

# **SCD GOVERNMENT COLLEGE LUDHIANA**

## **Mode of Applying for contract of CAFETERIA**

**Two separate sealed envelopes A & B, (both put in a bigger sealed envelope) are to be submitted**

**Envelope -A:** For Technical Bid, **sealed envelope** marked clearly as "A", specifying the nature of the contract.

**Envelope -B:** For Financial Bid, **sealed envelope** marked clearly as "B", specifying the nature of the contract.

- Both A and B sealed envelopes to be put in a bigger sealed Envelope specifying clearly the name of the contract.
- Sealed envelope "B" for Financial Bid will only be opened of those applicants, who fulfill the technical criteria and get short listed.
- Last date for submitting the application forms is **11<sup>th</sup> July, 2022** by **1.00 P.M.** in the college office.
- Interview for Contract of CAFETERIA will be on 12<sup>th</sup> July, 2022 at 11:00 AM in the Principal's office.
- The contract committee may ask for samples of food items to evaluate the technical bid.
- Bring all original documents at the time of Interview.

**Sd-  
Principal**

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

Tender/Quotations For The Award Of Contract of **Cafeteria** in SCD Govt College, Ludhiana

The SCD Govt. College, Ludhiana invites tenders for the award of Contract of Cafeteria

Name of work/ contract	Minimum AnnualRent  In Rupees	Last Date and time of deposit  of Tenders Documents	Date & time of opening of  Bid
<b>Cafeteria</b>	Rs.1,35,000/-  (Electricity & Water Charges extra)	11 <sup>th</sup> July, 2022 01.00 pm	12 <sup>th</sup> July, 2022  Time: 11:00am

**CONDITIONS:** Detailed Terms and Conditions are as follows.

1. The contract shall be awarded only for the session 2022-23.
2. Duly Sealed bids accompanied 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 11<sup>th</sup>July 2022 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 be deposited in the first week of January 2023. The contractor will not be allowed to start the business if he/she does not pay advance rent.

**Principal**

**Sealed Envelope (A) for Technical Bid**

**Contents of Envelope "A"**

1. Name of the Applicant :

2. Fathers'/Husband's Name:

3. Date of Birth :

4. Permanent Address :

5. Present Address :

6. Telephone No. :

Mobile No. :

7. Name of the Contract :

8. Experience of the Contract:

**(Attach attested copies of proof only. Originals are to be produced at the time of interview)**

9. Submit a copy of Aadhar Card, PAN Card, GSTIN No. (wherever applicable)

10. Have you ever been blacklisted/involved in any criminal activity?

..... Yes/No

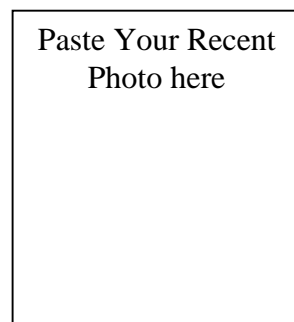
If Yes, state the reason of blacklisting in detail

If No, Furnish a non-blacklisting Affidavit, duly attested by the Notary/ First Class Magistrate in support thereof. (As per format attached herewith)

Signature of the Applicant

Date:

Place:





**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 contract period.

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 \_\_\_\_\_

DEPONENT

Date \_\_\_\_\_

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

## 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 11<sup>th</sup> July 2022 by 1.00 pm.
2. The tender will be acceptable only if it is accompanied with Rs. 500/- (Non-refundable) 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**.
3. The bidder should clearly write on the top of the envelope separately "Quotation of college Cafeteria"

## TERMS AND CONDITIONS FOR THE CONTRACT OF FOR THE SESSION 2022-23

1. The contract of college. Cafeteria, is for period of 12 months (from 01<sup>st</sup> August 2022 to 31<sup>st</sup> July 2023) 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, Cafeteria, 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, 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 Cafeteria 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 Cafeteria
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, Besan, 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 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 Cafeteria 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 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/Statutory 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 5.00pm 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/outstanding payments pending against an employee/student of the college.
18. That the contractor shall place/ maintain a complaint register at a prominent place in the Cafeteria

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 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. (where ever applicable) issued by the competent authority.
27. The contractor shall ensure that outsiders will not be allowed to enter in Cafeteria.

**APPROVED RATES FOR ITEMS OF CAFETERIA:**

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/-

Signature of Contractor \_\_\_\_\_

Name & Address \_\_\_\_\_

SCD GOVERNMENT COLLEGE, CIVIL LINES, LUDHIANA

**CHECK LIST FOR EVALUATION OF THE BIDDER**

1. Name of the Person with complete address both residential and permanent and Telephone Nos.  
\_\_\_\_\_  
\_\_\_\_\_
2. Whether documentary proof, in support of address is submitted? Yes / No
3. Whether experience certificates of running Cafeteria 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? 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: \_\_\_\_\_

Signature of Bidder

Dated: \_\_\_\_\_

Full Name of the bidder \_\_\_\_\_

Address: \_\_\_\_\_