

S.C.D.GOVERNMENT COLLEGE, CIVIL LINES, LUDHIANA

**TENDER/QUOTATIONS FOR THE AWARD OF CONTRACT OF COLLEGE CANTEEN
INSCD GOVT COLLEGE, LUDHIANA**

CONTRACTS FOR THE SESSION 2019-2020

Name of Bidder (In Capital Letters)

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Father's Name (In Capital Letters):-

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Date of Birth:

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Permanent Address:-

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| Telephone No. | | | | | | | | | | | | | | | | |
| Mobile No. | | | | | | | | | | | | | | | | |
| Pan No. | | | | | | | | | | | | | | | | |
| Mobile No. | | | | | | | | | | | | | | | | |

Details of the college/Institute in which canteen was run for the last five years

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Experience Certificate :

| | |
|-----|----|
| Yes | No |
| | |

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|-----|----|
| Yes | No |
| | |

Quoted Rates for the Contract:

[Furnish an affidavit on Non Judicial stamp paper of Rs. 20/- stating Non Involvement in criminal activities/ court proceedings duly attested by Magistrate First class/ Notary Public].

Place: -

{ Signature of the Applicant }

Date: -

Name & Address _____

Note: Bidder shall attach proof of:
PAN No, Adhaar Card No., Experience Certificate for the last five years issued by the Institution in which he worked.

SCD Govt. College, Ludhiana

**TENDER/QUOTATIONS FOR THE AWARD OF CONTRACT OF CANTEEN IN SCD
Govt. College, Ludhiana**

The SCD Govt. College, Ludhiana invites tenders for the award of Contracts of College Canteen

| Sr. No | Name of work/ contract | Minimum Annual Rent In Rupees <small>(Electricity & Water Charges extra)</small> | Last Date and time of deposit of Tenders documents | Date & time of opening of Bid |
|---------------|-------------------------------|--|---|--|
| 1. | College Canteen | Rs.1,45,000/- | 12 th July 2019, 1.00PM | 15 th July 2019, 11.00AM |
| 2. | Cafeteria | Rs.1,30,000/- | | |
| 3. | Mess Girls Hostel | Rs. 68,000/- | | |

CONDITIONS: Detailed Terms and Conditions are as follows.

1. The contract shall be awarded only for the session 2019-20.
2. Application quoting the rates with DD of Rs 500/ in favour of Principal SCD Govt College Ludhiana must reach in the office of Principal on or before 12th July 2019, 1.00PM by registered post/courier.
3. In the event of the date of receipt or opening of tender being a holiday or being declared a holiday, the last date of receipt/ opening of the tender shall be the next working day at the same time.
4. The Principal, SCD Govt. College, Ludhiana reserves all rights to reject any or all the tenders without assigning any reason.

Principal

IMPORTANT INSTRUCTIONS

1. All the instructions to the bidders are important and required to be complied with. Please ensure that the tender are to be submitted by post/ courier on or before 12th July 2019, 1.00PM.
2. The Earnest Money Deposit will be acceptable in the form of Account payee Demand Draft from any of the commercial banks, payable at Ludhiana, drawn in the name of The Principal, **SCD Government College, Ludhiana**. Earnest money in any other form is not acceptable and the tender shall be treated as invalid.
3. Tenderer should clearly write on the top of the envelope "Quotation of Girls Hostel Mess/Boys Hostel Mess/Canteen/Cafeteria/Tuck Shop".

TERMS AND CONDITIONS FOR THE CONTRACT OF COLLEGE CANTEEN FOR THE SESSION 2019-20

1. The contract for the college Canteen is for a period of 12 months i.e. 1.7.2019 to 30.06.2020
2. The contractor is required to deposit a **non interest bearing security of Rs.25,000/-(Rupees Twenty Five Thousand Only)**, in the form of Demand Draft drawn in favor of **Principal, SCD Govt. College, Civil Lines, Ludhiana**, within seven days from the date of award of the contract, but before the start of the business. **The said deposit would be refunded within a period of 30 days on the completion of the contract** after clearing all the outstanding dues, including the cost of any damage/breakages to the infrastructure/fitments or fixtures, dues of Electricity/Water Charges or any other dues.
3. Rs. 5000/- (Rs. Five Thousand only) electricity bill will be deposited every month.
4. Tenderer will be eligible/ considered for only one contract.
5. **The Contractor will have to pay/deposit the water charges at the rate of 300/- per month** with the office, and obtain a receipt of the same which can be increased proportionately depending upon the rates fixed by the Govt. from time to time
6. The contractor would use his own good quality **crookery/cutlery including sundry items like trays, teapots, sugar pots, milk pots, plates** etc. for serving the eatables/beverages. No broken/chipped crookery/cutlery shall be used. Services to the college staff, both inside/outside the canteen within the college premises, must be befitting the standards.
7. **The waiters/serving staff/cooks/other staff employed by the contractor shall wear a proper uniform** duly approved by the college authorities.
8. The contractor shall sell only those items, which are specified in Performa attached herewith and at the rates as approved against each item. Any new item to be introduced or any alteration in earlier rates of any particular item shall be approved by the canteen committee in writing before the same is included in the list of items to be sold/displayed at the canteen.

9. **The rate list of all items to be sold duly approved in writing, shall be displayed in BOLD LETTERS.**
10. The contractor **must use raw material, such as Atta, Besin, Refined Oil, Tea leaves, Milk Vegetables, Condiments and other ingredients etc. of good and branded quality, bearing an Agmark. Palm oil and cotton seed oil is not to be used at any cost.**The committee constituted to check the working of canteen or any other staff as deputed by the Principal is authorized to check the rawmaterial being used for preparations of eatables, from time totime.
11. The contract shall also sell Verka products in the canteen. The contractor shall not sell any tobacco products including beeri, cigarettes, hooka, cigars or any prohibited item. In case violation of the same the contract will becancelled.
12. The contractor shall **ensure proper cleanliness/hygiene and sanitation conditions in and around the canteen premises, including the surrounding areas** at all times. No washing of utensils/cutting/chopping/mixing of ingredients would be carried outside the cooking room. Any person, deputed by the Principal/any member of the canteen committee is authorized to enter the premises, during the canteen business hours and check all facilities including cooking/chopping/Pantry for maintenance of proper hygienic conditions and cleanliness.
13. The contractor shall **not engage or employ any person in the canteen, directly or indirectly, who is suffering from any infectious disease.** The contractor shall get the quarterly medical checkup done for each of his employees/staff, including salesmen/cooks/other workers, from a registered government doctor/governmentdispensary.
14. That the contractor shall ensure compliance to the existing **employment rules/acts as prescribed in the labor laws/The Contract Labor Act/The Child Labor Act/Payment of Minimum Wages Act/The Payment of Wages Act and any other Law/Local Rules/Statuary Clauses as applicable from time to time. The contractor shall ensure good conduct of his employees/staff as laid down in the existing Laws of theLand.**
15. The contractor shall get the **antecedents of all employees/staff employed in the canteen verified by the police** as applicable, and a copy of the said police verification shall be deposited in the office within one week of the hiring of an employee. No worker would be employed, whether on temporary or permanent basis, without getting the police verificationdone.
16. **That the timings for the business for the canteen shall be from 8.00a.m. to 8.00 p.m. on all working days. A specific permission of the Principal/Head Canteen committee in writing would be obtained for carrying out business on timings other than the specified above.**
17. That the contractor should carry out his **business transactions on cash/ digitalmode.** Sale of eatables and other items on credit basis will be at contractor's own risk and responsibility. The college authorities shall not be responsible, in anyway whatsoever for non-payments/outstanding payments pending against an employee/student of the college.
18. That the contractor **shall place/maintain a complaint register** for the use of customers at

a prominent place in the canteen premises.

19. In case of any doubt/clarification about the meaning/intentions/interpretation of any of the above terms and conditions, the same should be got clarified by the contractor before the award of the contract. In the absence of any such clarifications, the meaning/intention/interpretation of any terms and condition shall be decided by the college authorities in all modalities and in the interest of natural justice.
20. The contractor will have to serve/provide refreshments on all college functions at competitive rates approved by the hospitality committee against bill in the name of Principal, S.C.D. Govt. College, Civil Lines, Ludhiana.
21. The Principal reserves the right to amend add or delete any of the terms and conditions of the contract.
22. No child below the age of 14 is to be employed. Strict action as per the law will be taken for violation of this clause.
23. In case of violation of any terms and conditions, no notice shall be served, and the contract shall be terminated and the advance of rent paid and the security deposit would be forfeited. Under no circumstances, the advance of rent paid will be refunded.

| Tender inviting authority :- Principal, S.C.D. Govt. College, Civil Lines, Ludhiana | | | |
|--|---|---------------|---|
| Name of Work :- Canteen | | | |
| Bidder's Name : | | | |
| SCHEDULE OF WORK | | | |
| Sr No. | Description of Items | No. or Qty. | @ |
| 1. | Tea (Simple)150 ml. | (Per cup) | |
| 2. | Dip Tea | (Per Cup) | |
| 3. | Milk Tea | 150ml | |
| 4. | Coffee per cup | 150ml | |
| 5. | Bread Pakora (Stuffed) | per pc | |
| 6 | Mixed Veg Pakora | (100 gms) | |
| 7 | Samosa (Fried Aaloo Paneer , seasonal mutter) with sauce, | per pc | |
| 8 | Sandwich (Veg.) | per pc | |
| 9 | Bhatura (2pcs.) with white Channa | Per plate | |
| 10 | Puri (2pcs.) with Aaloo Sabji/ white Channa | Per plate | |
| 11 | Noodles (Veg) | (Half Plate) | |
| 12 | Pastry (Different Flavour) Small | per pc | |
| 13 | Pastry Big (Different Flavour) Medium size | per pc | |
| 14 | Manchurian | Per plate | |

| | | | |
|----|--|--------------------------------|-----------------------|
| 15 | Burger | per pc | |
| 16 | Patties (Veg) | per pc | |
| 17 | Paties (Cheese) | per pc | |
| 18 | Veg Cutlets | Per Pc. | |
| 19 | KadiChawal | Per Plate | |
| 20 | RajmahChawal | Per Plate | |
| 21 | Lassi .(Sweet & Salt) | (200ml/ 300ml.) | As per MRP |
| 22 | Cold Drink, Lays, Juices, BadamMilk,Biscuits, Milk Products, etc | | As per print rates |
| 23 | South Indian Food (Idli DosaVada etc.) | Full Plate/ Per pc | |
| 24 | South Indian Food (Idli DosaVada etc.) | Half Plate/Per Pc | |
| 25 | Verka (Lassi) | | |
| 26 | Tea Set | Full (6 Cups) Half (3 Cups) | |

Note:- If bidders add anything in this format the tender will be rejected.

Signature of Bidder

Address _____

AFFIDAVIT

I,(Name)_____ do hereby solemnly affirm and declare that I am not black listed/prosecuted by any Central/State Governments/ Union Territories / Departments/Offices/ Statutory Bodies / Autonomous Organizations / Research Institutions/any court of law and no criminal case is pending against me in any court of law. I have not been involved in any Criminal activity.

I,(Name)_____do hereby solemnly affirm and declare that I will not run Mess/Canteen/Food Court in any other institution/college or elsewhere for the contractperiod.

DEPONENT

Place_____

Date_____

Address_____

VERIFICATION

Verified that the contents of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

Place_____

Date_____

DEPONENT

Note: To be furnished on non-judicial stamp paper of Rs. 15/- duly attested by the Executive Magistrate)

SCD Govt. College, Ludhiana

PROFORMA FOR EVALUATION OF PERFORMANCE OF THE TENDER

1. Name of the Person with complete address both residential _____
and permanent and Telephone Nos. _____

2. Whether documentary proof, in support of 1 above is submitted on line? Yes / No
3. Whether an experience certificate of running Mess in Girls Colleges in the region has been submitted? Yes / No
4. Whether the Tenderer submitted DD of Rs. 500/- in favour of Principal, SCD Govt. College, Ludhiana Yes / No
5. Whether the self-attested copy of latest Income Tax Assessment Certificate/PAN/TAN No. has been submitted on line? Yes / No
6. Whether the Affidavit on non-judicial stamp paper of Rs. 15/- duly attested by the Executive Magistrate that the tenderer has never been blacklisted, has been submitted. Yes / No

Place: _____
Dated: _____

Signature of Tenderer _____ F
Full Name of the Tenderer _____
Address _____