

TENDER DOCUMENT

FOR PROVIDING CANTEEN SERVICES

S.No.	Particulars	Details
	Name and Address of Tender Inviting Authority	Director- Principal Rao Birender Sing Institute of Engineering and Technology (RBSSIET) Zaniabad V.P.O- Zainabad, Rewari, Haryana 123411
1.	Name of the job	For providing Canteen Services
2.	Date of Issue of Tender Document	19 June 2024
3.	Last Date and time for submission of Tender	01 July 2024 by 05:00 PM
4.	Date and time for opening of Technical Bids	10 July 2024 at 10:00 AM
5.	Date and time for opening of Financial Bids	10 July 2024 at 03:00 PM
6.	Date for commencement of contract	01 August 2024
7.	Tender Fee	Rs. 500 /- (Five Hundred only) (Non-Refundable) should be submitted along with the Tender Documents in the form of Demand Draft drawn in favor of "Director Principal RBSSIET Zaniabad"
8.	Earnest Money Deposit (EMD)	Rs. 50,000/- (Refundable)
9.	Website for downloading Tender Documents, Corrigendum, Addendums, etc.	http://rbssietrewari.ac.in/
10.	Address for Submission of Tender	Director- Principal Rao Birender Singh State Institute of Engineering and Technology (RBS-SIET) Zaniabad V.P.O- Zainabad, Rewari, Haryana 123411
11.	Period of contract	1 year (Extendable for similar or lesser period based on RBS-SIET, Zainabad requirements and the performance of the agency)
12.	Name of the contact person at RBS-SIET, Zainabad, for tender-related enquiry	Contact Person on behalf of Director- Principal: Dr. Gaurav, Mobile: +91-7726857562 (10.00 AM to 5.00 PM) Monday to Friday

The bids must be submitted Offline in hard copy by post or direct submission to the Director-Principal office.

- **Definition of terms used:**

- **Bidder:** Party or firm or organization or contractor participating in tender enquiry and submitting the bid.
- **Caterer:** Successful bidder, i.e., after opening the price bid, the bidder with L1 rates on the cost to RBSSIET, Zainabad basis, and who is offered the contract for execution.

Signature of Bidder with Seal

PART-I

Institute Canteen Contract

TERMS AND CONDITIONS

Page | 2 The Rao Birender Singh State Institute of Engineering & Technology (RBSSIET), Zainabad, Rewari, is in the process of engaging a catering Caterer to run the institute canteen on a contractual basis for a period of one year. The important terms and conditions are listed below: -

1. The bidder should have a permanent place of business in Rewari (or nearby), and the complete postal address, telephone/mobile/E-mail address, etc., should be provided while submitting the complete tender form.
2. The bid should be in two covers, one super-scribed as "1. Technical bid for running canteen (Part II-A(1-3) attached) and 2. Financial bid for running canteen (Part II-B attached). These sealed covers should be put into one envelope, which shall also be sealed and super-scribed with the words "Bids for canteen session 2024-25". Offer in the financial bid should be mentioned both in figures as well as in words and offer should be preferably written neatly and legibly. Cutting/overwriting in rates will not be entertained. The bidder should quote the rate in the financial bid, and this quoted rate includes servant charges and all the applicable taxes, including GST/service tax, etc.
3. Earnest money deposit (EMD) in the shape of Bank draft/ Banker cheque drawn on any Nationalized Bank in favour of "**Director-Principal RBSSIET Zainabad**" payable at **Rewari**, for Rs. 50000/- (Rupees Fifty Thousand Only) should accompany the filled-in tender documents. It should remain valid for a period of 06 (six) months from the last date of submission of the bid. In the absence of EMD, the bid shall be rejected summarily. The Earnest money shall be refunded to unsuccessful Tenderers after finalization of the contract. No interest is payable on the EMD.
4. Bids in sealed envelope super scribed as "Bid for running of Canteen in Rao Birender Singh State Institute of Engineering & Technology, Zainabad, Rewari " can be handed over in Director-Principal's Office, up to 01/07/2024 up to 5:00 PM. No bid thereafter shall be accepted. The tender shall be opened on 10/07/2024 at 10:00 AM in the presence of bidders or their representatives (along with the authority letter) only one person per bid who wish to be present. In the event of 10/07/2024 being declared as a holiday, the tender will be opened on next working day at the same time and place. The bidder/ representative must be present in person at the time of opening of bid. If any bidder is not present, the committee reserves the right to allot the tender.
5. At the time of allotting tender, if the successful bidder refuses to work with the quoted rate, his EMD will be forfeited, and the next bidder will be given an offer. After the start of work, EMD will be converted into a Performance Security deposit, which will be refunded after making necessary adjustments, if any, on the expiry of the contract. This is in addition to the monthly rent payable by the Bidder
6. The bidder should have at least three years' experience of running the canteen in a Govt/recognized or other organization of repute. Suitable documentary evidence in the form of a letter from the concerned organization should be submitted along with the tender documents. Bids not complying to this condition will be summarily rejected.

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7. The Caterer is required to pay monthly rent, including electricity charges, for the space provided by RBSSIET, Zainabad, Rewari, for running the canteen. The bidder quoting the highest amount of monthly rent subject to a minimum of Rs. 46733/- (Rs Forty-six Thousand seven hundred thirty-three only) and meeting all other conditions of the tender will be awarded the contract. If two or more than two firms quote the same rates, then the final decision will be taken by the committee on the basis of merit of the following points: -
 - a. Work experience in academic institute.
 - b. Turnover.
8. The Bidder will submit the FSSAI certificate (Mandatory) along with the application form cum technical bid, and they will be checked while opening tenders.
9. Any conditional bid is liable to rejection of the bid.
10. The bidder should be a GST assessee.
11. There should be no criminal case pending with the police/court of law against the Bidder/firm or its Partner, etc. The contractor who has been blacklisted by State Govt./Centre Govt. will not be eligible and have to produce an affidavit for the same duly attested by the notary.
12. The contract will be awarded initially for a period of 01 year, which is extendable further subject to continuous satisfactory performance. However, the items rates, as mentioned in **Part III**, may be increased/decreased by the Director-Principal.
13. The strength of students and staff in the institution is approximately 480 during an academic session. The Caterer is required to run the canteen exclusively on the aforesaid premises for the benefit and use of the employees and students of RBSSIET, Zainabad, Rewari. The Caterer shall keep the canteen open and render all the necessary services, sale of eatables, tea etc., from 08:00 A.M to 8:00 P.M on all normal working days including Sunday and other holidays.
14. The RBSSIET, Zainabad, Rewari. will provide suitable space for Kitchen and dining / washroom within the college campus. Major civil and electrical works will be attended by the institute. Maintenance jobs such as replacement of light bulbs, tube lights etc. in the canteen and kitchen area is the responsibility of the Catering Caterer. Canteen equipment, Chulha, fridge etc. will be installed by the Caterer at his own cost. All service utensils like plates, Glasses, dongas service spoons etc will be arranged by the Caterer. Upkeep and maintenance of the canteen will be the sole responsibility of the Caterer.
15. The Caterer shall be required to pay:
 - a. Monthly Rent in advance is to be deposited through NEFT/RTGS/DD before the 10th day of every succeeding month. Failure to pay the rent fee before the 10th day, interest at 5% per month shall have to be paid by the Caterer.
 - b. There is winter and summer break according to Indira Gandhi University, Meerpur, Rewari, academic calendar/schedule. Keeping in view of this, monthly rent charges for this period will be 25% of the normal rent/charges. Under situations like COVID-19, considered 'extraordinary' by the authority (Director-Principal) wherein State Institute of Engineering & Technology will remain closed for students Canteen rent can be waived off. However, if the staff strength is more than 50, the canteen Caterer will have to provide basic services of tea/ coffee along with packed material like biscuits, namkeen, snacks, etc, under appropriate behavior as per guidelines.'
16. The Caterer shall serve food items at such prices as mentioned in **Part III** of this tender.

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17.
 - a. The Caterer selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the food.
 - b. The fuel to be used for cooking will only be LPG and shall be arranged by the Caterer.
 - c. The Caterer will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food and disposal of garbage and left over food.
 - d. The Caterer shall bear all the expenses for running the canteen and the RBSSIET, Zainabad, Rewari shall not in any manner be responsible.
18.
 - a. Caterer shall be liable for any damage caused due to incidents like theft, bum, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen while discharging their duty.
 - b. The Caterer shall not be entitled to use the accommodation allotted by the RBSSIET, Zainabad, Rewari for any other purpose or business other than running the canteen.
19. The persons associated with the preparation and distribution of food will be required to undergo periodical medical checkups as and when directed by RBSSIET, Zainabad, Rewari, to rule out the possibilities of communicable disease/infectious diseases, and anybody found suffering from such has to be kept out of work till he/she is fully recovered.
20. There shall be no compromise on the quality of food supplied by the Caterer and if any such incidence or food adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
21. The agency will be responsible for complying all trade & security laws.
22. The Director-Principal reserves all rights to accept or reject any bid without assigning any reason and also to compress/relax any term and condition of the bid.
23. The strength of students and staff in the institution is 480 approx. during the year (excluding vacations). Contract for canteen will be awarded to a Caterer keeping in view the interest and welfare of the students.
24. Subletting is not allowed under any circumstances.
25. The Caterer will be responsible for such conduct of the persons engaged by him in the institute, which will be conducive for maintaining the harmonious atmosphere in the College and will be responsible for any act of commission & omission of such persons.
26. The Caterer shall be responsible for removal/disposal of garbage generated in the canteen.
27. All pages of the tender and related papers are to be duly authenticated by Tenderer or Authorized signatory on behalf of Tenderer.
28. The College Campus is a "NO SMOKING ZONE", hence sale and use of tobacco is prohibited.
29. The sale and use of Liquor (alcohol) is also strictly prohibited in canteen area and premises.
30. No child labour shall be deployed.

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31. An Officer authorized by the Director-Principal can check the quality of food and hygienic condition as per the government norms, and a fine of Rs. 1000/- would be charged for every occasion of non-compliance. Rao Birender Singh State Institute of Engineering & Technology, Zainabad, Rewari, reserves the right to send the food samples served at the canteen to relevant testing laboratories and take appropriate action against the Caterer if required.
32. Rao Birender Singh State Institute of Engineering & Technology, Zainabad, Rewari, shall have the right to terminate the agreement with the Caterer by giving one month's notice without assigning any reason.
33. The Caterer will vacate the canteen and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract.
34. If Security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of law.
35. Security Money of the Caterer will be forfeited in case of breach of any condition stipulated herein.
36. For any dispute regarding quality service and rates the decision of the Director-Principal, Rao Birender Singh State Institute of Engineering & Technology, Zainabad, Rewari, shall be final and binding to the Caterer.
37. The period of the contract can be extended for a further period by the Competent Authority on terms and conditions of the Director-Principal, Rao Birender Singh State Institute of Engineering & Technology, Zainabad, Rewari, if work and conduct shall be found satisfactory.
38. The Successful Caterer shall pay the monthly rent and executes an agreement on Rs. 100/- (Rs. One Hundred Only) Stamp Paper with the Director-Principal, Rao Birender Singh State Institute of Engineering & Technology, Zainabad, Rewari, within one week from the date of intimation of his selection.
39. The Caterer is responsible to maintain the infrastructure facilities provided by the college such as sitting spaces, fans, electrical fittings, sanitary fittings etc.
40. All disputes relating to this tender can be legally resolved through courts in Rewari only.

Signature of Bidder with Seal

PART-II-A (1)

APPLICATION FORM CUM TECHNICAL BID

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1. Name of the firm (As registered)
2. Address of the firm
3. Phone No. (Mobile/Landline)
4. Proprietor/partners Name
5. Address of the firm

Documents to be attached:

- i. Detail of Application form fee of Rs.500/- _____
- ii. Detail of EMD of Rs. 50000/- (DD/ Pay Order No., Date & Drawee Bank)

- iii. Copy of the PAN number of the Firm/ Proprietor
- iv. Copy of GST Number of the firm
- v. Signed copy of all terms and conditions along with undertaking.
- vi. Copy of Income Tax returns of three financial year of the firm.
- vii. Copy of three financial year experience certificates of running mess/canteen.
- viii. Copy of FSSAI Certificate
- ix. Registration certificate
- x. All applicable affidavits

Note: Self-attested and duly stamped documentary proofs of all the terms and conditions should be submitted with the Application form. Otherwise, the bid will be summarily rejected.

Signature of Bidder with Seal

PART-II-A (2)

Eligibility conditions/Check List of Technical Bid Documents

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S.N.	Particulars	Attached supporting documents evidence
1	Valid Food License /Trade license/Shop Act license of firm/agency	Copy enclosed: Y / N
2	GST Registration No. of firm/agency	Copy enclosed: Y / N
3	PAN No. of firm/agency	Copy enclosed: Y / N
4	Experience of firm/agency in mess/canteens/ Hotel services minimum experience of 03 years.	Copy enclosed: Y / N
5	Copy of PF / ESI registration.	Copy enclosed: Y / N
6	Signature of the Bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.	Copy enclosed: Y / N
7	Paid Earnest Money Deposit (EMD) /NSIC/ MSME registration certificate (in case of bidders claiming exception of EMD while submitting a bid)	Copy enclosed: Y / N
8	Average annual turnover during the 03 year, ending 31st March of the previous financial year, should be at least Rs. 10/- Lakh. Bidder to submit Balance Sheet in addition to Profit & Loss account statement of last 03 financial years duly certified by CA.	Copy enclosed: Y / N

Date:

Place:

Signature

Bidder's Official seal and address

PART-II-A (3)

DETAILS OF THE BIDDER

(To be filled by the Bidder)

1)	Name & Address of the organization	
2)	Name & Address of the Authorized Person	
3)	Telephone, Mobile No., Fax No. and e-mail address of the Agency & the Authorized Person	
4)	Legal Status of the Agency: a) An individual b) A Proprietary Firm c) A Partnership Firm d) A Limited Company	
5)	Date of Firm / Agency / Company Registration/Incorporation.	
6)	Name, Address, and Contact Numbers of the Director(s)	
7)	Annual Turnover Details FY – 2021-22 FY – 2022-23 FY – 2023-24 Turnover of preceding three years	
8)	Bank Details of the Agency	

Signature of Bidder with Seal

PART-11-B

Quotation for Monthly Rent

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Amount of monthly rent/license fee (a minimum of Rs. 46733/- (Rs Forty-six Thousand seven hundred thirty-three only)	
In Figures	Rs.
In Words	Rupees.....Only

I hereby declare that:

1. For my firm have not been black listed ever in the past and have not been penalized for not meeting the provisions of food and adulteration act, 1954.
2. All the particulars submitted by me are true to the best of my knowledge.
3. All the terms and conditions of this tender document are acceptable to me and I shall abide by the same in case the tender awarded to me.

Date:

Signature of Bidder with Seal

Places:

Full Name

Mobile

Full Address

.....

UNDERTAKING

- a) I, the undersigned, certify that I have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them in letter and spirit.
- b) If selected, I shall pay the monthly rent/license fee within one week of intimation of selection.
- c) I also complying all the statutory labor laws implemented by the state from time to time, including minimum Wages, PF, and ESI, and all the regulations of the Child Labor Prohibition and Regulation Act 1986.
- d) The Earnest money of Rs.50000/- deposited by me has been enclosed herewith vide Demand Draft no Dt. Drawn on Bank Branch.....
- e) I/We give the rights to Director-Principal, Rao Birender Singh State Institute of Engineering & Technology, Zainabad, Rewari, to forfeit the Earnest money deposited by us in the event of my/our selection and failure on my/our part in starting the services of canteen as per the terms of this tender on the date specified by the Principal or an officer authorized by him.
- f) I/We are duly authorized to sign the above undertaking.

Date:

Place:

Signature of the Bidder with Seal

Full name:

PART-III

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

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Items code	Menu/Name of the items	Composition/ Description/ Quantity	Unit	Max. Rates
1.	Standard Tea	Disposable cup (100 ml)	Per Cup	12
2.	Special Tea	Disposable cup (100 ml)	Per Cup	15
3.	Coffee	Disposable cup (100 ml)	Per Cup	15
4.	Cold Coffee	250 ml	One glass	25
5.	Samosa	100 gm+Sauce/Chautni	Per piece	15
6.	Bread Pakora	100 gm+Sauce/Chautni	Per piece	15
7.	Onion Pakora	100 gm+Sauce/Chautni	Per piece	15
8.	Paneer Pakora	100 gm+Sauce/Chautni	Per piece	20
9.	Bread Butter/Toast Butter	2 slices of bread+ 10 gm butter Sauce/Chautni	Per piece	15
10.	Sandwich bread/ Veg Burger	with slices of cucumber, onion, and tomato +Sauce	Per piece	20
11.	Kachori	100 gm+Sauce/Chautni	Per piece	15
12.	Fresh Fruit& Fruit Juice	Standard Varieties	Per piece	As per market rate (Lowest)
13.	Juice (Tetra Pack) all brands	Standard Varieties	Per piece	As per MRP
14.	Soft Drinks	Standard Varieties	Per piece	As per MRP
15.	Chips	Various size & Varieties	Per piece	As per MRP
16.	Biscuit Packets	Standard Varieties	Per piece	As per MRP
17.	Chocolates	All brands & flavors	Per piece	As per MRP
18.	Muffins & Cakes	All Varieties	Per piece	As per MRP
19.	Pastries	All Varieties	Per piece	20
20.	Pav Bhaji	2 Buns+ Subji	One Plate	30
21.	Veg Chowmin	200 gm Sauce	One Plate	40
22.	Sweet Like Laddu, Burfi, Gulab Jamun etc.	Standard Varieties	Per piece	As per market rate (lowest)
23.	Aloo Petty	100 gm +Sauce	Per piece	20
24.	Ice cream Branded	Branded	Per piece	As per MRP
25.	Flavored Milk (bottle)	Standard Varieties	Per piece	As per MRP
26.	Samosa with chhole	One-piece samosa with chhole	Per Plate	30

Signature of the Bidder with Seal