

Dr. APJ ABDUL KALAM GOVT. COLLEGE

Estd. - 2011

(Affiliated with Gujarat University, Ahmedabad)

Beneficiary college under RUSA, MHRD, Registered on AISHE MHRD portal

Dadra and Nagar Haveli Ucchha Shikshya Samiti, Silvassa-396230

Phone No: 9429427117 - Email: dnh.sihl2011@gmail.com - Website: dnh.nic.in/APJGC

No.EDN/APJAKGC/CANTEEN/2017/5315

Date: 03/12/2019

Limited Tender Notice

Principal, Dr. APJ Abdul Kalam Govt. College, Dadra & Nagar Haveli Ucchha Sikshya Samiti, Silvassa invites sealed tenders for Running Cafeteria (Canteen) at Dr. APJ Abdul Kalam Govt. College for serving all types of snacks and meals etc. so as to reach on or before **11/12/2019** upto 02.00 PM by Post/Courier or deposit in to the tender box kept in the office of the undersigned.

Sr. No.	Particulars	EMD (Earnest Money Deposit)	Tender Fees (Non-Refundable)	Monthly Rent Fix
1.	Running of Cafeteria (Canteen) at Dr. APJ Abdul Kalam Govt. College, Silvassa for serving snacks and meals etc.	Rs. 6,000/-	Rs. 500/-	Rs. 10,000/-

The tender documents with detailed scheduled of specification and condition can be obtained from the office of the undersigned during all working days/hours from **04/12/2019** to **10/12/2019** on payment of Tender Fees (Non – Refundable).

Bid submission should be done along with tender Fees in original by R.P.A.D. /Speed Post or to be deposited in the tender box kept in the office of

the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay.

1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of DD/A/c payee Cheque of any Nationalized or Scheduled Bank of India payable in Silvassa.
3. The EMD will be accepted in form of FDR /A/c Payee Demand Draft / Bankers Cheque or Bank Guarantee from any Commercial Banks in an acceptable form payable at Silvassa in favor of under signed.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof.

Signature valid

Digitally signed by BHAGWANJEE JHA
Date: 2019.12.02 17:44:53 IST
Reason: Approved

(Dr. Bhagwanjee Jha)

Principal,

Dr. APJ Abdul Kalam Govt. College

Silvassa

Terms and Conditions for the “**Running of Cafeteria (Canteen) situated in the College premises at Dr. APJ Abdul Kalam Govt. College, Silvassa for all types of snacks and meals etc.**”

Terms and Conditions

General

1. Please read the Terms & Conditions carefully 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 given on page number 09 of the Tender Document.
3. The bidders, who download the Tender Document from website, are required to submit a separate demand draft for the cost of the Tender Document. **THIS DEMAND DRAFT IS REQUIRED TO BE SUBMITTED WITH THE TECHNICAL BID.** Downloaded Tender Documents submitted without demand draft towards the cost of Tender Document shall be rejected.
4. The Tenderer must write the name & complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
5. All pages 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. Duty filled in tender form should be supported by “Letter of Transmittal” as at Annexure-I of the Tender Document.
6. College reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of food and services provided by the Tenderer. Decision of College with regard to award of the contract will depend upon the feedback received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard will be final and binding on all bidders.
7. Tender shall be submitted in Dr. APJ Abdul Kalam Govt. College, official tender form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall be issued more than one Tender Form.
8. Tenders received without the prescribed Earnest Money Deposit (EMD) of shall be rejected.
9. The services to be rendered by the contractor must not be altered by the bidder.
- 10.No paper shall be detached from the Tender Document.

11. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the Tender is liable to be rejected.
12. The Financial bids submitted by all bidders should be valid for a minimum period of six months from the date of opening of Technical Bids.
13. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
14. The Institute reserves the right to reject any or all the tenders without assigning any reason.
15. The Institute reserves the right to change any condition of the tender before opening of the Technical Bids.
16. The successful bidder will have to enter into an agreement with the institute (as per draft agreement given in Annexure- II before taking charge of the Canteen and commencement of the canteen work.
17. Canvassing in any form will make the tender liable to rejection.

ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS

18. Basic Eligibility:

- a. The applicant should be in catering business for a minimum period 01 years as on 31st August, 2019. (Proofs shall be enclosed).
- b. The bidder's annual financial turnover (gross) in catering services during last financial year i.e. on 2018-19 should not be less than 20 lakhs (with CA certified documentary evidence).
- c. Performance Certification.

The bidder's performance, as per format at Annexure- III for catering work should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements.

- a. The bidders must have FSSAI certificate/ license for providing catering service in UT of Dadra and Nagar Haveli.
- b. Tenders received without proper documents, including demand draft, shall be summarily rejected.

1. The initial criteria prescribed in Para 18 above, in respect of years of operation in the catering business and financial turnover will first be scrutinized and the applicant's eligibility for empanelment for the work will be determined.
2. The above maybe followed by the visit of Team of Institution to the sites of the contractor to inspect the site (s) at present contract (s) for on-the-spot first-hand information regarding the quality of food and services provided etc.
3. On the basis of 1 and/or 2 above the financial bids will be opened.

GUIDELINES FOR SUBMISSIONS OF TENDER

19. The tender is to be submitted in two parts :-

- i. Sealed Technical Bid, along with a Tender Fee & EMD drawn in favour of the Dr. APJ Abdul Kalam Govt. College at Silvassa, towards Tender Fee & Earnest Money Deposit (Technical Bid, Tender Fee & EMD in one sealed envelope super-scribed "**TECHNICAL BID FOR RUNNING OF CAFETERIA (CANTEEN) SITUATED AT DR. APJ ABDUL KALAM GOVT. COLLEGE, SILVASSA**") Tender Document received without Tender Fee & EMD will be summarily rejected.
- ii. Sealed Financial Bid placed in a separate envelop super-scribed: "**FINANCIAL BID FOR RUNNING OF CAFETERIA (CANTEEN) SITUATED AT DR. APJ ABDUL KALAM GOVT. COLLEGE, SILVASSA**"

20. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelope super-scribed "**BID FOR RUNNING OF CAFETERIA (CANTEEN) SITUATED AT DR. APJ ABDUL KALAM GOVT. COLLEGE, SILVASSA.**" This bigger envelop bearing the name & complete postal address of the bidder should be addressed to the Principal, Dr. APJ Abdul Kalam Govt. College, Silvassa should reach on or before 2.00 pm on **11/12/2019**. Tenders received after due date & time shall not be accepted.

OPENING OF BIDS

21. The Technical Bids will be opened on same day if possible in Office of

the Principal in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

22. The Financial Bids of only technically acceptable tenders (as mentioned in para 18 above) will be opened for further consideration. The decision of the Institute in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the Institute.

23. EMD of the unsuccessful bidders will be returned, without interest, within a period of six months from the date of award of contract to the successful bidder.

EVALUATION OF FINANCIAL BIDS

24. The tender should be given to that bidder whose overall rate (Sum of rates of all items) of all items are lowest.

25. Financial Bid shall not be the sole criteria for award of contract. Feedback received from the previous/present clients and on the spot assessment of the Institute designated team shall also form the basis of selection.

PERIOD OF CONTRACT

26. The contract for Canteen Services shall remain valid initially for a period of one year.

27. The contract period is subject to renewal by Institute on satisfactory performance on monthly basis as well as yearly basis for 01 year as per above mentioned terms and conditions. In NO CASE renewal will be permitted for more than 03 years.

FORFEITURE OF EMD

28. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfil any of the following conditions:

- i. An agreement is not signed in the prescribed form within Fifteen days of the receipt of the Letter of Award of the Contract.
- ii. The Contractor does canteen services within Fifteen days of the stipulated

date for not commence commencement of canteen services.

29. **The Contract for award of Canteen Services through this Tender shall come into force within 15 days of issue of Order.** Hence, the Financial Bids submitted by the bidders should be valid to become operative immediately after order is released & the canteen work is commenced. In view of this, no change in the financial bid will be allowed. If the successful bidder withdraws or alters the terms of the tender during this period, the Earnest Money Deposit shall be forfeited.

SECURITY DEPOSIT

30. The successful bidder will be required to submit with Institute Fixed Deposit Receipt (in original) made in favour of Dr. APJ Abdul Kalam Govt. College, Silvassa, Six Months Rent as Deposit on account of Performance Security. The Fixed Deposit Receipt, renewed from time to time, will be retained by the Institute for the entire period of the contract and on termination of the contract; the Institute will refund to the contractor without interest (In case of Security Deposited in form of DD).
31. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Contractor with the Institute, the Security Deposit will be forfeited without prejudice to the Dr. APJ Abdul Kalam Govt. College right to proceed against the contractor for any additional damages that the Institute suffers as a result of the breach of the aforesaid terms and conditions.

ELECTRICITY AND WATER CHARGES

32. The Contractor will not be required to pay to the electricity & water charges.
33. The Contractor has to maintain STATUS QUO for all electrical and plumbing equipments in order and any expense thereof has to be borne by the Contractor for both repair/replacement in the occupied area in case of breakage.

STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR)

34. The Contractor shall be responsible for engaging adequate number of

trained/semi-trained manpower required for providing good canteen services.

35. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
36. The Contractor will, prior to the commencement of the operation of contract, make available to Dr. APJ Abdul Kalam Govt. College the particulars of all the employees who will be deployed at the premises for running the Canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees (In reference to item no. 35).
37. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of Government and fulfil all other statutory obligations, such as, Provident Fund, ESI etc. in force from time to time.
38. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
39. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
40. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims for damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.
41. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
42. The Contractor shall at all times keep indemnified the principal employer, namely, Dr. APJ Abdul Kalam Govt. College, head of the Institute and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force

from time to time.

43. The canteen staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
44. The Contractor shall be personally responsible for conduct and behaviour of his staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by Dr. APJ Abdul Kalam Govt. College.
45. The Contractor shall keep the Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, canteen hall, floor, counter, tables, chairs, etc. The Institute will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.
46. The Principal reserves the right to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.
47. The Contractor shall get the prices of all items approved by Dr. APJ Abdul Kalam Govt. College and no changes, what-so-ever shall be made without prior written approval of Dr. APJ Abdul Kalam Govt. College.

OTHER OBLIGATIONS OF THE CONTRACTOR

48. The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure-IV.
49. The Institute will provide to the Contractor space for storing raw material, kitchen space for cooking and preservation of perishable items, sitting and serving space, etc.
50. All work shall be carried out with due regard to the convenience of Dr. APJ Abdul Kalam Govt. College. The orders of the concerned authority shall be strictly observed.

51. The Contractor shall install electronic fly – kill / insect repellent equipment, emergency lighting / gas and fuel supply at his own cost.
52. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes, tobacco or any other items of intoxication are strictly prohibited in the campus, including Canteen. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.
53. No minimum guarantee will be furnished to the Contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices.
54. The Contractor cannot sub-lease the premises to any other person under any circumstances except he can transfer the work to his own subsidiary firm for his convenience.
55. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with Dr. APJ Abdul Kalam Govt. College shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against Dr. APJ Abdul Kalam Govt. College for employment or regularization of their services by virtue of being employed by the Canteen Contractor, against any temporary or permanent posts in Dr. APJ Abdul Kalam Govt. College.
56. The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.
57. The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, refrigerators, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen services.
58. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
59. The raw material should be store in a portion of kitchen area in well protected metal box (Aluminium/GI) with cover (Not in plastic/gunny/jute bag).
60. The working time to canteen is 8.00 AM to 06.00PM which may vary according to the institute during class work and examination.
61. Canteen should be closed before 8.00 AM and after 06.00 PM including holidays.
62. No canteen staff will be given any residential facility in the campus.
63. The contractor would be require a feedback register for taking feedback of quality and service of food item in the canteen from students and staff on daily basis.
64. The contractor would report the Principal of authorised representative from he college to discuss quality and service issue in the canteen along

with food register.

65.The contractor should keep POS machine for digital payment from students.

66.In case of any variation in Menu, prior permission shall be taken from College Administration in writing.

ITEM TO BE DISPLAYED OUTSIDE CANTEEN

67.FSSAI license in photo frame

68.Menu Chart

69.Rate Chart

PAYMENT

70.The successful tenderer shall submit the FDR as per the clause 30 of the Tender Documents.

71.In case of the failure in making the payment of lease rent one month in advance, penal interest at the rate of 12% per annum or as may be prescribed from time to time will be charged for a maximum period of three months from the due date of payment with written permission from the Dr. APJ Abdul Kalam Govt. College to allow such extension which shall not exceed three months from due date of payment.

72.In case the lessee fails to make payment of the rent alongwith interest as above within 3 months from the commencement of the particular year, the lease agreement shall be terminated and the security deposit will be forfeited. However the Principal may at his discretion, allow further extension to pay the annual rent with interest in case convincing reasons are there to delay the payment of rent.

TERMINATION OF THE CONTRACT

73.The Contract can be terminated by either party, i.e. Dr. APJ Abdul Kalam Govt. College or the Contractor, after giving three-month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, Dr. APJ Abdul Kalam Govt. College reserves the right to terminate the contract giving one month notice in case the Contractor commits breach of any of the terms of the contract.

PENALTY

74.The Institute reserves the right to impose a penalty (to be decided by the

Dr. APJ Abdul Kalam Govt. College) on the Contractor for any serious lapse in maintaining the quality and the services wilfully or otherwise by the Contractor or his staff or for any adulteration.

- 75.If the Institute is not satisfied with the quality of eatables served, services provided or behaviour of the contractor or his/her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the Dr. APJ Abdul Kalam Govt. College will be at liberty to take appropriate necessary steps as deemed fit.

JURISDICTION

- 76.All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Dadra & Nagar Haveli only.

(Dr. Bhagwanjee Jha)
Principal
Dr. APJ Abdul Kalam Govt.
College
Dadra & Nagar Haveli
Silvassa.

CHECK LIST OF DOCUMENTS TO BE ATTACHED

WITH TECHNICAL BID

1. Demand Draft/Bank Guarantee/Fixed Deposit Receipt for 6,000/- towards EMD.
2. Demand Draft for 500/-, towards Tender Fee.
3. Assessment Order (Certificate) for catering services provided in any government organization for last one year (optional).
4. Documents pertaining to Registration of Firm, Lease agreement, VAT/GST, FSSAI Certificate, License photocopies.
5. Signature of the bidder or his/her authorized signatory on each page of the

Tender

Document as acceptance of the terms and conditions contained in the Tender Document.

6. Documentary evidence in support of the following:
 - i. Number of years of having running his/her organization (s).
 - ii. Work Plan – indicating the requirement of staff and deployment pattern of staff proposed and other details for smooth, efficient and satisfactory performance of the contract.

ANNEXURE-I

LETTER OF TRANSMITTAL

From: (Name & Complete Postal Address of the Applicant)

To
The Principal,
Dr. APJ Abdul Kalam Govt. College,
Silvassa.

**SUBJECT: SUBMISSION OF PREQUALIFICATION APPLICATION
FOR THE
CATERING SERVICES AT DR. APJ ABDUL KALAM
GOVT.
COLLEGE.**

Sir,

Have examined the details given in invitation for prequalification published in the newspapers and prequalification document for the above work we hereby submit the prequalification documents.

1. We hereby certify that all the statements made and information supplied in the enclosed forms _____to_____ and accompanying statements are true and correct.

2. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.

3. We submit the following certificates in support our suitability trained know-how & capability for having successfully completed the following works.

Sr. No.	NAME OF WORK	CERTIFICATE FROM
1		
2		
3		

Encl:

Date of submission:

**Signature of
Applicant**

ANNEXURE-II

DRAFT OF THE AGREEMENT

**TO BE JOINTLY SIGNED BY
PRINCIPAL, DR. APJ ABDUL KALAM
GOVT. COLLEGE AND THE
CONTRACTOR FOR RUNNING
CANTEEN IN ADVANCE AT DR. APJ
ABDUL KALAM GOVT. COLLEGE
SILVASSA**

(To be signed on a Stamp Paper of Rs.100/-

to be purchased by the Contractor)

AGREEMENT

This Agreement made this day the _____ between Shri/Mrs/Ms _____ of _____ of M/s _____ of the other part (hereinafter called the caterer) and whereas the Institute needs a caterer to run Canteen for supply of tea, coffee, cold drinks, juice, biscuits, snacks, high-tea, break-fast, lunch and dinner, etc. mentioned in the Tender Document invited by Dr. APJ Abdul Kalam Govt. College to the Staffs, Students and guests arrive in the College. Whereas it is thought desirable to grant a Contract (not being a lease) to the caterer to prepare and serve the aforesaid items to the College Staff & Students. The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

1. That the Caterer has been granted the contract to run Canteen in the premises Dr. APJ Abdul Kalam Govt. College Silvassa, initially for a period of three years w.e.f. on the terms & conditions contained in the Tender Document, DR. APJ ABDUL KALAM GOVT. COLLEGE Letter of Award of the Contract and this agreement read together. If during this period, the performance is found satisfactory, the contract may be renewed for further specified period on the existing or mutually agreed to terms & conditions. The contract is also terminable on three-month notice by either side.

2. That the items served by the Caterer shall be wholesome and hygienic prepared in the clean atmosphere. The Principal of the Institute and/or their authorized nominees may at any time enter the kitchen area allotted to the caterer for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of the College with regard to the desirability or quality of the food articles offered for consumption shall be final. If any item of the menu/provision of food is found defective or not fit for use/consumption, the College authorities may - (i) issue warning; and / or (ii) get the said raw material/items destroyed and ask the Caterer to purchase fresh stocks, without any payment of compensation to the Contractor for the discarded material/items. If, however, this problem recurs in spite of warning having been issued, the College reserves the right to impose financial penalty as decided by the authorities or the contract may be cancelled without giving any notice.
3. The items of menu, which the Caterer would be expected to supply in the Canteen, are indicated in the Appendix II. The rates of items to be served by the Caterer shall be valid on annual basis, i.e., from April to March every year and in-between revision shall NOT be allowed. The Institute may, if considered necessary, revise the rates only after one year of the contract in regard to the items of food/eatables and drinks. Till such time that the revised rates become operative, the caterer shall charge the existing rates.
4. That the caterer shall not make any additions or alterations in the premises allotted to him for providing canteen services.
5. That the caterer has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Health/Hygienic conditions by-laws of the Food Act or any other government/statutory body. In the event of violation of any of the aforesaid bye-laws in and around the Canteen Kitchen/cooking area or dining hall, the caterer shall be responsible for any penalty/fine imposed by the concerned authorities.
6. That in the event of College or any other government/statutory body authorities taking samples of raw material used by the caterer and those samples are not found fit/up to the mark for human consumption, the caterer shall be fully responsible for any fine/penalty imposed or legal recourse taken by such authorities.
7. That the contractor does not have to pay to the Institute electricity and water charges.
8. That the caterer has agreed to provide sufficient number of cooks, waiters and other support staff in the kitchen and dining hall and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with the College Staff, Students and guests. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects.
9. That any employee deployed by the Caterer in the premises becomes liable for suspension or dismissal by the College due to his actions, disobedience or

misconduct, the caterer shall accept the decision of the Institute as final and abide by such decision. In such an event, College shall not in any way be liable for any claim made by the concerned employee of the caterer for wages or damages and the caterer shall keep the caterer shall keep the College authorities indemnified.

10. The College will have the right to review the working of this contract from time to time and if at any time it is found that the caterer has failed to fulfil any of the conditions of this contract or that his working is unsatisfactory, the College may terminate the contract after giving the caterer three-month notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity.
11. That the caterer will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated by the death or insolvency of the caterer before the expiry of the period of this contract.
12. That it is agreed between the parties that no interest whatsoever in the premises has been assigned by the College to the contractor and the possession of the premises will always that of the College, even when the premises are in use or occupation of the caterer.
13. The caterer shall provide all other implements for running the canteen like cooking elements, crockery, cutlery, table linen, flower posts, livery or the Canteen Staff and these shall be of good quality and standard.
14. The caterer shall be required to procure gas refills in sufficient quantity for cooking purposes at his cost. The cooking equipments shall be provided in working condition by the Institute. However, subsequently operational expenses will be borne by the caterer himself. The caterer shall be responsible for any loss/theft of the gas cylinders and other equipment provided to him by the Institute.
15. The caterer shall also be responsible for the upkeep of equipments provided by the Institute. In case of any damage to the furniture and equipments (list attached) by any person, he will immediately inform in writing the concerned authorities of the College for recovery of such losses/damages from the defaulters, failing which the caterer shall himself be liable to pay the cost as decided by the College authority.
16. That the Caterer shall maintain a Suggestion Book for recording suggestions for improvement of Canteen Services. Such suggestions, as approved by the College authorities, shall be forthwith acted upon. The suggestion book shall be kept open for inspection by the College designated authorities.

Signed and delivered by:

1.

Countersigned:

Principal
Dr. APJ Abdul Kalam Govt
College
Silvassa

ANNEXURE-III

FORMAT FOR PERFORMANCE CERTIFICATION REFERRED IN POINT NO.18 (e)

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location
2. Agreement no.
 - a. Scope of Contract
 - b. Contract Cost
 - c. Date of start
 - d. Period
 - e. Amount of compensation levied, if any
 - f. Performance Report

- i. Quality of Food - Excellent/Very Good/Good/Fair
- ii. Resourcefulness - Excellent/Very Good/Good/Fair

- g. Compliance of all statutory requirements- Yes / No

(Seal of the Organization)

(Signature of the Responsible)

Authority)

Date:

ANNEXURE – IV
PERMISSIBLE BRANDS OF CONSUMABLES

ITEM	BRAND
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Mother's or Priya or Tops
Atta	Aashirvad, Pillsbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest/Britannia make
Jam	Kissan or equivalent
Milk	Amul or Equivalent
Paneer	Amul/Mother Dairy
Tea	Brook Bond, Lipton, Tata, Wagh Bakri
Coffee	Nescafe, Rich Bru
Biscuits	Britannia, Parle, Good Day or Equivalent
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Vadilal, Havmor – all varieties
Mixtures/Chips	Haldiram/Bikaner /Balaji or Equivalent
Mineral Water	ISI marked Kinley/Bisleri/Aquafina
Besan, Dal	Ramdev, Rajdhani or Equivalent
Rice	Basmati or Equivalent
Juices	Real, Tropicana or Equivalent
Lemon Water	Hello or Equivalent
Sweet	Bikaner, Haldiram or Equivalent

**ANNEXURE-V
RATE SCHEDULE
MENU**

List of snacks & beverages for outdoor canteen		
Sr. No.	ITEMS	RATE
1.	Tea: 100 ml	
2.	Coffee : 100 ml	
3.	Lemon Water: 200 ml	
4.	Milk : 200 ml	
5.	Cold Drink: 200 ml	
6.	Fresh Seasonal Juice : 200 ml	
7.	Sweet Lassi : 200 ml	
8.	Butter Milk : 200 ml	
9.	Milk Shake: 200 ml	
10.	Soup : 200 ml	
11.	Coconut Water : 1 Full	
12.	Samosa : 2 nos. with tomato sauce & green chutney	
13.	Idly /medu vada/ dal vada –sambhar & coconut chutney : 2 nos	
14.	Kachori : 2nos with tomato sauce & green chutney	
15.	Puri-sabji : Puri 04 pieces with 50 gram sabji	
16.	Bhel puri : 200 grams	
17.	Khaman / Dhokla : 200 gram with onion, sev & green chilli	
18.	Poha : 200 gram	
19.	Dabeli : 2 nos with tomato sauce & green chutney	

20.	Pav bhajj with chopped onion : 2 nos Pav	
21.	Plain dosa with sambhar & coconut chutney	
22.	Masala dosa with sambhar & coconut chutney	
23.	Paneer pakoda : 200 gram	
24.	Sandwiches : Bread 4 slice with tomato sauce & green chutney	
25.	Tawa Pulav/Fried Rice: 200 Gms	
26.	Vada pav : 2 nos. with tomato sauce & green chutney	
27.	Veg. Pakoda : 200gms	
28.	Upma : 200 gram	
29.	Bread butter/jam : 4 slice(large size)	
	Total	

(Rupees in words _____/-)

All conditions of Tender documents may be read before quoting rate. The tender should be given to that bidder whose overall rate (Sum of rates of all items) are lowest.

Vendors Sign & Stamp