A: General Terms and Conditions Annexure-B: Technical Bid Proforma/ Compliance Sheet Annexure –C: Proforma for Affidavit Annexure –D: List of business unit Annexure –E: Rate list for Cafeteria
14.	Address for communication	Principal, Government polytechnic college Kanispora Baramulla -193103

Office of Principal
Government Polytechnic College Baramulla

National Highway Kanispora Baramulla, J&K- 193101

Tender Notice No: 01 of 2022/ Cafeteria

Notice inviting tender for running of STUDENT FRIENDLY cafeteria services

Government Polytechnic college Baramulla, invites sealed tenders affixed with Rs 02 (rupees two only) revenue stamp for running student friendly cafeteria Services at Government polytechnic college Baramulla (details give in Annexure D) for ordering and maintaining necessary food service supplies, selling food items initially for eleven months and extendable for a maximum of two terms of eleven **months each, subject to licensee's satisfactory performance to be reviewed/ certified by the committee, hike in monthly license fee exclusively on the discretion of the licensor and execution of fresh license deed.** The detailed eligibility condition, terms and conditions of the contract are given in Annexure-A. The rates are to be quoted as prescribed in BOQ.

Complete tender documents can be downloaded from the Government polytechnic college Baramulla website (<http://www.gpcbaramulla.in>). Information on issuance of corrigendum, if any, related to this tender will also be available on the same website. The tender document will also be available in the administrative office of Government Polytechnic College Baramulla during working days.

Bid Security/ Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Thirty Thousand only) has to be submitted along with Technical Bid in the form of CDR/ FDR drawn on any nationalized bank in favour of Principal, Government polytechnic college Baramulla. Bid Security should be valid for a period of 45 days beyond the final bid validity period. In case EMD is submitted late or not submitted at all, the bid will be considered unresponsive and incomplete and will be instantly rejected.

Bid Securities (EMD) of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest **on or before the 30th day after the award of contract.**

All the documents forming part of technical bid shall be placed in one envelop superscripted with "**Tender for running Student Friendly Service Cafeteria at Government polytechnic college Baramulla Tender Notice No. 01 of 2022/ Cafeteria**" and placed in the Tender box available in Principal 's office.

Government polytechnic college Baramulla reserves the right to cancel any / all the bid(s)/ tender at any time / stage or relax/ amend/ withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any query, after submission of the bid by the firm, shall not be entertained. In case of withdrawal of bid by the successful firm, the EMD will stand forfeited.

Sd/
Principal
Government Polytechnic College
Baramulla

No: GPCB/Estab./Tender/2022-23/136-137

Dated: 11-05-2022

Copy to:

Copy to the:

1. Director, Skill Development Department J&K, for information.
2. Joint Director Information Srinagar for information and with request to kindly publish the notice in two leading newspapers i.e Greater Kashmir & Tameel Irshad.
3. Website in charge for necessary action
4. Notice Board.

Annexure-A

A. ELIGIBILITY, TERMS & CONDITIONS, EVALUATION OF BID

A1. Eligibility Conditions

Following bidders/ firms will be eligible to submit the bid:

The bidder must be a domicile of Jammu and Kashmir Union Territory and possessing all the requisite documents including FSSAI registration.

A2 General Terms and Conditions

1. Person signing the bid or other documents connected with tender must clearly write his/ her name and also specify the capacity in which signing. The tender document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.
2. The rates must be written in figure as well as in words. Erasing and overwriting in the rates quoted will make the tender void.
3. Government polytechnic college Baramulla reserves the right to reject any or all the tenders without assigning any reason thereof.
4. The licensee will have to enter into an agreement with Government polytechnic college Baramulla before taking possession of the unit and commencement of the work.
5. The licensee will ensure that raw material used for cooking are of very good quality, safe for human consumption and conform to the standard laid down by the Government of India in this regard from time to time. In the event of any food poisoning/ contamination, the firm will be held fully responsible and liable to other penal actions under the respective laws. The firm will ensure proper sanitation/ hygienic conditions in the premises and deploy person/s free from infectious diseases.
6. The licensee shall be responsible for compliance of the Labour laws in respect of personnel employed by them. The firm shall be the employer for his workers and the Polytechnic will not be held responsible fully or partially for any dispute that may arise between the firm and its workers.
7. The electricity facility to the unit will not be provided by the Government polytechnic college Baramulla
8. All utilities including kitchenware etc. will be borne by the contractor/ licensee.
9. The agreement/ license deed has to be signed within 7 days of receipt of letter of intent with the Government polytechnic college Baramulla. Bid Security (EMD) of the successful bidder will be retained by the licensor and refunded only after the successful completion of contract.
10. The licensee would be responsible for verifying antecedents of the persons deployed by them and to maintain the details of all his employees/ workers. A list of such employees along with their details should be provided to the Polytechnic in the prescribe proforma. The licensee will be responsible for payment of wages/ salaries and social security dues of all such employees.
11. The licensee shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
12. The workers of the unit will vacate the premises of the building every day after the work is over and they will not be allowed to sleep in the office premises or otherwise utilize it in any other way after the working hours, unless their services are required to meet any exigencies.
13. The eatables will be served in neat and clean utensils and the staff must be in proper uniform at all times.
14. The selected licensee can sell only those items (student friendly) and at the cost as are given in **Annexure E** to this document. There shall be a complete ban on use of single use plastic in all operations of unit. Use of other disposables may be discouraged.
15. The approved price of the eatables should be prominently displayed at the counter/ Notice Board in unit preferably on a 2ft x 3ft flex banner. Also menu pamphlets should also be made available in the unit, copy of which shall have to be provided for Estates Section for necessary action.
16. Watch and ward, security and cleaning of unit shall be the responsibility the firm. The garbage of the unit shall also be disposed off by the firm on daily basis. The firm shall ensure cleanliness of the unit all the time.

17. The firm shall be responsible for all damages or losses of Polytechnic's property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
18. It shall be the sole responsibility of the licensee to obtain and keep ready necessary license/ permissions from various government bodies for running catering services and produce the same before the concerned authority as and when asked for. An undertaking to this effect has to be given by the firm.
19. Liability/ responsibility in case of any accident causing injury/ death to a worker or any of their staff shall be of the firm. Polytechnic shall not be responsible by any means in such cases.
20. **Timings:** The unit shall operate from 10 AM to 4:30 PM on working days and would also depend on the requirement of the Polytechnic.
21. The licensee would be required to use only ISI/ Agmark/ Food grade products and as per FSSAI norms.
22. The licensee shall not use the premises for any other activity except for the purpose for which it has been provided for.
23. The licensee shall not stock any inflammable or otherwise dangerous material, goods, narcotics or drugs in any part of the allotted space which are hazardous to the property/ banned under law.
24. The licensee shall be personally responsible for conduct and behavior of its staff. If it is found that the conduct or performance of any person employed by the firm is unsatisfactory, the firm shall have to remove the concerned person and engage a new person within 48 hours of intimation by Polytechnic. The decision of the polytechnic's designated officer in this regard shall be final and binding on the firm.
25. Polytechnic reserves the right to appoint officers/ officials to inspect the quality of raw material, food and other items prepared and sold in the unit. Any defect(s) pointed out by such officers/ officials during their visits shall be properly attended to by the firm. Committee of Polytechnic officers will carry out necessary quality checks on routine basis.
26. The licensee shall issue electronic receipts/ vouchers and accept digital payments.
27. The licensee shall submit the bills of items supplied to officers/ in meetings on monthly basis by third week of succeeding month.
28. Employees of different departments around the campus vicinity will be allowed to use the cafeteria during the daytime from 10:00am to 4:00pm.
29. **Only one unit will be licensed if the bidder has offered highest bid for more than one units.**
30. **Minimum Bid:** The minimum bid of the unit is given in Annexure D. Interested bidders must offer bids higher than minimum fixed bid. Bids quoting rates less than the minimum fixed bid shall be rejected if otherwise technically eligible. EMD of the bidders offering bids less than the minimum fixed bid shall be forfeited.
31. **Selection method:** The unit will be licensed to the highest bidder. However, in case of tie or in case one particular bidder emerging highest bidder for more than one unit, he/ firm shall have the option to select any one through negotiations.

A.3 Evaluation of Technical Bids:

The Technical bid of the tenderers will be evaluated on the basis of conditions laid down in the notice and documents asked for in the notice.

A4. Evaluation of Financial Bid:

Financial bid would be evaluated on the basis of license fee quoted by bidder for each unit.

B. Performance Security

1. The successful firm will be required to submit Performance Security amounting to license fee of three months, in the form of CDR/ FDR drawn on any nationalized Bank in favour of Principal Government polytechnic college Baramulla . Performance Security should remain valid for a period of 60 days beyond the date of completion of the contract.
2. Performance security shall be for the due and faithful performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful bidder and Polytechnic under the terms & conditions of acceptance to the tender.

C. AMENITIES TO BE PROVIDED BY POLYTECHNIC

1. Polytechnic will provide space to the licensee for running the unit against the monthly license fee. However, contractor will bear the damage, if any, to the facility/ site by him or his workers. The interested parties may visit the Polytechnic to see the site. The space being limited; the successful bidders shall arrange ready to use items for serving at the unit.
2. All the charges viz Electricity charges, water charges, gas, sanitation cess etc. will be borne by the licensee.

D. PAYMENTS:

1. The payment in respect of official hospitality bills of Polytechnic Departments shall be release after submission of bills by the licensee.
2. In event of any query, objection, delay or dispute with regard to any bill or a part thereof, no interest will be paid by Polytechnic for late payment.

E. VALIDITY OF CONTRACT

1. The contract for running of cafeteria Services shall remain valid for eleven months only. It can be extended for a maximum of two terms of eleven months each, subject to licensee's satisfactory performance to be reviewed/ certified by the committee, hike in monthly license fee and execution of fresh license deed.
2. For premature termination of the agreement, one month notice from the Polytechnic side and three months' notice from licensee's side shall be required in writing and the firm shall have to vacate the premises as per the directions of the Polytechnic.
3. Polytechnic reserves the right to terminate the contract at any time by giving one month notice if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by the Polytechnic from Performance Security or pending bills or by raising a separate claim. The agreement can be terminated by the licensee also by giving three months' notice in advance. If the agency fails to give three months' notice in writing for termination of the Agreement then three months payment will be charged and any amount due to the agency from this Polytechnic shall be forfeited.
4. If Polytechnic is not satisfied with the quality of eatables served, or behaviour of the firm or his/ her employees, the firm will be served with 24-hour notice to improve or rectify the defect(s), failing which Polytechnic will be at liberty to take appropriate necessary steps as deemed fit.

F. PENALTY

1. In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month's notice resulting in the forfeiture of Performance Security.
2. In the event of violation of any contractual or statutory obligations, by the licensee, it shall be held responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Polytechnic by any individual, agency or Government Authority due to acts of the firm, the firm shall be liable to compensate such claims or damages to Polytechnic. As a result of the acts of the firm, if polytechnic would be required to reimburse such individual, agency or Government Authority, the firm would be required to reimburse such amount to the Polytechnic or Polytechnic reserves the right to recover such amount from the payment(s) due to the firm while settling its bills or from the amount of Performance Security of the licensee lying with Polytechnic
3. If the contract is terminated by the firm without giving stipulated period of notice or fails to observe the terms and conditions of the Tender, Letter of Award for the Contract and the Agreement signed by the firm with Polytechnic, the Performance Security will be forfeited without prejudice to the Polytechnic's right to proceed against the firm for any additional damages that Polytechnic suffers as a result of the breach of the aforesaid terms and conditions.
4. Polytechnic reserves the right to impose a penalty (to be decided by Polytechnic authority) to the licensee for any serious lapse in maintaining the quality and the services willfully or otherwise by the firm or its staff or for any adulteration.

G. JURISDICTION

1. In case of any disputes arising between the Polytechnic / bidder/ successful bidder, the same shall be put forth before the Principal, Government Polytechnic college Baramulla whose decision shall be final and binding on all the parties.

GUIDELINES FOR SUBMISSION OF TENDER

1. The Terms & Conditions should be carefully read before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List/ compliance sheet of the Tender Document.
3. Hard copies of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
4. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs. 30,000/- or tender fee of Rs. 1000/- shall be rejected.
5. Person signing the bid or other documents connected with tender must clearly write his/ her name and also specify the capacity in which signing. The Polytechnic reserves the right to reject any or all the tenders without assigning any reason.
6. The Polytechnic reserves the right to change any condition of the tender before opening of the Technical Bids.
7. The successful bidder will have to enter into an agreement with the Polytechnic before taking charge of the unit and commencement of the work.
8. Canvassing in any form will make the tender liable to rejection. Conditional tender will not be accepted and will be rejected outright.
9. The Contractor will use only branded raw material for preparation of items.

Annexure-B

Technical Bid Proforma

Documents for running Cafeteria Services at Government Polytechnic College Baramulla

1.	Name of the firm as per registration certificate	
2.	Complete postal address of the firm	
3.	Company profile	
a)	Legal Status (Individual/ Proprietary/ Partnership/ Limited Company or corporation)	
b)	Has your company/ firm ever changed its name any time? If so, the earlier name and the reason thereof.	
c)	Have you or your company ever required to suspend canteen/ catering service for a period of more than 02 months continuously after you commenced the catering service? If so, give details of the contract and reasons thereof.	
d)	Have you or your constituent ever left the contract awarded to you incomplete? If so, give details of the contract and reasons for not completing the contract.	
4.	Name, designation and Landline Nos of the contact person, Fax Nos and e-mail address	
5.	Year of the commencement of catering/ cafeteria business	
6.	Statutory details (photocopy to be uploaded) a) PAN b) GST Registration certificate c) Labour Department Registration d) Food Safety Reg. No. (FSSAI)	

COMPLIANCE SHEET REGARDING SUBMISSION OF DOCUMENTS

1. Have you attached/ submitted CDR/ FDR on a/c of EMD and Tender Fee (Yes/ No)					
If yes,					
No./ location of unit	EMD CDR No	Date	Tender Fee DD No	Date	
2. Have you attached/ submitted copy of PAN card (Yes/ No)					
3. Have you attached/ submitted copy of GST Registration certificate (Yes/ No)					
4. Have you attached/ submitted copy of FSSAI registration certificate (Yes/ No)					
5. Have you attached/ submitted copy of Labour Deptt. Registration Certificate (Yes/ No)					
6. Have you attached/ submitted Affidavit (Yes/ No)					
7. Have you uploaded domicile certificate (Yes/ No)					
8. Have you uploaded copy of Adhar Card (Yes/ No)					

Signature of the bidder

Annexure C

Undertaking

Proforma for affidavit

To be written on non-judicial stamp paper worth Rs. 10/- and attested by 1st class magistrate.

I/ we, _____ S/o _____ R/o

_____, police station _____, District _____ (contractor or partner or sole proprietor of firm) undertake on oath as under:

1. I/ my firm/ company is not blacklisted by any Union/ UT Govt. organization.
2. No individual/ firm/ companies blacklisted by the Union/ UT Govt. or any partner or share holder thereof, have any connection directly or has any subsisting interest in business of my firm.
3. Neither I nor my partners are involved/ convicted in any criminal case/ economic offence and no criminal case/ economic offence is pending against me or my partner in any court of Law/ registered with police.
4. I/ we hereby certify that the information provided by me/ us is correct and all the documents attached with the technical bid are genuine and valid as on date. I/ we further state that I/ we have read and understood the terms and conditions mentioned in the tender document.
5. If any unit is licensed out in my favour, I will run the respective service/s at the rates notified by the University from time to time.
6. I have read the terms and conditions of the tender documents and I agree to abide by the same.
7. If I fail to abide the terms and condition mentioned in the tender document, I give rights to the University to forfeit the earnest money/ performance security and whatever action the University authorities deem appropriate, they are at liberty to take action.

Deponent

Dated: _____

Verification:

I/ we do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Deponent

Annexure-D

S. No.	Location	Allotment for	Minimum Bid (Rs. P.m.)
1.	Cafeteria Block GPC Baramulla	Cafeteria	2000.00

Annexure-E

Menu and rate list of eatables to serve at Polytechnic Cafeteria

S. No.	Item	Quantity /unit	Rate/ unit
1.	Lipton Tea prepared	100ml	Rs. 8/-
2.	Breakfast	(Bread 4pc + Omelet (2 eggs)+ Tea/ Coffee-)	Rs. 50/-
3.	Samosa/ Mathi	50gram per piece	Rs. 8/-
4.	Omelet	(1 egg) with 2 slices	Rs. 20/-
5.	Omelet	(2 eggs) with 4 slices	Rs. 30/-
6.	Slice plain	(2 pc)	Rs. 5/-
7.	Vegetable Biryani	250gram	Rs. 60/-
8.	Bread pakora	Per Piece	Rs. 12/-
9.	Coffee	(125ml)	Rs. 15/-
10.	Maggi	(01 plate of one packet)	Rs. 20/-
11.	Kehwa	(125 ml) kashmiri	Rs. 15/-
12.	Maggi	(01 plate of two packet) with one egg	Rs. 40/-
13.	Hil puff	Per piece	Rs. 10/-
14.	Fruit/ Plain cake	1/8 th of butter cake (per piece)	Rs. 12/-
15.	Boiled Egg	Per piece	Rs. 10/-
16.	Chicken Pattie	Per piece	Rs. 25/-
17.	Paneer pakora	(100gm)	Rs. 30/-
18.	Pakora	(100gm)	Rs 20
19.	Bun/ Butter toast with Butter 10 grams		Rs. 15/-
20.	Burger Veg	Per piece	Rs. 20/-
21.	Packed items: Mineral water, Packed biscuit, ice-cream, cake, Dal, (Branded) Bread Full Juice , Soft Drinks	As per MRP	As per MRP
22.	Kashmiri Girda	Per piece	10/-
23.	Chola with puri	Per plate with two puri	40/-
24.	Dal roti	Per plate	30/-
25.	Lassi per glass	250 ml	15/-
26.	Mathi	Per piece	10/-
27.	Bakirhhani Tandoori	Per piece	20/-