

## Terms and Conditions for Canteen contract for session 2024-25

1. Duration of contract will be from \_\_\_\_\_ to \_\_\_\_\_ one year.
2. The timings of college canteen are from 8.30 AM to 4:00 PM.
3. Tender of the bidding as per prescribed tender rules and minimum amount fixed by PWD in respective (X,Y,Z) cities. The preference may be given to SHGs, particularly SHGs having minimum experience (1 year or more) with any institute.
4. Entire amount of electricity & water bill charges (fixed) of the college canteen will be borne by the contractor as per reading in the sub-meter (Electricity) of the canteen. The sub-meter of electricity to be installed at contractor level.
5. SHG/Tenderer registration/ license number should be properly displayed & experience in that field is desirable. Contract can be terminated if the work and conduct of the contractor or his/her service staff is not found satisfactory and tenderer in waiting list will be given an opportunity.
6. HAFED oil and Vita Milk should only be used for cooking purposes.
7. Use of Steel and iron utensils for cooking \_\_\_\_\_
8. Maintenance of cleanliness and hygiene in the canteen by adopting pest control measures from time to time.
9. The contractor is solely responsible for segregation of wet and dry waste as per municipal norms and also wholly responsible for disposal of the garbage on daily basis.
10. The college shall always have the right to inspect the canteen premises. The canteen committee members and other staff shall randomly inspect the premises.
11. Contract can be cancelled without giving any notice or warning. If the quality of eatables is not upto the mark along with the penalty as per provision of the prevention of food and Adulteration Act, 1954".
12. The opening of canteen is mandatory on examination days and other examination (even on Sunday)/ during vacation as per requirement of the Principal concerned.
13. The contractor shall not deploy any minors for the canteen works and shall engage skilled based personnel. All labour laws must be complied with.
14. In case of theft and damage, the contractor shall replace the items lost, broken or damaged with items of same quality at his own cost and expense of the same will be deducted from the security deposit.
15. The menu will be provided as decided by college authorities.

GENERAL TERMS AND CONDITIONS OF THE TENDER DOCUMENT:-

Tender shall be submitted in the official tender form only. If submitted in any other form the same shall be summarily rejected. **The tender form is free if downloaded from the College website**

1. Tenders received without prescribed Earnest Money Deposit (EMD) shall be rejected **even though they have MSME certificates or any exemption having for not paying EMD.** Demand Draft in favor of "Principal of the Institute payable locally. The EMD of unsuccessful bidders shall be refunded within a reasonable time after the finalization of the contract.
2. The schedule issued with the form of bidding listing the services to be rendered must not be altered by the bidder.
3. No paper shall be detached from the tender document.
4. The name and address of the bidder shall be clearly written in the space provided and no overwriting, correction, or insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The bidder should be filled in and submitted in strict compliance with the instructions laid down herein otherwise the bid is liable to be ignored.
5. The bid is liable to be ignored if complete information is not given there-in, or if the particulars and date (if any) asked for in the schedule to the bidding are not filled in.
6. Individual signing the bid or other documents connected with the bid must specify whether he signs as proprietor/ authorized signatory/ partner/ SHG members.
7. The highest bidder, who qualifies all the eligibility conditions, will have to provide services as required under the given terms and conditions. The primary job is to provide snack and beverages as per approved menu decided by the college authorities at approved rates only. The vender should be able to make catering arrangements for meetings seminars/conferences, and other functions ever after 04:00 PM as per order assigned by the authorities and providing valid bills.

(Seal & Signature)

I accept all the above Terms & Conditions

- No. 23-110
8. Bids should be invited by widely publishing the notice through media. Advertisement in two daily National newspapers (one Hindi and one English) will be desirable to make the process fair and competitive.
  9. EMD of the successful bidder shall be liable to be forfeited if he/she does not fulfill any of the following conditions:
    - i) An Agreement is to be executed and signed by the bid winner in the prescribed form within 7 (seven) days of the receipt of the letter awarding the contract.
    - ii) The agency is liable to obtain necessary permissions or approval for engaging the canteen staff from the competent authority at their own cost.
    - iii) The Canteen Services shall commence within 10 (Ten) days of the receipt of the letter awarding the contract or as decided by the competent authority.
  10. The bids should be valid for at least 3 months from the date of opening of the bid and if any bidders withdraw or alter the terms of the bid during the period, the Earnest Money Deposit shall be forfeited. Performance certificate from reputed educational institutions/organizations where they have been providing similar services for the last one year. (Copies should be enclosed)
  11. The bidder should give full details of all Establishments/canteen along with contact person phone numbers where the bidder has canteen contract.
  12. Corrections, if any must be attested.
  13. In case of any accident to the personnel employed by the agency during the working hours at college, kitchen, the agency alone is liable to pay work men's compensation as per relevant statutes/laws and any other statutory dues or payments, and the college is not liable for any payment of such kind.
  14. In case of theft or damage, the contractor shall replace the items lost, broken or damaged with items of the same quality at his own cost and expense else the same will be deducted from the security deposit
  15. The contractor is fully responsible for the maintenance/cleanliness, leakages and damage done to the canteen, canteen equipments and sanitary, electrical fittings and fixtures installed in the space provided to him by the college.
  16. Tender shall be accompanied by the relevant documents including the following:-
    - i) Certificate in support of experience for having undertaken this kind of business

(Seal & Signature)

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## प्ररूप - 18

{ देखिए नियम 70 के उप-नियम (1) का खण्ड (क) }

ग्राम पंचायत ..... के पंच के निर्वाचन की विवरणी का प्ररूप  
 वार्ड संख्या ..... से पंच के लिये निर्वाचन

क्रम सं०	उम्मीदवार का नाम	उम्मीदवार के पक्ष में पड़े वैध मतों की संख्या
1	2	3

वैध मतों की कुल संख्या .....

अवैध मतों की कुल संख्या.....

डाले गए मतों की कुल संख्या.....

मैं घोषणा करता हूँ कि .....

(नाम) .....

.....

सम्यक् रूप से निर्वाचित किया गया है।

स्थान .....

दिनांक .....

निर्वाचन अधिकारी (पंचायत) द्वारा  
 प्राधिकृत अधिकारी/रिटर्निंग अधिकारी (पंचायत)।

20 ..... के दिन ..... दिनांक .....

8. Bids should be  
 National  
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## प्ररूप - 18

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1	2	3

वैध मतों की कुल संख्या .....

अवैध मतों की कुल संख्या.....

डाले गए मतों की कुल संख्या.....

मैं घोषणा करता हूँ कि .....

(नाम) .....

सम्यक् रूप से निर्वाचित किया गया है। .....

स्थान .....

दिनांक .....

निर्वाचन अधिकारी (पंचायत) द्वारा  
 प्राधिकृत अधिकारी/रिटर्निंग अधिकारी (पंचायत)।

20 ..... के दिन ..... दिनांक .....

along with a list of organizations where the Contractor is currently providing/has provided Canteen Services to the client profile.

- ii) Work-plan indicating the requirement of staff and the deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
- iii) Certificates in support of all statutory registrations.

17. The Contractor will liaise with the designated officers of the college and report on the day-to-day activities of the Canteen Service. The Contractor shall extend full co-operation to the designated officers from time to time.

18. The contractor should be in a position to cater to the tastes of North Indian students who will be in majority. On termination of the agreement, the contractor will hand over all the equipment/ articles as supplied by the college in good working condition back to college.

19. Care must be taken to ensure that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.

20. College is not bound to provide any mode of transport in respect of men or material required for the contract.

21. Contractor shall not tap any fire hydrant/water point for obtaining later for his work without obtaining prior approval/ permission of the officer/officer concerned. Lawn hydrants should also not be damaged and wastage of water to be avoided.

## 22. Security Deposit

A. Monthly rent for canteen will be as per successful bid. The Tenant persons/ Group will pay monthly rent of 03 months in advance to the college as security. The security amount deposited by the Tenant persons/ Group shall be refunded after successful completion of the contract period provided there are no recoveries to be made arising out of poor quality of work, incomplete work and violation of any terms and conditions of the contract as stipulated in the bid document. Refund of security deposit is subject to full and settlement of the final payment of the work contracted / executed under the contract. No interest will be paid to the Tenant persons/ Group on the security deposit.

B. The tenant persons/ group will not be allowed to use Heater/ Electrical Heating Rod in the canteen. In case of deficiency in quality of service and hygiene is noted by the committee due to failure of Tenant persons/ group), the Principal can impose a fine of Rs. 2000/- at first instance and subsequent lapse a fine of Rs. 5000/- if the lapse is repeated for the third time the security money shall be forfeited and the contract shall be terminated.

C. The tenant persons/group will have a bare permission only to run the canteen in the college premises during the contract period and nothing contained in this document shall be construed as law of the said college premises or any part thereof and shall not give any legal title or

(Seal & Signature)

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