

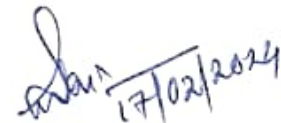
Government of Tripura
Education (Higher) Department
TTAADC Polytechnic Institute
Khumulwng, West Tripura

No.F.2(20)-TPI/Acct/2023-24/Canteen/1126

Dated: 17-02-2024

SHORT NOTICE INVITING TENDER (2nd Call)

Sealed tenders are hereby invited from eligible, experienced, Registered/Licensed/Authorized and reputed Canteen/Restaurant/SHGs/Catering Operators and Indian citizens permanently residing in Tripura for “**Operating Canteen at TTAADC Polytechnic Institute, Khumulwng, West Tripura**”. Details of the tender including specification, terms & conditions and requisite documents can be downloaded from the website: www.tpikhumulwng.edu.in. Interested tenderers may send or drop their tenders and offers to the “Principal, TTAADC Polytechnic Institute, Khumulwng, West Tripura” in sealed cover superscripting “**Tender for Operating Canteen at TTAADC Polytechnic Institute, Khumulwng, West Tripura**” latest by **02-03-2024** upto **12:00 P.M.** The Tender/Bids will be opened on **the same day (i.e. 02-03-2024)** at **1:00 P.M.**, if possible, in presence of intending tenderers. Tenders/Bids received after the due date and time will not be taken into consideration. The undersigned reserves the right to reject any Tender/Bid including the lowest one without assigning any reason thereof.



(Suraj Deb Barma)
Principal-in-charge
TTAADC Polytechnic Institute
Khumulwng, West Tripura

Copy to:-

1. The DDO, TTAADC Polytechnic Institute, Khumulwng, for information.
2. The Convener, Canteen Committee, TTAADC Polytechnic Institute, Khumulwng, for information.
3. The Website Coordinator, TTAADC Polytechnic Institute, Khumulwng, for uploading the said “Short Notice Inviting Tender” on the Institute website.
4. Notice board.

**TENDER
FOR OPERATING
CANTEEN SERVICES
AT**

**TTAADC POLYTECHNIC INSTITUTE,
KHUMULWNG
WEST TRIPURA**

TERMS & CONDITIONS

General

1. Tender/Bid shall be dropped in the tender box that is kept in the Principal's chamber at TTAADC Polytechnic Institute, Khumulwng, West Tripura.
2. Last Date & Time for submission of tenders/bids: **02-03-2024 upto 12:00 P.M. (Noon)**
3. Date and Time of opening of tenders/bids: **02-03-2024 at 1:00 P.M., if possible.**
4. If the date of opening tenders/bids specified in the Tender Inviting Notification happens to be a holiday, then the tenders shall be opened on the next working day at the same time without any further notice.
5. Tenders/Bids received after the last date will not be taken into consideration.
6. Tenders/Bids received via email or other mode of communication will not be taken into consideration.
7. **Tender Fee (non-refundable) of an amount of Rs.300/- (Rupees three hundred) only** drawn in favour of the Principal, TTAADC Polytechnic Institute, Khumulwng and payable at Khumulwng, must be submitted in the form of Demand Draft along with the tender form inside the sealed envelope.
8. **Earnest Money Deposit (refundable) amounting to Rs. 2000/- (Rupees two thousand) only** drawn in favour of the Principal, TTAADC Polytechnic Institute, Khumulwng and payable at Khumulwng, must be submitted in the form of Demand Draft along with the tender form inside the sealed envelope. The said earnest money will be converted to security money for successful vendor. For others, the earnest money would be refunded after finalization of the tender agreement.
9. The tender/bid documents should be accompanied by the self-attested copies of necessary documents such as, **Trade License (or Equivalent), PAN card, Valid FSSAI Certificate, valid GST registration document (if applicable), Tax clearance certificate (if applicable).**
10. If tenderer/bidder is not able to submit valid FSSAI certificate at the time of submitting tender/bid, acknowledgement copy of registration for FSSAI certificate must be submitted along with the tender/bid. However, valid FSSAI certificate must be submitted within 2 (two) months of signing the agreement for which the tenderer shall submit an undertaking along with the tender/bid.
11. The tenders should be sent or dropped in a sealed cover and superscripted as **"Tender for Operating Canteen at TTAADC Polytechnic Institute, Khumulwng, West Tripura"**
12. Declaration, typed on company letter head, stamped and signed by authorized signatory must be submitted as in **ANNEXURE-A.**
13. List of documents/enclosures submitted along with the tender form must be submitted as in **ANNEXURE-B.**
14. The item details are given in **ANNEXURE-C.**
15. The tenders should contain the best competitive rates without any compromise on the quality of the eatables to be served. The tenderer has to quote for all items given in **ANNEXURE-C**; else it will be treated as incomplete tender and is liable to be rejected. The overall/total rate (cumulative total of rates quoted for each item) will be considered for awarding the contract.
16. The Canteen Committee of the Institute may visit the tenderer's working place on any day after opening of the tender/bid and assess the performance/quality of food items and services provided. The assessment shall be based on presentation, quality, feedback from clients, service quality, hygiene, cleanliness, efficiency in handling cash transactions, etc.
17. Rates quoted must be valid for **02 (two) years.**
18. The rates should be inclusive of all taxes.
19. The tenderer shall hold their offer valid for a minimum period of **02 (two) year** from the date of contract.
20. The contract will be effective for a period of **02 (Two) years** from the date of award of contract. The same can be renewed/extended on mutual consent.
21. The Institute reserves the right to accept /reject any or all tenders without assigning any reason thereof at any stage.

22. The Institute will evaluate and compare the tenders determined to be substantially responsive, i.e.
 - a) Which are properly signed, and
 - b) Conform to the terms & conditions and other prerequisites as mentioned in the tender document.
23. The successful tenderer (herein after called as the Agency) shall be required to execute a contract with the TTAADC Polytechnic Institute. Under exceptional circumstances, the Institute reserves the right to change any of the terms and conditions mentioned herein as and when warranted.
24. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Principal, TTAADC Polytechnic Institute shall be final and binding.
25. Tenderer must indicate authentic GST rate as per GST notification of each item, if applicable. Ambiguous/false/misleading GST rate quoted by any tenderer shall simply terminate his/her candidature and then he/she will have no rights to enquire any issues related to this tender. The tenderers will be solely responsible for indicating authentic amount of GST. The Institute will not take any responsibility in this regard.
26. The tenderer/bidder must provide detailed postal address along with pin code, phone numbers, etc. for communication.
27. The TTAADC Polytechnic Institute will not be responsible for any credit sales to TTAADC Polytechnic Institute officials or students, losses for pilferage of any item of the canteen.
28. The selected Bidder shall be liable to execute a written agreement on a non-judicial e-stamp paper of Rs.100/-(Rupees one hundred only) duly notarized before taking over charge of the canteen premises at Bidder's own cost.
29. The tenderer(s) are requested to visit the Institute website www.tpikhumulwng.edu.in for any information/updates/corrigendum/notification. The Principal, TTAADC Polytechnic Institute, Khumulwng, West Tripura may be consulted, if required.
30. The tenderer(s) shall quote the rates and amounts quoted by them **both in figures as well as in words**. If the amount in figure is not legible then the amount mentioned in words will be taken into consideration.
31. **Tenderer must put his/her signature and seal on every pages of the tender documents and other relevant documents submitted along with the tender. Otherwise participation by a tenderer itself shall indicate its unconditional acceptance of all terms and condition mentioned herein.**

Timings/Days

32. 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 5.30 p.m. The agency may be asked to provide skeleton services beyond working hours and they will be bound to provide it unconditionally.
33. The Agency may be asked to open the Canteen on Sunday(s) and gazetted holiday(s) as per the requirements of the Institute.
34. The Agency may also be asked to close the Canteen temporarily even on working day(s) under certain circumstances.

Quality and Place of Service

35. The Agency shall maintain punctuality in providing the services.
36. The Agency shall provide approved items on regular basis.
37. The Agency shall be bound to provide certain items not listed in the tender document on demand of the Institute.
38. The Agency shall not be allowed to add any item other than finalized items at the time of signing the agreement. However, if it desires to add any item in the list, it must seek prior permission of the Institute authority for the item and its rate as well.

39. The Agency shall provide services to the Institute Staff in the Faculty Rooms/ Offices/ Departments, etc., if required.
40. 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 Institute.

Prices/Rates of Items

41. The offered price must not exceed the maximum price limit as given in **ANNEXURE-B**.
42. 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 inside and outside of the Canteen. No rate will be revised without the prior approval of the Institute.
43. 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.
44. The Agency may be asked to arrange lunch/meals/refreshments for Institute staff during extracurricular and/or other activities organized by the Institute.
45. The tenderer(s) shall quote the rates and amounts quoted by them **both in figures as well as in words**. If the amount in figure is not legible then the amount mentioned in words will be taken into consideration.

Quality of Items

46. 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.
47. All materials used by the Agency for preparation of food items, eatables, beverages, etc. shall be fresh and of wholesome quality.
48. The Principal, TTAADC Polytechnic Institute shall have the right to reject any or all of the food items and beverages etc. that are not of standard quality in the opinion of the Institute. Sub-standard items are to be destroyed immediately.
49. 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 canteen.

Running and Maintenance

50. Rent for the premises shall be **Rs.550/- (Rupees Five Hundred and Fifty only) per month**. The rent may be increased from time to time but not within a span of 12 (twelve) months.
51. Electricity bill should be paid as per approved rate per unit of TSECL in every month.
52. Rent may be paid into the Institute Bank Account by means of challan **within 10th of every month positively**, failing which a late fine of **Rs.50/- (Rupees Fifty only)** per week will be levied.
53. 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 Contract and forfeiture of Security.
54. The Institute shall provide space for kitchen, water and electricity connection. The Agency will have to arrange all articles, furniture, seating arrangement and fitment of Electric Sub Meter (if desired) 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.
55. The Agency has to ensure that Canteen Premises is used only for the purpose of running the Canteen services by itself and/or its staff and not for any other purpose, whatsoever. It shall not be authorized for any kind of sub-letting the premises in any manner. Violation of this clause shall constitute sufficient grounds for the annulment of the Contract and forfeiture of Security.

56. The agency shall ensure that the canteen premises are not used to provide catering service for commercial purposes outside the Institute.
57. The Agency shall arrange for all equipments like cooking stove, cooking gas cylinders (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.
58. 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.
59. The Agency shall be responsible for maintenance and up keep / cleanliness of canteen premises (including furniture, fixtures, and other equipments) and its surroundings to the satisfaction of the Institute at its own cost and expenses. It shall also be responsible for the safe and hygienic disposal of the canteen waste.
60. 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).
61. The Agency shall observe and abide by all fire, safety and security regulations of the concerned local civic authorities and/or of the Institute.
62. The Agency shall keep a First Aid box for the persons deployed to work in the canteen.
63. The Agency shall comply with any other instruction issued to it by the Institute from time to time related to running the canteen.
64. 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 that falls under narcotics. Violation of this clause shall constitute sufficient grounds for the annulment of the contract and forfeiture of Security and attract legal action.
65. The Agency shall have to manage & maintain the drinking water facility and wash basin area beside the canteen room.

Inspection

66. The Agency shall allow and facilitate the Higher Authorities/canteen committee to inspect the canteen related to hygiene, 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

67. The Agency shall employ sufficient and competent staff under its supervision for the fulfillment of the obligations at its own cost. Payment of wages and /or other statutory payments as per the relevant laws/ Acts of Government, or as amended from time to time shall be the responsibility of the Agency.
68. The Agency shall employ only such persons as are declared medically fit, as certified by the Govt. hospital in Tripura. No such employee shall be under the age of 14 years as per child labour protection & regulation act 1986. Documentary evidence must be provided by the Agency to TTAADC Polytechnic Institute in this respect.
69. The Institute shall never be treated as the employer of these employees and shall not be concerned with the terms and conditions of their employment.
70. 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.

71. 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 agency.
72. The Agency shall ensure that only authorized employees remain in the premises beyond normal working hours/night with specific approval of Institute Authority. It shall be required to withdraw all other unauthorized employees from the Institute premises immediately upon receipt of complaint (if any).
73. The Agency shall provide complete list of workers it engages along with their residential address, photographic Identity and other details to the Institute.

Discipline

74. The Agency shall provide employees with proper uniforms & identity cards. Its employees and workers shall at all times be neatly and properly dressed in uniforms and shall wear identity cards provided to them.
75. The Agency shall, at all times, ensure disciplined, decent and courteous behavior by its employees while they remain in premises of the Institute. The Agency shall be responsible and liable for all acts, deeds, misdeeds and conduct of its employees.
76. In case any of the employees of the Agency indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so at the Institute premises, then such employee shall be subject to the discipline of the Institute. The Agency shall also be required to fully indemnify the Institute from any loss, damage or consequence arising out of his acts, deeds, misdeeds or conduct.
77. 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.
78. The Agency shall not keep / sell items like tobacco & other health hazard products.
79. The Agency shall use the premises only for the purpose for which it has been provided by the TTAADC Polytechnic Institute under the contract. The misuse of the premises will lead to the suspension/termination of the contract.

Indemnification by Agency

80. 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.

81. The Agency shall be wholly responsible for payment of any or all taxes including, but not limited to Sales Tax/Service Tax/VAT/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

82. 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.

83. In the event of the Agency committing a breach of any of the terms and conditions of the Agreement, the Institute shall be entitled to either impose a penalty of **Rs.500/- (Rupees Five Hundred only)** per violation or terminate the Agreement immediately without notice and without assigning any reasons thereof and shall have the right to forfeit the security.
84. 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 the Agreement forthwith with or without forfeiture of security.

Obligation of Parties on Expiry/ Termination of Agreement

85. On expiry / Termination of the tenure of the agreement **NO DUES CERTIFICATE** must be submitted to the TTAADC Polytechnic Institute.
86. On the Expiry / Termination of the 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.
87. On the Termination/Expiry of the Agreement, the higher Authorities shall forfeit/refund the security in full or part (after adjusting any dues, if pending) to the Agency without interest.

Dispute and Amendment

88. In case of any dispute arising out of the interpretation of the terms and conditions of the agreement, the decision of the Principal, TTAADC Polytechnic Institute shall be final and binding.
89. Any amendment to the agreement shall not be valid and binding on the parties, unless it is made in writing and agreed & signed by both the parties.

ANNEXURE – A

(To be typed on the Company Letterhead)

DECLARATION

**To
The Principal-in-Charge
TTAADC Polytechnic Institute
Khumulwng, West Tripura**

Subject: Operating the Canteen at TTAADC Polytechnic Institute, Khumulwng, West Tripura.

Dear Sir,

I/We, the undersigned tenderer having read and examined in details, the terms and condition, and all tender documents in respect to the Short Notice Inviting Tender vide no. _____ dated: _____, do hereby propose to execute the work as specified in the tender 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 tender 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 tender.
5. The tender shall be valid for a period of **02(two) years** as specified in the tender document.

Thanking you,

Yours Faithfully,

Signature of tenderer with seal and date

Signature of tenderer with seal and date

Sd/- Principal-in-charge, TPI Khumulwng

ANNEXURE – B**(List of Documents Submitted along with tender document)**

SL. NO.	LIST OF DOCUMENTS	Put Tick ✓
01	Valid FSSAI Certificate	
02	Valid Trade License	
03	Proof of GST registration certificate (if applicable)	
04	PAN card	
05	EMD in the form of DD (DD No..... Date:)	
06	Tender Fee in the form of DD (DD No..... Date:)	
07	Return filling certificate of Income Tax (if applicable)	
08	Work experience certificate (optional)	
09	Annexure-A	
10	Annexure-B	
11	Annexure-C	
12	Beneficiary details	
13	Any Others	

N.B. Attach separate sheets if required.

SIGNATURE :-.....

NAME & DESIGNATION :-.....

DATE ;-.....

NAME & ADDRESS OF THE FIRM/ORG:-.....

.....

.....

CONTACT NUMBER(S) :-

EMAIL ADDRESS :-

Signature of tenderer with seal and date

Sd/- Principal-in-charge, TPI Khumulwng

ANNEXURE-C**(Financial/Price tender)**

Item No.	Item	Maximum price Limit (in INR)	Offered Price in INR (incl. of all taxes and discount)
1.	Milk Tea (per cup) 50 ml;100 ml.	Rs.5/-; Rs.10/-	
2.	Lemon Tea ((per cup)) 50 ml;100 ml.	Rs.5/- ;Rs.10/-	
3.	Coffee (per cup) 50 ml;100 ml.	Rs.10/-;Rs.20/-	
4.	Soft Drink 200 ml/300 ml/500 ml/750 ml/1 Ltr	MRP	
5.	Biscuits/Chips/Cakes/Bakery products (per packet)	MRP	
6.	Ice-Creams (per piece)	MRP	
7.	Mineral water (1/2 ltr.)	MRP	
8.	Mineral water (1 ltr.)	MRP	
9.	Samosa 100 gm (approx) per piece.	Rs. 15/-	
10.	Vegetable Chop 80 gm (approx) per piece	Rs. 10/-	
11.	Chicken Chop 80 gm (approx) per piece	Rs. 15/-	
12.	Aata Roti (Branded aata) (per piece)	Rs. 10/-	
13.	02 Pcs Puri/Parota with Sabji	Rs. 15/-	
14.	02 Pcs Aata Roti with Sabji	Rs. 20/-	
15.	01 Pc Puri/Parota	Rs. 5/-	
16.	Rasgulla/ Gulab Jamun/Boil Cake per piece	Rs. 10/-	
17.	Egg Omlette per piece (poultry)	Rs.20/-	
18.	Boiled Egg per piece (poultry)	Rs. 10/-	
19.	Maggi (Boiled) – 01 Plate	Rs.25/-	
20.	Veg Chowmein-Full	Rs. 60/-	
21.	Veg. Chowmein-Half	Rs. 30/-	
22.	Egg Chowmein -Full	Rs. 70/-	
23.	Egg Chowmein -Half	Rs. 40/-	
24.	Chicken Chowmein-Full	Rs. 80/-	
25.	Chicken Chowmein-Half	Rs. 50/-	
26.	Egg Biryani/Pulao –Full	Rs. 70/-	
27.	Egg Biryani/Pulao –Full	Rs. 40/-	
28.	Chicken Biryani/Pulao –Full	Rs. 80/-	

Signature of tenderer with seal and date

Sd/- Principal-in-charge, TPI Khumulwng

Item No.	Item	Maximum price Limit (in INR)	Offered Price in INR (incl. of all taxes and discount)
29.	Chicken Biryani/Pulao-Half	Rs. 50/-	
30.	Chicken Dum Biryani –Full	Rs. 100/-	
31.	Chicken Dum Biryani –Half	Rs. 70/-	
32.	Vegetable Thali: (Plain Rice, dal/rajma, Potato fry /Beguni, pickle and salad, Papad, Mixed Vegetable).	Rs. 60/-	
33.	Egg Thali: (Plain Rice, dal/rajma, Potato fry /Beguni, Dry Fish chutney, pickle and salad, Mixed Vegetable, Papad, Egg Curry).	Rs. 80/-	
34.	Fish Thali: (Plain Rice, dal/rajma, Potato fry /Beguni, Dry Fish chutney, pickle and salad, Mixed Vegetable, Papad, Fish Curry).	Rs. 90/-	
35.	Chicken Thali: (Plain Rice, dal/rajma, Potato fry /Beguni, Dry Fish chutney, pickle and salad, Mixed Vegetable, Papad, Chicken Curry).	Rs. 100/-	
36.	Mutton Thali: (Plain Rice, dal/rajma, Potato fry /Beguni, Dry Fish chutney, pickle and salad, Mixed Vegetable, Papad, Mutton Curry).	Rs. 150/-	
37.	Extra Plain rice per plate.	Rs.20/-	
38.	Special Veg/Egg Fried Rice/ Pulao with Chilli Chicken/ Chicken Manchurian/Chicken Kosha & Salad (On demand)	Rs.150/- for veg; Rs. 200 for non-veg	

Place:-

Date:-

Signature:

Name:.....

Business Address:

.....

Contact No:

Email Id:

Affix Rubber Stamp:.....

Note: Financial bid should be submitted in the given format only. For additional information/extra items above format may be typed and used.

Signature of tenderer with seal and date

Sd/- Principal-in-charge, TPI Khumulwng