

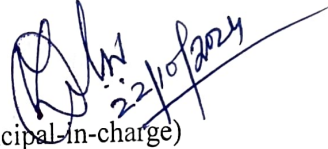
Government of Tripura  
Education (Higher) Department  
Gomati District Polytechnic  
Fulkumari, Udaipur, Gomati Tripura

No.F.3(2)-GDP/UDP/Estt./Canteen/2024/ 7038

Dated:22-10-2024

**SHORT NOTICE INVITING QUOTATION**

Sealed quotation is hereby invited from eligible Registered/Licensed/Authorized, experienced and reputed Canteen/Restaurant/SHGs/Catering Operators for **“Operating the Canteen at Gomati District Polytech-nic, Fulkumari, Udaipur, Gomati Tripura”**. Detailed specification, necessary terms & conditions and requisite documents can be downloaded from the website: [www.gdp.ac.in](http://www.gdp.ac.in). Interested bidders may send or drop their bids and offers to the “Principal, Gomati District Polytechnic, Fulkumari” in sealed cover super-scripting **“Quotation for Operating the Canteen at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura”** latest by **12-11-2024 upto 2:00 P.M.** The quotations will be opened on the same date if possible. Quotation received after the due date and time will not be taken into consideration. The under-signed reserves the right to reject any quotation and also the entire process without assigning any reason thereof.

  
(Principal in-charge)

Gomati District Polytechnic  
Fulkumari Udaipur, Gomati Tripura

Copy to:-

1. The DDO, Gomati District Polytechnic, Fulkumari, Udaipur, for information.
2. The Member Secretary, IPC, GDP, Fulkumari, Udaipur for information.
3. The Account Section, GDP, Fulkumari, Udaipur, for information.
4. The Store Keeper, GDP, Fulkumari, Udaipur, for information.
5. The Convener (Website development & maintenance), GDP, Fulkumari, Udaipur for uploading on the Institute website.
6. Notice board, GDP, Fulkumari, Udaipur.

## QUOTATION DOCUMENT FOR OFFICE CANTEEN

1. The terms and conditions for the award of contract is annexed as **ANNEXURE-A**
2. The quotation should contain the following:
  - i) Details of Agency with all necessary documents (**ANNEXURE-B**)
  - ii) Declaration in given format. (**ANNEXURE-C**)
  - iii) Duly signed quotation document
  - iv) Duly signed copies of valid PAN card, valid GST Registration Certificate, valid Trade License.
  - v) Duly signed copy of Valid FSSAI Certificate.
  - vi) Financial/Price Bid in the prescribed format. (**ANNEXURE-D**)
  - vii) Rate list of Canteen items to be provided in canteen by the Agency. (**ANNEXURE-E**)
  - viii) Proof of Experience.

The documents are to be submitted in an envelope which should also be sealed and super scribed as "**Operating the Canteen at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura**" and addressed to the "Principal, Gomati District Polytechnic, Fulkumri, Udaipur, Gomati Tripura". The quotation is to be submitted to the Quotation drop box at the office of the Principal, Gomati District Polytechnic on or before the last date and time of receipt of the quotation.

3. A Committee duly constituted by the Institute may visit the Agency's working place on any day after opening of the Bid and assess the performance/quality of food items and services provided. The evaluation shall be based on presentation, quality, feedback from clients, service quality, hygiene, cleanliness, efficiency in handling cash transactions etc.
4. **The Agency should have 03 years of experience in the Canteen/Cafeteria/Catering business. Proof of experience (such as experience certificate/ Supply or Work order issued by the authority where food items have been delivered) should be submitted along with the bid document.**
5. The Institute reserves the right to accept /reject any or all quotations without assigning any reason thereof at any stage.
6. **Evaluation of Quotations:**

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a. are properly signed and
- b. Conform to the terms & conditions and other prerequisites as mentioned in the quotation document.
- c. The Agency is required to pay monthly rent for the space provided by Gomati District Polytechnic, Udaipur for running the canteen. **The bidder quoting the highest amount of monthly rent subject to a minimum of Rs. 1500/- (Rs. One Thousand Five Hundred Only) and meeting all other conditions of the quotation will be awarded the contract. If any two parties quote same rate, then higher experienced will be given chance.**

**ANNEXURE-A**  
**TERMS AND CONDITIONS**

Sl. No.	Name of the quotation	Earnest Money Deposit
1	Quotation for Operating the Canteen at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura	Rs. 3,000/- (Rupees Three Thousand only)

1. Last Date & Time for submission of quotations/bids: **12-11-2024, upto 2:00 P.M.**
2. Date of opening of quotations/Bids: **08-11-2024, if possible.**
3. Quotations/Bids received after the last date will not be taken into consideration.
4. The bid documents should accompany the copies of necessary documents regarding **valid GST registration document, Trade License (or Equivalent), PAN card, Valid FSSAI Certificate and Proof of Experience.**
5. Declaration, typed on organization letter head, stamped and signed by authorized signatory (ANNEXURE-C) must be submitted.
6. Earnest money of **Rs. 3000/- (Rupees Three Thousand only)** (Refundable) should be submitted in the form of **Demand Draft** from any nationalized bank recognized by Reserve Bank of India drawn in favour of "Principal, Gomati District Polytechnic" payable at Udaipur, Gomati Tripura. The Earnest money shall be refunded to unsuccessful Agency's after finalization of the contract. No interest is payable on the EMD.
7. The quotations should be sent or dropped in a sealed cover and superscripted as "**Quotation for Operating the Canteen at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura**"
8. The authority reserves the right to accept or reject any quotation and cancel the bidding process or reject all quotations at any time prior to the award of contract without assigning any reason to anyone.
9. The bidder shall hold their offer valid for a minimum period of **01 (One) year** from the date of submission of their quotation.
10. The successful Agency (hereafter called as the Contractor) shall be required to execute a contract with the Gomati District Polytechnic. Under exceptional circumstances, the Institute reserves the right to change any of the terms and conditions mentioned herein as and when warranted. The duration of the contract will be for a **period of 01 (one) year** tentatively commencing from the date of signing of the contract. The contract, however, may be extended on mutual consent.
11. **Bidders must put its signature and seal on every pages of the bid documents and other relevant documents submitted along with the Bid. Otherwise participation by a bidder itself shall indicate its unconditional acceptance of all terms and condition mentioned herein.**

12. **Evaluation of Quotations:**

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a. are properly signed and



b. Conform to the terms & conditions and other prerequisites as mentioned in the quotation document.

c. The Agency is required to pay monthly rent for the space provided by Gomati District Polytechnic, Udaipur for running the canteen. **The bidder quoting the highest amount of monthly rent subject to a minimum of Rs. 1500/- (Rs. One Thousand Five Hundred Only) and meeting all other conditions of the quotation will be awarded the contract. If any two parties quote same rate, then higher experienced will be given chance.**

#### **Payments to office**

16. The Agency shall be required to furnish a Performance Security at the time of signing of the agreement for an amount of **Rs.10, 000/- (Rupees Ten Thousand only)** in the form of an Account Payee **Demand Draft** from a commercial bank in favour of "Principal, Gomati District polytechnic". Failure to furnish Performance Security by the Agency shall constitute sufficient grounds for the annulment of the agreement.
17. The Performance Security shall be kept with the Institute and it shall be refundable upon termination of agreement. However, during the agreement, if the agency withdraws its services and or fails to discharge its services according to terms & conditions of the agreement and up to the satisfaction of the Institute, the said Security shall be forfeited.

#### **Timings/Days**

18. The Canteen shall be kept open on all working days throughout the duration of the agreement. The timings shall be from 10.00 a.m. to 5.00 p.m. The agency may be asked to provide skeleton services beyond working hours and they will be bound to provide it unconditionally.
19. The Agency may be asked to open the Canteen on Sunday(s) and gazetted holiday(s) as per the requirements of the Institute.
20. The Agency may also be asked to close the Canteen temporarily even on working day(s).

#### **Quality and Place of Service**

21. The Agency shall maintain punctuality in providing the services.
22. The Agency shall provide certain items, out of approved ones, on regular basis in consultation with the Institute. The Agency shall not be allowed to add any item other than finalized at the time of signing this agreement. However, if it desires to add any item in the list, it must seek prior permission of the Institute authority for the item.
23. The Agency shall provide services to the Institute Staff in the Faculty Rooms/ Offices/ Departments etc. if required.
24. The agency shall be required to make special arrangement for breakfast/lunch/dinner for the Institute, extracurricular activities and/or other activities organized by the Institute, as and when required by the Office.

#### **Prices/Rates of Items**

25. **Rate list of Canteen items must not exceed the maximum price limit as given in ANNEXURE-E.**
26. The rate of each item as approved by the Institute shall be applicable during the

period of agreement. The Agency shall display approved Rate list and menu conspicuously at the outside of the Canteen premises. No rate will be revised without the prior approval of the Institute.

27. The Agency shall not charge prices more than the approved prices for each item. It shall not sell items on credit. If it sells, then it will be at its own risk.
28. The Agency may be asked to arrange lunch/meals/refreshments for Institute staff during extracurricular and/or other activities organized by the Institute.

#### **Quality of Items**

29. The Agency shall comply with the rules, regulations and byelaws laid down by Central/State Health Authorities like FSSAI, relating to preparation and supply of food items, beverages etc.
30. The Agency should use AGMARK/F.P.O./FSSAI or such standard quality food articles approved by relevant regulatory authorities. Certificate in this regard should be displayed prominently in the premises.
31. The Principal, Gomati District polytechnic shall have the right to reject any or all of the food items and beverages etc. which in the opinion of the Institute are not of standard quality. The Agency will immediately make good any loss of items rejected, which may arise on this account. Sub-standard items are to be destroyed immediately.
32. The Agency shall be responsible for all costs and/or damages claimed by the consumer due to ill effects of food items, beverages etc. served in the cafeteria.

#### **Running and Maintenance**

33. **Rent for the canteen premises per month including Space & Water Charges excluding Electricity charge. The electricity charge should be paid as per prevailing TSECL norms.**
34. **The rent of the canteen premises and Electricity charges has to be deposited to the college account separately within 10th of every month positively.**
35. The Agency shall fulfill all the obligations arising out of the contract itself and shall not enter into any sub-contract for running the Institute Canteen in any manner whatsoever. Violation of this clause shall constitute sufficient grounds for the annulment of the award and forfeiture of Security.
36. **The Institute shall provide space for kitchen, water and basic electricity connection. The Agency will have to arrange all articles, furniture, additional electrical wiring as per requirement and fitment of Electric Sub Meter to be used in the Canteen.** It shall not make any changes in the existing structure/space. The access to the space allotted to it will be as per the conditions and in the mode as prescribed and regulated by the Institute from time to time. The Institute reserves the right to inspect the premises allotted to it at any time.
37. The agency shall ensure that the canteen premises are not used to provide catering service for commercial purposes outside the Institute.
38. The Agency shall arrange for all equipments like cooking stove, cooking gas cylinder (as per his requirement), refrigerator, juice machine boilers, utensils, crockery and items of similar nature of good quality at its own cost. It shall maintain the said items in a proper and hygienic conditions for due discharge of obligations in respect of running of canteen.



39. The Agency shall also arrange almirahs/ racks required for storage of food stock/materials. It shall store them in a neat, tidy and hygienic manner. The Institute will not be responsible for any loss or damage done or caused to its stock/materials, etc. on account of theft or any other reason, whatsoever.
40. The Agency shall be responsible for maintenance and up keep / cleanliness of canteen premises (including furniture, fixtures, and other equipment's) and its surroundings to the satisfaction of the Institute at its own cost and expenses. It shall also be responsible for the safe a hygienic disposal of the canteen waste.
41. The Agency shall be fully responsible for replacements or repairs of the space made available to it in case of any breakage or loss and/or damage to them arising out of negligent handling by it/any of its employee(s).
42. The Agency shall observe and abide by all fire, safety and security regulations of the concerned local authorities (Udaipur Municipal Council) and/or of the Institute.
43. **The Agency or its Staff will not indulge itself /themselves in selling/serving of any Tobacco Product, Alcohol or any other intoxicating product of any form. Violation of this clause shall constitute sufficient grounds for the annulment of the award and forfeiture of Security and attract legal action.**

#### **Inspection**

44. The Agency shall allow and facilitate the Higher Authorities/Institute staffs to inspect the canteen related to hygiene or otherwise - premises. Arrangements for preparation and service of food items etc. It shall follow directions given by them for smooth running of the canteen.

#### **Engagement of Staff**

45. No such employee shall be under the age of 18 years. Documentary evidence will be provided by the Contractor.
46. The Agency shall also be fully responsible for payment of any compensation etc. in case of any injury/casualty or mishap to any of its employees during canteen working hours.
47. The Agency shall obtain license under the Contract Labour Law, as applicable, from time to time and all other requisite licenses at its own cost from the Appropriate Authorities. It shall comply with the terms and conditions of the license(s) and all other relevant and necessary provisions of the Contract Labour Act and the Rules framed there under and all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the Contractor.
48. The Agency shall provide complete list of workers it engages along with their residential address, photographic Identity and other details to the Institute.

#### **Discipline**

49. The Agency shall provide employees with proper neat and clean uniforms.
50. The Agency shall ensure that none of its staff is involved in any illegal activity such as sale/supply of drugs and other prohibited items.

### **Indemnification by Contractor**

51. The Agency shall at all times keep the Institute effectively indemnified against all actions, suits, proceedings, costs, damages, charges, claims and demands in any way arising due to anything done or omitted to be done by the staff of Contractor.

### **Payment of Statutory Dues/Taxes etc.**

52. The Agency shall be wholly responsible for payment of any and all taxes including, but not limited to Sales Tax/Service Tax/GST, duties, Cess under various Acts, Rules, Orders and Notifications etc. issued and as amended from time to time by the Central or State Governments or any local authority or body. The Institute shall not be liable to pay such taxes, rates, duties etc., whether existing or which may accrue in future for the period of contract.

### **Termination of Agreement**

53. Notwithstanding anything contained herein, the Institute shall have the right to terminate the agreement by giving one month's notice in writing to the Agency without assigning any reason thereof.
54. The Institute can also terminate the Agreement immediately on the occurrence of any event which, in the exclusive opinion of the Institute, necessitates the termination of this Agreement forthwith with or without forfeiture of security.

### **Obligation of Parties on Expiry/ Termination of Agreement**

55. On expiry / Termination of the tenure of the agreement NO DUES CERTIFICATE must be submitted to the Gomati District Polytechnic.
56. On the Expiry / Termination of this Agreement, the Agency shall stop functioning and hand over the vacant possession of the canteen premises peacefully together with furniture, fixtures and equipments etc, if any, as provided by the Institute in good condition to the Institute. The Agency's occupation of the premises after such termination will be deemed to be that of a trespasser and shall be liable to pay damages.
57. On the Termination/Expiry of this Agreement, the higher Authorities shall forfeit/refund the security in full or part (after adjusting any dues, if pending) to the Agency without interest.
58. On completion of the contract period if the canteen operator express his/her willingness in writing to continue the operation then based on the performance of the canteen operator, the contract period may be extended for another year upon mutual consent of both the parties.

### **Dispute and Amendment**

59. In case of any dispute arising out of the interpretation of the terms and conditions of the agreement, the decision of the Canteen monitoring committee and the Principal, Gomati District Polytechnic shall be final and binding.
60. Any amendment to this agreement shall not be valid and binding on the parties, unless it is made in writing and agreed & signed by both the parties.

**ANNEXURE-B**  
**Details of the Agency**

1. Name of the Agency :

2. Address:

3. Year of Establishment & years of experience:

4. Registration / License No.:

(Attested Photocopy of the License is to be attached. The Agency must have valid Trade License for Operation/running the Canteen/cafeteria.)

5. FSSAI Reg No & Date :

6. GST No.

7. PAN Card No. :

8. Details of Manpower Resources available:

9. I/We hereby undertake that all the terms and conditions as per Quotation document & Annexure I of the Quotation Form are acceptable to me/us.

Dated:

Signature of the Agency with Stamp



**ANNEXURE – C**

**(To be typed on the Company Letterhead)**

**DECLARATION**

**To**

**The Principal in-Charge**

**Gomati District Polytechnic**

**Fulkumari, Udaipur, Gomati Tripura**

**Subject: Operating the Canteen at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura.**

Dear Sir,

I/We, the undersigned bidder having read and examined in details, the instructions, and all Bidding documents in respect to the quotation no.....dated:....., do hereby propose to supply items as specified in the bidding documents. I/We also do hereby solemnly affirm and declare that:

1. My/Our organization does not have any legal suit/ criminal case pending against it for violation of any law.
2. My/Our organization has not been blacklisted or debarred by any state or central government organization.
3. The information furnished in all parts of this bidding document is accurate and true to the best of my/our knowledge.
4. My/ Our firm shall not pay any type of commission to any person in regard to this bid.
5. The Terms & Conditions of this proposal are valid for a period of **01 (One) year** from the last date specified for submission of the bids.

Thanking you,

Yours Faithfully,

Signature of bidder with seal and date

**ANNEXURE-D**

**(Financial/Price Bid)**

Quotation for Monthly Rent

Amount of monthly rent/license fee	
In figures	Rs ...../-
In words	Ruppes .....only.

Signature.....

Name:.....

Address: .....

.....

Affix Rubber Stamp:.....

Place:-

Date:-

**ANNEXURE-E**

**Rate list of Canteen items to be provided in canteen by the Agency**

Item No.	Menu/ Name of the items	Composition/ Description/ Quantity	Unit	Maximum price Limit (in INR)
1	Standard Tea	Disposable cup (100 ml)	Per Cup	10/-
2	Coffee	Disposable cup (100 ml)	Per cup	15/-
3	Samosa	100 gm+Sauce/Chautni	Per Piece	10/-
4	Chicken chop	100 gm+Sauce/Chautni	Per Piece	10/-
5	Aata Roti with Sabji	02 Pcs Aata Roti with 01 plate Sabji	Per plate	20/-
6	Aata Roti	Only Aata Roti	Per Piece	08/-
7	Puri/Parota with Sabji	03 Pcs Puri/Parota with 01 plate Sabji	Per plate	20/-
8	Puri/Parota	Only Puri/Parota	Per Piece	05/-
9	Egg Omlette	Egg Omlette	Per Piece	15/-
10	Boiled Egg	Boiled Egg	Per Piece	15/-
11	Egg Roll	Egg Roll	Per Piece	30/-
12	Egg Chowmein	Egg Chowmein -Full	Per plate	60/-
13	Egg Chowmein	Egg Chowmein -Half	Per plate	30/-
14	Veg Chowmein	Veg Chowmein-Full	Per plate	50/-
15	Veg Chowmein	Veg. Chowmein-Half	Per plate	25/-
16	Chicken Chowmein	Chicken Chowmein-Full	Per plate	80/-
17	Chicken Chowmein	Chicken Chowmein-Half	Per plate	40/-
18	Chicken Biryani/Pulao	Chicken Biryani/Pulao-Full	Per plate	90/-
19	Chicken Biryani/Pulao	Chicken Biryani/Pulao-Half	Per plate	45/-
20	Veg Biryani/Pulao	Veg Biryani/Pulao-Full	Per plate	60/-
21	Veg Biryani/Pulao	Veg Biryani/Pulao-Half	Per plate	30/-
22	Sandwich bread/Veg Burger	With slices of cucumber, onion and tomato + Sauce	Per piece	20/-
23	Egg Sandwich	Egg Sandwich	Per Piece	25/-
24	Lunch Thali (Veg)	(i) Basmati Rice (ii) kadi/dal/rajma (iii) Potato Bhujia /Beguni / Kumori (iv) mixed veg (seasonal) (v) Papad (vi) Salad **For extra quantity, additional charge may be taken.	Per Thali	60/-



25	Lunch Thali (Non veg)	(i) Basmati Rice (ii) kadi/dal/rajma (iii) Potato Bhujia /Beguni / Kumori (iv) mixed veg (seasonal) (v) Papad (vi) Salad (vii) Egg Curry **For extra quantity, additional charge may be taken.	Per Thali	70/-
26	Lunch Thali (Non-Veg)	(i) Basmati Rice (ii) kadi/dal/rajma (iii) Potato Bhujia /Beguni / Kumori (iv) mixed veg (seasonal) (v) Papad (vi) Salad (vii) Local Fish Curry **For extra quantity, additional charge may be taken.	Per Thali	80/-
27	Lunch Thali (Non-Veg)	(i) Basmati Rice (ii) kadi/dal/rajma (iii) Potato Bhujia /Beguni / Kumori (iv) plate mixed veg (seasonal) (v) Papad (vi) Salad (vii) Chicken Curry **For extra quantity, additional charge may be taken.	Per Thali	90/-
28	Soft Drinks	Standard Varieties	Per Piece	As per MRP
29	Chips	Various size & Varieties	Per Piece	As per MRP
30	Biscuit Packets	Standard Varieties	Per Piece	As per MRP
31	Chocolates	All brands & flavors	Per Piece	As per MRP
32	Muffins & Cakes	All Varieties	Per Piece	As per MRP
33	Ice cream	Branded	Per Piece	As per MRP
34	Stationary/General Store Items/ Photostat Work	Standard Brands	Per Piece	As per MRP/ market rate (lowest)

**N.B.:** The rate of all the packaged foods/ items must be within MRP limit.

Signature: .....

Name:.....

Address:.....

Affix Rubber Stamp:.....

Place:-

Date:-