



PINGLA THANA MAHAVIDYALAYA

NAAC Accredited B grade College (2nd Cycle)

P.O. – MALIGRAM ✨ DIST. – PASCHIM MEDINIPUR ✨ PIN. - 721140

website address: www.pinglacollege.ac.in

KNOWLEDGE IS POWER

No.-

Date :

TENDER DOCUMENT
For Operating Canteen

Dated: 03/01/2020

TENDER NOTICE FOR THE AWARD OF CANTEEN CONTRACT

Sealed tenders are invited from the experienced canteen contractors for operating/running canteen in the college premises on yearly basis. The prescribed tender form containing terms and conditions can be downloaded from the college website www.pinglacollege.ac.in (Technical bid and Financial bid) should reach to the Principal, Pingla Thana Mahavidyalaya, Maligram, latest by 10/01/2020 on or before 5.00 PM. Tender application in a sealed envelope should be marked “TENDER APPLICATION FOR RUNNING PINGLA COLLEGE CANTEEN”.

Sl.No.	Activity	Date and Time
1.	Start Date & Time for downloading of tender document	03/01/2020
2.	Last Date & Time for submitting sealed tender at Pingla college	10/01/2020

Pingla College reserves the right to accept or reject any or all the tenders or part of any tender without assigning any reason thereof.

Sd/-

Convener, Canteen Sub-committee

Sd/-

Principal

Pingla Thana Mahavidyalaya
Maligram, Paschim- Medinipur

Request for Proposal for Operating PINGLA COLLEGE Canteen

A reputed contractor/company having experience of at least 5- years of running and operating canteen in government departments/PSUs/academic institutions/private organisations of repute and who can cater to the needs of students, staff and visitors are eligible to submit tender in two bid system i.e. Technical Bid & Financial Bid for operating college canteen in response to this notice. At present, approximately 2500 students are enrolled and about 130 teaching and non-teaching staff members are contributing their services to the college.

The period of proposed contract will be for one year which may be extended further on satisfactory performance of services.

The offers should be submitted in sealed envelopes one superscribed with "TENDER APPLICATION FOR RUNNING PINGLA COLLEGE CANTEEN". The filled in tender application form along with supporting documents should reach to the Principal, Pingla Thana Mahavidyalaya, Maligram, Paschim-Medinipur latest by 10.10.2020.

FACILITIES TO BE PROVIDED BY PINGLA THANA MAHAVIDYALAYA

The canteen premises comprises of one big dining halls for students and staff, purified drinking water, a big kitchen space, washing area.

REQUIREMENT FROM THE CONTRACTOR:

CLEANLINESS AND HYGIENE:

- The contractor will ensure highest standards of cleanliness, hygiene and safety in the kitchen and canteen. The contractors will ensure that all eatables are kept in safe and clean enclosures free from flies and insects. Adequate number of dustbins will be placed by the contractor in the kitchen and dining hall for proper disposal of garbage and the food waste in an eco-friendly manner. There should not be any littering of unused food or vegetables within the canteen.
- The contractor and its staff will ensure that no used utensils viz. cups, trays, trolleys etc. are lying in the campus and the same should be removed immediately.
- The contractor should have his/her own dedicated staff for washing and cleaning, which should be done at the interval of every 4 hours starting from 9:30 am to 4:30 pm. The cleaning staff shall sign on a job card at different intervals of cleanings which should be countersigned by the canteen contractor; the canteen committee shall monitor it on daily basis.
- The food shall be cooked and served in clean stainless steel utensils and no laxity shall be permitted in this regard. The utensils will be required to maintain sparkling clean at all times. Separate set of utensils will be used for cooking and serving of items including eggs.
- The kitchen staff and serving staff shall use hand gloves, head cover and apron to maintain hygienic conditions of the eatables.
- The contractor shall ensure good personal hygiene of its staff.

QUALITY:

- The contractor shall procure all food articles, vegetable oil, ingredients, spices etc. of the best quality/brand/make (ISI mark) to the satisfaction of the canteen committee of the college. The canteen committee will have the right to ask the contractor to change any brand of material used for cooking if the same is not found satisfactory.
- The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only fresh cooked food is served and stale food is not recycled. Stale and/or rest over food or food material shall be removed from the canteen premises in an eco-friendly manner as soon as possible.
- The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of students and staff members.
- The oil which remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking next day.

SERVICE:

- The contractor will be required to provide service in the canteen premises and Tea and Biscuits in various rooms of the college such as the Principal's office, Administrative Office, Library, Staff Room, and other Departmental rooms two times in everyday. The service would be free of any charge.

RATES:

The contractor will be required to sale only approved food items at the rates mentioned in the rate list as per Annexure-I. The same list of items (Menu) along with the price will required to be displayed prominently in the canteen dining hall.

The canteen contractor shall not tamper with the rates once agreed to. If any such complaint is received the canteen committee may fine the contractor up to Rs.1000/-upon due verification.

Introduction of new items in the Menu can also be done with prior approval of the canteen committee at the rates approved by it.

Terms and conditions for submitting the tenders for providing canteen services:

1. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and he is finally recommended.
2. The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954. A self- certification is required to be submitted by the contractor on letter head.
3. The contractor shall abide by all the prevailing laws for running of canteen/ cafeteria and shall do all the necessary formalities of obtaining licenses/permission etc. on his own. The college shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.
4. The contractor shall ensure that applicable labor laws and minimum wages act are complied with.
5. The contractor shall have to execute an appropriate agreement with the college on a non-judicial stamp of Rs. 100/- accepting all terms and conditions.
6. The contractor shall be required to pay:
 - i). Water charges free per month and only electricity charges Rs. 200/- per month or Rs. 2000/- per year.

- ii). Rs. 5,000/- as security deposit (as Performance Guarantee) that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case any dues / damages are reported during the tenure of contract period.
7. The contractor shall keep the canteen area (in and around) neat and tidy.
 8. The kitchen of the canteen shall be maintained with best of hygiene standard.
 9. The contractor shall take all the precautions to maintain quality of food. In no case, he shall sell stale/old stuff/preparations.
 10. The contractor must not use / store any hazardous chemical / dangerous element/ banned or expired products in the canteen which may pose threat to the health and safety of the people.
 11. The contractor shall use the good quality branded cooking medium and should ensure that only standard material / ingredients for cooking and serving are used. No sub- standard material/ingredient shall be allowed.
 12. The contractor shall not use the canteen / college premises for residential purposes for self or his staff.
 13. The contractor shall not sublet the contract to any vendor further. Similarly, no part of the menu/ items agreed upon shall be sublet to any other party. Subletting in any form shall not be allowed.
 14. The contractor shall provide the list of the workers along with their identification & residential proof and police verification, who are working in the canteen.
 15. (a) Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behavior of the staff employed by him in the college canteen and shall solely be responsible for any miss happening or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor.
(b) A list of staff working in canteen shall be forwarded to the police station concerned.
(c) The staff of the contractor shall abide by the instructions issued by the college authorities from time to time and their movement in the college shall be restricted.
 16. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage, theft etc. occurring in canteen and no compensation of any kind shall be made by the college.
 17. The contractor shall have to ensure that the canteen staff employed by him wears full dress with proper gloves, head cover, apron etc. The contractor shall have to take all the measures to maintain good hygiene during the preparation and serving.
 18. (a) The approved rates of food items as accepted by the college shall not be increased by the contractor. Similarly, no other item shall be sold by the contractor outside the approved list without the permission of the college.
(b) The contractor shall display the rates of items, as approved upon by the college at prominent places of canteen.
(c) The contractor shall display the menu everyday on the notice board of the canteen.
 19. The contractor shall have to make his own arrangements to remove / dispose-of garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that

- the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed-off by the contractor outside the college.
20. The contractor shall have to provide “Complaint and Suggestion Book” and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the Principal’s Office/ Convener, canteen committee for inspection every month.
 21. The contractor shall not close the canteen without prior permission from the college. The canteen shall remain open on Saturdays / Sundays / vacations/ Holidays as per the requirement of the college.
 22. The contract may be terminated by giving one month’s notice by the college. However, if it has been found/ reported that there has been a gross misconduct, negligence, non-compliance of orders requiring immediate action, the Principal shall have the rights to revoke the contract immediately without any notice.
 23. After the termination / expiry of the contract, all the belongings of the college should be handed over to the college, including those items for which the college has undergone a separate agreement.
 24. The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him also. He shall have to ensure that no competitive product is being sold in the canteen for which the college has undertaken separate & exclusive tie-up.
 25. The convener and members of canteen committee / Administrative Officer/ SO or any other staff as deputed by the Principal can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct etc.
 26. Any loss to the property of the college caused by the contractor shall be borne by the contractor.
 27. The Contractor will be required to arrange sufficient equipment, crockery, infrastructure like Tables, Chairs and Chimney in order to ensure proper and efficient services.
 28. The contractor should ensure all safety measures while running and operating the PINGLA COLLEGE Canteen .This includes necessary precautions against fire hazards. The contractor will have to arrange and periodically refill at least 5 numbers of fire-extinguishers.
 29. PINGLA COLLEGE will not undertake any responsibility for credit sales to students, visitors or any of its staff members or any losses caused to the contractor due to pilferage or whatsoever.
 30. The contractor shall not engage the service of any sub- contractor or transfer the contract to any other person.
 31. PINGLA COLLEGE reserves the right to change any terms and conditions governing the operation of canteen as and when circumstances so warrant.

REQUEST FOR PROPOSAL (RFP) FOR OPERATING PINGLA COLLEGE CANTEEN

S.No.	Description	Particulars
1.	Name of the bidder/ firm/company	
2.	Address	
3.	Name of the authorized representative	
4.	Designation/Capacity(Proprietor/Director/ Official)	
5.	Contact Number	
6.	Email	
7.	Details of PAN/GSTIN/Registration No.	
8.	Details of organization served/presently being served (certificates to be attached)	

Annexure – II

ITEM NO.	MENU LIST (ITEMS)	QUANTITY	RATE
1.	Tea	120ml	
2.	Special tea in full cream milk	120ml	
3.	Coffee in full cream milk	120ml	
4.	Cold drinks	200/600ml	
5.	Dahi only	100gm	
6.	Mineral water	MRP	
7.	Samosa	1piece	
8.	Kachori	1piece	
9.	1 kachori with sabzi	1piece /100gm	
10.	Veg. Chowmin	250gms	
11.	Egg chowmin	250gms	
12.	Noodles	200gms	
13.	BROWN/white Bread butter toast	4Pcs	
14.	Omelette (2 Bread Slice, Eggs)	250gms	
15.	Plain rice	200gms	
16.	Roti	1 piece	
17.	4 Roti with sabzi (150gm)	Per Plate	
18.	Plain rice with sabzi, dal	Per Plate	
19.	Plain rice with Egg	Per Plate	
20.	Plain rice with Meat	Per Plate	
21.	Rasgulla(Standard Size)	1 piece	
22.	Gulab jamun(Desi Ghee) (Standard Size)	1 piece	

Date:

Signature of the Bidder

Place:

Designation:

Address:

UNDERTAKING

To
The Principal
Pingla Thana Mahavidyalaya
Maligram, Paschim-Medinipur.

Sir,

I/We the undersigned certify that I/We have gone through the terms and conditions along with price list of the items to be supplied in the canteen mentioned in the tender documents and hereby undertake to agree and comply with them in entirety.

I/We understand that in case of breach of any of the terms and conditions committed on my/our part, the contract for operating and running of PINGLA COLLEGE canteen will be liable to be terminated.

Date:

Signature of the Bidder

Place:

Designation:

Address: