

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

Tender/Quotations For The Award Of Contract Of College 1. Canteen, 2. Cafeteria 3. Mess Boys & Girls Hostel (Combined) & 4. Tuck Shop (Stationery cum General Store) in SCD Govt. College, Ludhiana

The SCD Govt. College, Ludhiana invites tenders for the award of Contracts of College Canteen/ Cafeteria / Mess Boys & Girls Hostel (Combined)/Tuck Shop (Stationary cum General Store):

Sr. No	Name of work/contract	Minimum Annual Rent In Rupees (Electricity&Water Charges extra)	Last Date and Time of deposit Of Tenders Documents	Date & time of Opening of Bid
1.	College Canteen	Rs.1,68,000/-	17 th July, 2023 01.00 pm	19 th July,2023 Time: 11:00am (For Sr. No. 1 & 2)
2.	Cafeteria	Rs.1,41,750/-		
3.	Mess Boys &Girls Hostel(Combined)	Rs.78,750/-		Time: 12:30 pm (For Sr. No. 3 & 4)
4.	Tuck Shop (Stationary cum General Store)	Rs. 75,600/- (Fixed)		

CONDITIONS: Detailed Terms and Conditions are as follows.

1. The contract shall be awarded only for the session 2023-24.
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 by registered post/courier/by hand on or before 17thJuly 2023 by 1.00 pm.
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.
5. 50% of the annual rent shall have to be deposited within seven days of the allotment of the contract. The remaining 50% of the annual rent shall have to deposited in the first week of January 2024. The contractor will not be allowed to start the business if he/she does not pay advance rent.

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/by hand on or before 17th July 2023 by 1.00 pm.
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. The bidder should clearly write on the top of the envelope separately "Quotation of college 1. Canteen, 2. Cafeteria, 3.Mess Boys & Girls Hostel (Combined) & 4. Tuck Shop (Stationary cum General Store)".

TERMS AND CONDITIONS FOR THE CONTRACT OF COLLEGE CANTEEN FOR THE SESSION 2023-24

1. The contract of college 1. Canteen, 2. Cafeteria, 3.Mess Boys & Girls Hostel (Combined) & 4. Tuck Shop (Stationary cum General Store) is for period of 12 months (from 01st August 2023 to 31st July 2024) but can be extended upto three years (including initial period of one year) subject to satisfactory performance of the contract.
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. Sub-meter will be installed by the contractor in 'college 1. Canteen, 2. Cafeteria, 3.Mess Boys & Girls Hostel (Combined) & 4. Tuck Shop (Stationary cum General Store)'. The electricity bill will be charged as per meter reading. **If the meter is not working then the electricity bill will be charged on the basis of average of previous bills and penalty of Rs. 3000/- (Three thousand only) per month will also be charged till faulty meter is replaced/repaired.**
4. The bidder 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, sugarpots, milkpots, 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/Cafeteria/Mess Boys & Girls Hostel (Combined) within the college premises, must be fitting 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 here with 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/Cafeteria/Mess Boys & Girls Hostel (Combined).
9. The rate list of all items to be sold duly approved in writing, shall be displayed in **BOLDLETTERS**.
10. The contractor **must use raw material, such as Atta, Besan, Refined Oil, Tealeaves, 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 raw material being used for preparations of eatables from time to time.
11. The contractor 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 be cancelled.
12. The contractor shall **ensure proper cleanliness/hygiene and sanitation conditions in and around the college Canteen/ Cafeteria/Mess Boys & Girls Hostel (Combined) premises, including the surrounding areas** at all times. No washing of utensils/cutting/chopping/mixing of ingredients would be carried out side the cooking room. Any person, deputed by the principal/ any member of the canteen committee is authorized to enter the premises, during their 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 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/ government dispensary.
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 the Land.
15. The contractor shall get the **antecedents of all employees/staff employed 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 verification done.
16. That the timings for the business for the canteen shall be from 8.00am to 8.00pm 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. The college authority shall not be responsible in anyway whatsoever for non-payments/out standing payment spending against an employee/student of the

college.

18. That the contractor shall place/ maintain a complaint register at a prominent place in the Canteen/Cafeteria/ Mess Boys & Girls Hostel (combined)/Tuck Shop.
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 to be 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.
24. The contractor will be responsible for applying and procuring license for storing, preparing and serving food items as per the applicable laws including food safety and standard authority of India (FSSAI)/ Govt. of Punjab.
25. Covid-19 protocol and SOPs issued by Punjab Government from time to time must be followed.
26. The bidder must furnish the latest valid income tax PAN/TAN/GSTIN No. (Wherever applicable) issued by the competent authority.
27. The contractor shall ensure that outsiders will not be allowed to enter in Canteen/Cafeteria/ Mess Boys & Girls Hostel (Combined)/Tuck Shop premises.
28. The contractor shall ensure the cleanliness of canteen toilet and supply of water there.
29. The contractor shall ensure proper working of the water cooler in the canteen.
30. The contractor shall ensure the cleanliness and maintenance of canteen lawn and seating area.

FOR CANTEEN CONTRACT:

Bidder 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.	Maximum Rate
1.	Tea(Simple) 150ml.	(Per cup)	Rs. 10/-
2.	Dip Tea	(Per Cup)	Rs. 12/-
3.	Milk Tea	150ml	Rs. 15/-
4.	Coffee per cup	150ml	Rs. 20/-
5.	Bread Pakora (Stuffed)	per pc	Rs. 10/-
6	Mixed Veg Pakora	(100gms)	Rs. 25/-
7	Samosa (Fried Aaloo, Seasonal Mutter) with sauce)	per pc	Rs. 10/-
8	Samosa (Manchurian/Noodles) with sauce	Per pc	Rs. 20/-
9	Sandwich(Veg.)	per pc	Rs. 20/-
10	Bhatura (2pcs.)with white Channa	Per plate	Rs. 35/-
11	Puri(2pcs.)with Aaloo Sabji/white Channa	Per plate	Rs. 35/-
12	Noodles(Veg)	Half Plate	Rs. 40/-
13	Pastry(Different Flavour)Small	per pc	Rs. 20/-
14	Pastry Big(Different Flavour) Medium size	per pc	30/-
15	Manchurian	Full plate Half plate	Rs. 50/- Rs. 25/-

16	Burger	per pc	Rs. 25/-
17	Patties(Veg)	per pc	Rs. 15/-
18	Paties(Cheese)	per pc	Rs. 20/-
19	Veg Cutlets	PerPc.	Rs. 3/-
20	Kadi-Chawal	Per Plate	Rs. 40/-
21	Rajmah-Chawal	Per Plate	Rs. 40/-
22	Lassi.(Sweet&Salt)	(200ml/300ml.)	As per MRP
23	Cold Drink, Lays, Juices, Badam, Milk, Biscuits, Milk Products,etc		As per print Rates
24	South Indian Food(Idli Dosa Vada etc.)	Full Plate (Two PCs)	Rs. 45/-
25	South Indian Food(Idli DosaVada etc.)	Half Plate/One Pc	Rs. 25/-
26	Verka Products		As per MRP

Signature of Bidder

Address _____

FOR CAFETERIA ONLY:

Bidder inviting authority:- Principal, S.C.D. Govt. College, Civil Lines, Ludhiana			
Name of Work:-Cafeteria			
Bidder's Name:			
SCHEDULE OF WORK			
Sr No.	Description of Items	No. or Qty.	Maximum Rate
1.	HOT COFFEE (Regular)	Per cup	Rs 15/-
2.	HOT TEA	Per Cup	Rs. 10/-
3.	CARDAMOM TEA	Per cup	Rs. 12/-
4.	ICE TEA- LEMON/PEACH	Per cup	Rs. 25/-
5.	FRAPPE (COLD COFFEE)	per cup	Rs. 25/-
6	LOW SUGAR TEA	Per cup	Rs. 10/-
7	TOMATO SOUP	per cup	Rs. 15/-
8	HOT CHOCOLATE	Per cup	Rs. 18/-
9	COLD CHOCOLATE	Per cup	Rs. 30/-
10	CAPPUCCINO COFFEE	per cup	Rs. 20/-
11	MAGGI NOODLES	Per plate	Rs. 25/-
12	VEG SUB SANDWICH 6''	Per pc	Rs. 50/-
13	STUFFED KULCHA CHANA	Per pc	Rs. 30/-
14	PANEER ROLL/TWIST 6''	per pc	Rs. 35/-
15	VEG GRILLED SANDWICH(FULL)	per pc	Rs. 50/-
16	VEG GRILLED SANDWICH(HALF)	per pc	Rs. 25/-
17	TRUFFLE PASTRY	per pc	Rs. 30/-

18	BLACK FOREST PASTRY	per pc	Rs. 25/-
19	PINE APPLE PASTRY	per pc	Rs. 25/-
20	PASTA	Per plate (full) Per plate (half)	Rs. 60/- Rs. 30/-
21	COLD DRINK	Small glass Large Glass	Rs. 15/- Rs. 20/-
22	CHEESE GRILLED PATTY	Per pc	Rs. 25/-
23	PANEER GRILLED BURGER	Per pc	Rs. 50/-
24	MASALA ICE TEA	Per cup	Rs. 35/-
25	PIZZA POCKET	Per pc	Rs. 15/-
26	FRENCH FRIES	220-230gms	Rs. 70/-
27	CORN SALAD	Large Small	Rs. 40/- Rs 30/-
28	VEG/AALOO PATTY	Per pc	RS. 15/-
29	PANEER PATTY	Per pc	Rs. 22/-
30	ICE CREAM	Per pc	As Per MRP
31	SHAKES	Small Large	Rs. 30 Rs. 50

Signature of

Bidder Address _____

AFFIDAVIT

I,(Name)_____do

here by solemnly affirm and declare that I am not blacklisted/ 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 here by

Solemnly affirm and declare that I will not run Mess/ Canteen/ Food Court in any other institution/college or elsewhere for the contract period.

DEPONENT

Place_____

Address_____

Date_____

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 there from.

Place_____

DEPONENT

Date_____

Note: To be furnished on non-judicial stamp paper of Rs. 50/- duly attested by the Executive Magistrate)

SCD GOVERNMENT COLLEGE, CIVIL LINES, LUDHIANA

CHECK LIST FOR EVALUATION OF THE BIDDER

1. Name of the Person with complete address both residential _____ Yes/ No
_____ and permanent and Telephone Nos. _____

2. Whether documentary proof , in support of the above is Submitted online? Yes / No
3. Whether an experience certificate of running Canteen/ Cafeteria/ Mess/Tuck Shop in 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/GSTIN No. has been submitted on line? Yes / No
6. Whether the Affidavit on non-judicial stamp paper of Rs.50/- Duly attested by the Executive Magistrate that the tenderer Has never been blacklisted, has been submitted. Yes / No

Place: _____
Dated: _____

Signature of Bidder
Full Name of the bidder

Address _____

