

**P. R. Pote Patil Educational Group, Amravati**  
**(for Engineering, Pharmacy, Agriculture, Architecture, BAMS, School & Jr. College)**

**Pote Estate, Pote Patil Road, Amravati Maharashtra 444602, (India)**

**Email: prpotepatilcollege@gmail.com**

**Tender Document**

**Annual Contract for providing Canteen Services**

Tenders are invited from reputed Vendors / Contractors / Firms / Proprietorships / Cooperative Societies / Companies / Individuals

for providing Canteen services at the Campus of the Institute For details visit:

[www.prpotepailengg.ac.in](http://www.prpotepailengg.ac.in)

**Last date to apply: 23.11.2022 at 02:00 PM**

## Tender Information

Contract for providing Canteen services at ***P. R. Pote Patil Educational Group*** Amravati, Pote Estate, Pote Patil Road ,Amravati Maharashtra 444602, (India)

***P. R. Pote Patil Educational Group*** Amravati intends to enter into contract for providing Canteen services in its premises. The contractor is expected to provide Canteen service to students, faculty, staff, residents and guests of the Institute.

**Interested vendors / contractors / firms / proprietorships / co-operative societies / companies / individuals with the same kind of objectives can submit bids duly completed in two bid system i.e. Technical Bid and Financial Bid on or before 23/11/2022 by 02:00 PM. The technical bid and the financial bid should be placed by the bidder in separate sealed envelopes duly super scribed and both these sealed envelopes are to be put in a bigger envelope which should also be sealed and duly super scribed and addressed to: The office P. R. Pote Patil College of Engineering and Management Amravati,**

- Technical Bid shall contain duly sealed and signed tender document; Technical Bid Format, Undertaking (**Annexure-I**), Self-Attested Copy (**Annexure-II**), **Performance Certification(s)** (**Annexure-III**), List of some of the Items to be served in the Canteen (**Annexure-IV**), duly filled and signed with all supporting documents as mentioned in the tender document.
- Financial Bid (**Annexure-V**) shall contain the quoted monthly License Fee payable to the Institute. Quotation documents containing detailed terms and conditions can be downloaded from the Institute website [www.prpotepailengg.ac.in](http://www.prpotepailengg.ac.in) or may be obtained from the office of the Purchase Section, P.R.Pote (Patil) College of Engineering and Management Amravati on payment of **Tender fee Rs. (500)/- (non-refundable) in cash or Phone Pay or in the form of Demand Draft in favour of P. R. Pote Patil Group of Institutions College of Engineering and Management Amravati**

In case the document is downloaded from the Institute website, the requisite Tender fee must be submitted along with the application form in the form of Demand Draft in favour of ***P. R. Pote Patil Group of Institutions College of Engineering and Management Amravati.***

**A demand draft of Rs. 25,000/- as earnest money deposit (EMD), in favour of P.R.Pote Patil Group of Institutions College of Engineering and Management Amravati** is to be submitted along with the Technical Bid and must be in the envelope of Technical bid. The Technical Bids will be opened at 03:30 PM in the Institute campus on the last date of the receipt of tender document. Financial Bids of only those bidders will be opened whose technical bids qualify the Technical bid eligibility criteria and are found suitable. Date of opening of Financial Bids will be decided after technical bids have been evaluated by the Institute and successful bidders (technical bid) will be informed accordingly. The Institute reserves the right to accept or reject any or all of the bids without assigning any reason. The Institute shall not be responsible for any loss or postal delay of the document in transit.

### **Technical Eligibility Criteria: -**

1. The bidder should have experience of satisfactorily running canteen(s)/ hostel(s) continuously for last **two years** in reputed educational institutes/Government Sector/similar organizations. (attached document)
2. The bidder should have on their rolls sufficient number of cooks to prepare good quality snacks/meals.
3. The bidder should possess license as per Food Safety and Standards Act, 2006 (Attested copies of FSSAI License to be attached **for last two years**). **Please ensure that the copies of annexure of the FSSAI License showing the details of “Items of food manufactured handled” is also attached.**
4. The bidder’s average annual financial turnover (gross) in catering services/similar establishments during the last two financial years should not be less than Rs. 2.00 Lacs. **Please submit evidence with relevant documents.**

5. The bidder's performance/experience, as per format at (**Annexure-III**) for each work completed in last two years and in hand should be certified by a responsible person from the certifying organization.

**Note: Copies of the documents in support of each of the Eligibility conditions should be enclosed with the Technical Bid.**

**General instructions for the bidder before filling of Technical and Financial Bids:**

1. All the pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender.
2. All the documents as mentioned must be submitted otherwise application will be treated as incomplete.
3. An application without Tender Fee & Earnest Money Deposit (EMD) will not be accepted and no correspondence shall be entertained thereafter.

**Brief Scope of Work**

1. Institute intends to run this Canteen and has approximately 4500 persons on its rolls, which include students, faculty, staff, residents and guests visiting the institute.
2. The list of Items to be served in the Canteen (subject to modifications as per the seasons / occasion etc.) is given in (**Annexure – IV**). The maximum retail sale rate for the items has been fixed for the current financial year. The rates can be revised every financial year after following the due procedure.
  - The timings for serving shall be 8.00 am in the morning to 10.00 pm in the evening or as per decided by authority time to time.
  - The timings and the working days of Canteen services will be regulated by the Institute.
  - Menu items as per (**Annexure-IV**) and as decided by the Institute from time to time shall be followed.Although, the Institute shall provide the following facilities, however, their maintenance and upkeep will be ensured by the Contractor to the satisfaction of the competent authority of the Institute or body responsible to keep check on such issues.
  - A Kitchen with serving counter and office(s)/store room(s) etc. having an area of approximately **270 Sq. meter.**
  - Customer seating area of approximately **530 Sq. meter**
  - Lights, fans and electricity supply (Electricity bill to be paid by the Contractor as per actual).  
The following arrangements will be made by the Contractor:
  - Furniture for the seating arrangement for itself & customers  
(for minimum 100 customers in the beginning and for full capacity within one year).
  - Refrigeration facilities.
  - Cooking and serving utensils.
  - Cooking gas and cooking range.
  - Crockery etc.
  - Adequate work force.
  - Any other facility needed to ensure smooth functioning of the canteen.  
(Note - In case of any additional requirement to run the Canteen smoothly, the same will be arranged by the contractor at his own expenses).

### Terms and Conditions

1. The allotment of Canteen on the campus is being done on contract basis. An agreement on a non-judicial stamp paper of appropriate value is to be entered into, at the time of taking possession of allotment.
2. It is the sole liability of the contractor to maintain and keep all the equipments and infrastructural facilities provided to him in good working condition and hand over the same back to Institute in good working condition on completion/revocation of the contract.
3. monthly License Fee and Electricity Charges per month shall be borne by the Contractor.
4. The EMD (without interest) shall be **returned** to the contractor on the expiry of the contract or termination of the contract under normal circumstances. In the event of breach of any of the terms and conditions of this agreement, the said EMD shall be encashed by the Institute. Amount recoverable (if any) shall be adjusted and the rest of the amount shall be refunded to the Contractor.
5. The successful contractor is required to have the requisite licenses / registration and valid FSSAI License is mandatory (as applicable), for running of the canteen.
6. The Contract would be for duration of three years (this period will start from the date of signing of the agreement). The license fee shall be enhanced @ at least by 10% per year. **The allottee is required to renew the FSSAI license before taking possession of the canteen.** The allottee shall ensure to start operation of the canteen services within 30 days from the date of issuance of allotment letter.
7. The Contractor shall vacate the premises on the expiry of the period of contract unless the contract is extended/renewed for another term/period as decided by the competent authority of the Institute. The duration of the contract would be extendable subject to the satisfaction of Institute administration and stakeholders. The application for the same should reach the concerned office of the Institute two months prior to the expiration of the contract.
8. The contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
9. Either party to the contract may terminate the contract on one month's notice.
10. The Contractor shall display a rate list for items of sale in the canteen, duly approved by the Institute.
11. The eatables served by the Contractor should be wholesome and clean. Only fresh vegetables on daily basis are to be procured. Quality stores provisions are to be procured for preparing eatables. In case of any rotten or substandard eatables are found, penalty can be imposed by the competent authority.
12. The Cooks should know the preparation of North, South Indian and Continental foods.
13. The Contractor should provide sufficient number of cooks, waiters and other servants for delivering proficient

- services and would be liable for their misbehavior, misconduct or any other act of disobedience. The staff employed by the Contractor shall not be below the Government of India prescribed working age.
14. The Contractor will make his own arrangement for good quality kitchenware, serving utensils and furniture for seating of customers etc.
  15. The Contractor must ensure that the waiters wear neat and clean uniform while on duty with I-card.
  16. List of the Items to be served in Canteen is given in Annexure -IV. Any change from the menu table without prior permission from the competent authority will lead to penalty as decided by the competent authority. Canteen menu item list may be revised as per the requirement with prior permission of the competent authority.
  17. In the allotted portion of the Canteen, the fire safety equipment shall be installed and maintained by Contractor as required under the Fire safety Act.
  18. The Canteen Contractor shall use only commercial LPG gas Cylinders.
  19. The Institute will not be responsible for any due payment of the users of Canteen. The Contractor shall be required to provide bill/invoice to customers.
  20. The Contractor shall be responsible for the reasonable care, maintenance, and safety of the premises, accommodation and other items provided by the Institute.
  21. The Contractor shall be bound to keep the premises neat, clean and tidy at all times in accordance with the bye-laws of the Municipal Corporation/Regulatory Authority.
  22. Canteen premises and storage units may be inspected by the committee constituted by the competent authority and canteen committee members of the Institute at any time for checking hygiene, cleanliness and quality of eatables etc.
  23. The Institute may call for the advice of the Institute Medical Officer on matters of hygiene in the canteen and manpower.
  24. It is the sole responsibility of the Contractor for disposal of all waste materials (like food waste, vegetable waste etc.) generated in the Canteen. The Contractor shall provide adequate number of dustbins (for Bio Degradable Waste and non-Bio Degradable Waste) for cleanliness in their areas of operation. Contractor shall be responsible for emptying/disposal of the Dust Bins in the common bigger garbage box.
  25. On the request of the Contractor, the competent authority or his representative may revise the rates of eatables items, if justified with reason, to be given in writing (applicable only once in a financial year under normal circumstances) and approved by canteen committee.
  26. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority.
  27. The Contractor shall not be allowed to open multiple shop outlets or to put up any serving counter in the seating area.
  28. The license fee should be quoted in figures and words and are to be typed legibly without any correction. No

over-writing is allowed / acceptable.

29. The sealed offers shall be submitted on or before due date. Late quotations will not be acceptable on any account.
30. The Contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws and must be registered with EPF, ESI or any other Government regulating agencies (as applicable) in respect of the workers assigned to duty at Institute.
31. The Contractor has to give his Mobile Number and other Telephone number for emergency contact.
32. The Institute will not be responsible for any type of compensation, if any canteen worker is injured while on duty. Personal Insurance of each worker has to be borne by the Contractor.
33. In case of failure or breach of any term and condition of the contract, the Institute shall have-
  - a) The authority to rescind the contract and
  - b) The right to forfeit the bank guarantee / EMD.
34. It will be the responsibility of the Canteen Contractor to register their worker(s) with Institute Security Office.
35. The Contractor will not transfer or assign the license to any other party.
36. The Contractor and his staff will make their own residential arrangement outside the premises of the Institute.
37. If the canteen remains closed without information, it may be declared as vacant and bank guarantee/ EMD may be forfeited
38. The licensee shall not encroach upon the rights of the other licensees running their business in the Institute.
39. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.
40. In case of failure to adhere to the terms and conditions by the Contractor, the Institute shall have the authority to lock the premises and/or take the possession of the premises.
41. All disputes shall be referred to the Director, PRPCEM, Amravati who shall be the sole Arbitrator & his decision shall be final & binding.
42. This tendering process can be terminated at any stage (even without giving contract to any of the applicants) without assigning any reason.
43. Dispute, if any, shall be subject to the jurisdictions of Amravati Courts only.

**Penalties for violation of rules, terms and conditions**

Failure to supply food in terms of quality, quantity and as per the menu indicated will attract penalty. For not adhering to contractual conditions, Institute shall be free to impose monetary fine as deemed fit on the Contractor. If any fines are imposed the same shall be deposited by the Contractor to the Institute. The Contractor may be fined in case of violation of the following:

1. If the Contractor fails to pay license fee and other charges by the due date, he/she shall have to pay a penalty of 2% per month of the monthly license fee for the overdue period.
2. Vegetables used should be fresh and of good quality. If vegetables kept for use are found to be rotten or of poor quality, then a fine of Rs. 1,000/- for each occasion will be imposed.
3. Each complaint of unclean utensils would lead to a fine of Rs. 500/- on the Contractor.
4. If poor quality raw material is used for preparation of food items, a penalty of Rs. 1,000/- for each occasion will be imposed.
5. Oil once used should not be reused. If reuse of oil is noticed, penalty of Rs. 500/- for each occasion would be levied.
6. If it is found that food items are not cooked properly or if quality of any item served is not up to the mark (decided by Committee) the fine of Rs 1000/- would be imposed on the contractor.
7. If there is any deviation in the approved menu, a fine of Rs. 1,000/- for each occasion will be imposed.
8. Change in the menu without permission of the Institute would result in a fine of Rs. 500/-
9. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacturer, a penalty of Rs. 500/- will be imposed for each default.

## Performa for Technical Bid

Photograph of  
tenderer

	<b>Bidder Profile (General Information)</b>	
1.	Name of the Company/ Firm with complete registered address	
2.	Name of Tenderer/Representative/Applicant (Authorized Signatory )	
3.	Complete Postal Address of the tenderer with contact (Phone/Mobile No)	
4.	Legal Status (Individual/Proprietary Firm / Partnership Firm / Limited Company/Corporation)	
5.	Year of Commencement of Business (attach documentary evidence)	
	<b>Mandatory Information</b>	
6.	Statutory details (attach photocopy of each)	
	(i) Registration No -	
	(ii) Validity of Registration Number (up to)-	
	(iii) PAN Card No –	
	(iv) Aadhar Card No of the tenderer -	
	(v) GST Reg. No (If applicable)-	
7.	Food Safety (FSSAI) Reg. Nos. for running Restaurants/Students Canteen/ Similar Establishments (for last two years) -	
8.	Earnest Money is to be paid In favour of “Security-A/c <b>P.R.Pote Patil Group of Institutions College of Engineering and Management Amravati</b> ” EMD money is to be deposited in the form of Phone Pay / Demand Draft only; otherwise, application will not be treated as valid.	Amount: Rs. 25,000/- Phone Pay / Demand Draft No: Name of the Bank: Dated:
9.	The bidder should have experience of satisfactorily running canteen(s)/ hostel (s) continuously for last two years in reputed educational institutes/Government Sector/similar organizations. Above Bidder’s performance/ experience must be provided as per format at (Annexure-III) for each work completed (and in hand) in last two years. Annexure-III should be certified by a responsible person from the certifying organization.	
10.	The bidder’s average annual financial turnover (gross) in catering services/similar establishments during the last two financial years should not be less than Rs. 2.00 Lacs. Volume of business done during the last two years (submit documentary evidence like audited balance sheets and Profit & loss accounts etc.). All financial documents submitted must be audited and stamped by an authorized Chartered Accountant/Company Secretary (Optional).	



Details of Annual financial turnover for financial years	2020-21	2021-22
11.	Current/Saving Account No with Bank name and Branch name (attach attested copy by the Manager of the mentioned branch)	

***(Name & Signature of Bidder-cum-Applicant)***

**For Office Use only:-**

1. **EMD** – attached/ not attached
2. **Statutory details** – attached/ not attached
3. **Income tax Assessment Certificates** – attached/ not attached
4. **Audited balance sheets and profit & Loss Accounts Statement** – attached/ not attached
5. **Details of Annual financial turnover for financial years** – attached/ not attached
6. **Bank Accounts Details:** attached/not attached

**UNDERTAKING BY THE APPICANT**  
**(To be submitted along with the Technical Bid)**

I,

\_\_\_\_\_ S/o \_\_\_\_\_

resident of \_\_\_\_\_

\_\_\_\_\_ hereby  
solemnly agree to abide by the Terms & Conditions of the Tender.

Any breach of the Clause/Clauses will render my contract null and void.

**I have understood completely this tender document and the terms and conditions therein. I agree to serve the eatables on the rates as decided from time to time and pay the license fee and other related charges on time. I have also understood that I have to maintain the high standard, quality and hygiene of all the eatables.**

Signature of the Bidder with date

Stamp (if, any)

**SELF ATTESTED COPY**  
**(To be submitted along with the Technical Bid)**

I/We (Name) \_\_\_\_\_

Contractor/Firm/individual \_\_\_\_\_ do hereby solemnly affirm and declare that the individual/firm are not black listed by any Govt./Semi Govt. /Public Sector/ Corporation/office or any other entity.

**DEPONENT**

**DATE & TIME**

**THE ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

Verified that the content 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.

**DATE & TIME**

**DEPONENT**

**FORMAT FOR PERFORMANCE CERTIFICATION REFERRED**  
**(To be submitted along with the Technical Bid)**

(Please furnish the information for each individual work from the employer for whom the work was/being executed)

1. Name of the Contract/Establishment & Location: \_\_\_\_\_  
\_\_\_\_\_
2. Name & Designation of the contact person with Tele/ Mobile No:
3. Agreement No.(if applicable):
4. Scope of Contract/Establishment:
5. Contract Cost:
6. Period (from-to):
7. No. of persons deployed by your firm
8. Dining strength (No. of persons):
9. Performance Report:
  - i. Quality of Food – Excellent/Very Good/Good/Fair
  - ii. Quality of Service - Excellent/Very Good/Good/Fair
  - iii. Overall Performance - Excellent/Very Good/Good/Fair
10. Compliance of all Statutory Requirements – Yes/No:

(Signature with date of the Authorized representative of the Organisation)

**List of some** of the Items to be served in Canteen in the Students Welfare Centre (To be submitted along with the Technical Bid)

Sr. No	Items	Qty.	Rate (Rs.)*
1.	Milk (Hot)	200 ml	
2.	Tea	Normal Tea	200 ml
		Vending Machine Tea	150 ml
		Tea bag Tea	200 ml
3.	Coffee	Espresso Coffee)	200ml
		Vending Machine Coffee	150 ml
4.	Cold Coffee )	200 ml	
5.	Sweet/ Salty Dahi Lassi	200 ml	
6.	Soft Drink (Pepsi/ Mirinda/ Dew/ Coke etc.)	Packed	
7.	Mineral Water	500 ml	Packed
		1000 ml	Packed
8.	Lemon Water	250 ml	
9.	Lemon Soda	250 ml	
10.	Fresh Fruit Juice without Ice (Seasonal)	Mixed	250 ml
		Gajar/ Amla/ Chukandar	
		Mosambi/ Orange	
		Pineapple	
		Anar	
11.	Fresh Shakes with Verka Green Packet Milk	Banana	250 ml
		Badam	
		Chocolate	
		Others	
12.	Fruit Juice (Real/ Tropicana/ B Natural)	Packed	
13.	Samosa (Fried in Fortune/Sweekar Sun flower Oil)	100 gms	
14.	Kachori (Fried in Fortune/Sweekar Sun flower Oil)	100 gms	
15.	Veg Sandwich (Whole wheat Branded Bread)	2 Slice	
16.	Grilled Toast Sandwich (Whole wheat Branded Bread)	2 Slice	
17.	Bread Butter (Whole wheat Branded Bread)	2 Slice	

18.	Veg Pattie		Aloo	1 Piece	
			Paneer	1 Piece	
19.	Pakoda (Fried in Fortune/Sweekar Sunflower Oil)		Bread	100 gms	
			Paneer	100 gms	
20.	Maggi/ Noodles		Plain	One Plate (150 gms)	
			Vegetable	One Plate (200 gms)	
21.	Veg. Burger	Plain with vegetables	1 Piece		
		Noodle Burger with noodles + vegetables			
		Cheese Burger with cheese + vegetables			
22.	Veg. Pizza (Vegetables & Cheese etc.)		1 Piece – 8 inches diameter		
23.	Pasta		White Pasta	200 gms	
			Red Pasta		

Sr. No	Items	Qty.	Rate (Rs.)*
24.	Dosa (Per Piece) (Fried in Fortune/Sweekar Sun flower Oil)	Plain Dosa	Dosa + chatni+ Sambar
		Masala Dosa	Dosa Minimum 12 inches long
		Paneer Dosa	
25.	Vada Sambar (Per plate) (Fried in Fortune/Sweekar Sun flower Oil)	Vada (2 Piece) + Sambar Vada weight 60 gm. / piece apprx.	
26.	Rice Idli Sambar (Per Plate)	Idli (2 Piece) + Sambar+ chatni Idli weight 60 gm. / piece apprx.	
27.	Utappam (Per Piece) (Fried in Fortune/Sweekar Sun flower Oil)	Utappam + Chatni + Sambar Utappam Minimum 06 inches long	
28.	Upma + chatni	250 gms	
29.	Poha with vegetables (Fried in Fortune/Sweekar Sun flower Oil)	150 gms	
30.	Paw Bhaji	Two Paw + Bhaji	
31.	Chana Kulcha	Two Kulche + Chole +Pickle	
32.	Chana Bhatura (Fried in Fortune/Sweekar Sun flower Oil)	Two Bhature + Chole +Pickle	
33.	Chana Samosa	Two Samosa + Chole	
34.	Veg. Pulao/ Biryani (Basmati Rice) (Fried in Fortune/Sweekar Sun flower Oil)	150 gms	
35.	French Fries (Fried in Fortune/Sweekar Sun flower Oil)	100 gms	
36.	Parantha (Fried in Sun flower Oil)	Potato/ Onion/ Radish	1 Piece
		Cauliflower	
		Plain	1 Piece
		Paneer	1 Piece
37.	Curd (Verka)	Packed	
38.	Sprout Salads (Chana, Moong, Moth dal sprouts + vegetables)	150 gms	
39.	Meal	4 Poori/ 4 Chapati + Bhaji/ Sabji	
		Basmati Chawal 200 gms + Rajma	
		Basmati Chawal 200 gms + Chole	
		Basmati Chawal 200 gms +	

		Kadhi	
		Basmati Chawal 200 gms + Dal	
		Veg Thali (1 Vegetable + 1 Dal + 4 Chapati + Rice)	
		Special Thali (Roti (4) + Rice + Sabji + Dal + Curd 100 gms + ½ piece Papad + Salad & Pickle+ one sweet)	
40.	Ice Cream(s)/ Stick Ice Creams (Branded)	Packed	

\* The rates mentioned are inclusive of the all types of applicable duties/taxes etc.

I/We shall provide the items as per this menu & Rate(s) for current Financial Year if the Contract is awarded to me/us.

***(Name & Signature of Bidder-cum-Applicant)***



**Financial Bid**  
**(To submitted in a sealed envelope)**

I/We (Name) \_\_\_\_\_

Contractor/Firm/individual \_\_\_\_\_ do hereby quote the  
monthly License Fee of Rs. ....

(please mention both in figures & words) to be paid to the *P. R. Pote Patil Group of Institutions College of  
Engineering and Management Amravati* for the running Canteen.

Signature of the Bidder with date  
Stamp (if, any)

Address & Mobile Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_