

WOMEN'S POLYTECHNIC, HAPANIA

Tender Fee: INR 500 Only

NOTICE INVITING TENDER FOR PROVIDING CANTEEN SERVICE AT WOMEN'S
POLYTECHNIC, HAPANIA, AGARTALA

Tender No: F.1(66)/WP/Proc./2022/ 401

Date: 14.10.2022

Receipt No & date of issue: _____

Tender form issued to: _____

Time schedule for tender process:

Tender Type	Indigenous Open Tender (Two Bid System)
Description of Work/Service	Providing Canteen service at Women's Polytechnic through rate contract
Date of publication of tender	15/10/2022
Sale of tender document commences from	17/10/2022
Last date for sale of tender document	03/11/2022 (Up to 12.00 P.M.)
Last date for receipt of duly filled in tenders	03/11/2022 (Up to 2.00 P.M.)
Date and time of the opening of Technical bid of tenders	04/11/2022 (At 12.00 P.M.)
Date and time of the opening of Financial bid of tenders	04/11/2022 (If Possible)
Tender documents can be submitted at.	Tender Box Kept at Principal office, Women's Polytechnic.
Tenders addressed to	Principal, Women's Polytechnic, Hapania 799130,
Place of Opening of Bid	Office of Principal, Women's Polytechnic, Hapania 799130

Note: This tender document contains 24 pages and bidders are requested to sign on all the pages. The tender should be submitted in two separate sealed envelopes superscribed with (i) "Tender for providing canteen service - Technical Bid" and (ii) "Tender for providing canteen service - Financial Bid". The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be superscribed with "Tender for providing canteen service Tender No." and addressed to:

Principal
Women's Polytechnic
Hapania- 799130, Agartala,

The Tender Fee along with EMD draft should be put in the Technical bid envelope.

Women's Polytechnic
Hapania, Agartala, Tripura,

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Full Signature of the Tenderer
With seal & date

T. or 14/10/2022
Dr. Tirharaj Sen, FIE
Principal,
Women's Polytechnic

INSTRUCTIONS TO THE BIDDERS

The tender should be submitted in two separate sealed envelopes superscribed with

- (i) "Tender for providing canteen service - Technical Bid" and
- (ii) "Tender for providing canteen service - Financial Bid".

The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be superscribed with "Tender for providing canteen & mess services Tender No." and should be addressed to the **Principal, Women's Polytechnic, Hapania, Tripura, Pin- 799130**. The original tender document may be obtained from **WOMEN'S POLYTECHNIC, HAPANIA**, after paying the tender cost of Rs. 500/- (Rupees Five Hundred Only) through DD only in favour of **Principal, Women's Polytechnic, Hapania**, payable at Amtali. If tender received without tender cost the same will be rejected.

The tender may be sent to the **Principal, Women's Polytechnic, Hapania, Tripura, Pin- 799130** or dropped in the Tender Box kept at the said address on or before 03/11/2022 at **02:00 PM**. The Technical Bids will be opened on 04/11/2022 at **12:00 p.m.** during which tenderer or its authorised representative(s) may remain present if so desired. The financial bid of technically qualified bidders only will be opened later on, for which date and timings will be informed separately to the technically qualified bidders.

- The tenders received without earnest money of Rs. 5,000/- shall be rejected.
- Tenders received late, not in properly sealed cover, received telegraphically and conditional or not conforming with the above conditions or not complete in all respects will be rejected. Issuer reserves the right to reject all or any tender without assigning any reason thereof. Tender documents are non transferable.
- If there happens to be a holiday on any of the below mentioned dates, the transaction will be made on the next working day. Issue of tender document does not mean those canteen service providers are considered qualified.
- The Issuer reserves the right to alter the qualifying requirements or stop/disqualify/discontinue the tender without assigning any reason to any tenderer.
- Fee for tender documents is neither transferable nor refundable.
- The detail of item of work drawing specification etc. can be seen in the office of the undersigned on any working day. The Women's Polytechnic shall not be held responsible for loss and non-receipt of tender by post.
- Notwithstanding the above, the institute reserves the right to accept or reject any quotations and to cancel the bidding process and reject all the quotations at any time prior to the award of contract.
- The bidder whose bid is accepted will be notified for the award of the contract by the institute prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the contract.
- The detailed terms & conditions is clearly defined in tender the documents.

ELIGIBILITY CRITERIA:

A firm or agency satisfying the following conditions would be considered for award of contract:

1. The bidder must be a in a business of catering and running canteen in reputed organization / educational institutes. "Self-Help" group from locality having similar experience may also apply.

2. The technical bid should be accompanied with a Demand Draft of Rs.5,000/- in favour of **Principal, Women's Polytechnic, Hapania**, payable at Amtali as an interest free Earnest Money Deposit (EMD).
3. A separate Demand Draft of Rs.500/- (Non-refundable) in favour of the Principal, Women's Polytechnic Polytechnic, Hapania, Agartala, Tripura payable at Amtali, against Tender Document Fee shall be enclosed with Technical Bid.
4. The technical bid should be accompanied with the following:
 - a. Experience Certificate.
 - b. Firm Registration Number / SELF – HELP Group Registration Number / Service tax registration number / Food license / VAT / GST Registration from concerned authority/ Income Tax Registration Number.
 - c. Self-attested copies of all relevant documents should be enclosed.
5. Bidders have to submit the technical bid as per **Annexure I**.
6. The following weightage will be given for evaluation of financial bids (**Annexure III**) are as below:
 - i. Experience 25 (Twenty Five) Marks.
 - ii. Monthly Price Quote 25 (Twenty Five) Marks.
 - iii. Monthly Maintenance Charges quoted 25 (Twenty Five) Marks.

S. No.	Qualified criteria	Marks Criteria
1.	Experience of running canteen in any other government institution / organisation with minimum strength of 50 consumers.	1 marks for every year of experience irrespective of number of institutes with a maximum possible score of 25 marks. Experience should be in running mess / canteen.
2.	Monthly Price quoted for serving unlimited breakfast with tea / coffee, lunch, evening tea / coffee & snacks.	Quote of Rs. 1500/- or above per month per person will be awarded 1 mark. Additional 2 mark will be awarded for decrease of every Rs. 50 from the base price of Rs. 1500/- thereafter with a maximum possible score of 25 marks.
3.	Monthly Maintenance Charges to be paid to WOMEN'S POLYTECHNIC, HAPANIA	For minimum quote of Rs. 4,000/- per month 5 marks will be awarded. Further, additional 1 mark will be awarded for increase of Rs. 1000/-, The maximum marks for this criteria with the maximum of 25 marks

The bidder scoring the highest marks out of 75 marks as mentioned above would be awarded the contract.

7. The bidder must be ready to run the canteen within 5 days from the date of issue of work order.

TERMS & CONDITIONS:

Bidders should strictly adhere to the following terms & conditions before filling the tender document:

1. The contract will be initially for a period of one year and can be extended further up to maximum one year on mutually agreed terms & conditions depending upon satisfactory services of service provider.
2. The tentative menu is attached at Annexure „II“ and subsequently the menu will be decided by the Canteen Committee in consultation with the Canteen Service provider. Apart from the food items mentioned in menu the service provider has to provide additional/special dishes which may be offered additionally at prices agreed by the canteen committee. Besides, the Canteen Service provider shall provide the packing facility as and when required on no additional cost.
3. The Canteen Service provider shall provide the unlimited diet to the day scholars (students), Women's Polytechnic, Hapania employees and visitors as per the quoted price.
4. The bidder can visit the campus to see the infrastructure before bidding. Women's Polytechnic, Hapania will provide the space, infrastructure like lights, fans, water supply, Canteen premise/room, electricity supply (on payment basis as per actual consumption at the whole canteen area), etc. The service provider will be responsible for providing serving plates, tea/coffee cups, water glasses, crockery etc. of good quality, separate seating arrangements for faculties & students.
5. The other items rate shall be based on the prevailing MRP and as decided jointly by the successful bidder and the Canteen Committee after approval of Women's Polytechnic, Hapania Authority.
6. The canteen shall remain open on all working days of Women's Polytechnic, Hapania throughout the year, even during the vacations in order to facilitate food for all of its visitors.
7. The semesters and Canteen timings will be as under:
 - a. 1/3/5 semesters: Mid-July to end December.
 - b. 2/4/6- semester: January to end-May.
 - c. Summer break: June to mid-July.
 - d. Breakfast: 10.30 am to 11.30 am
 - e. Lunch: 12:30 pm to 2.30 pm
 - f. Snacks: 3.00 pm to 4.30 pm
 - g. Tea: Throughout the day.
8. The charges will not be payable to the service provider for the period of announced holidays of Women's Polytechnic, Hapania / period during which the students will not be available due to academic requirements. Such periods will be notified in advance to the service provider. Moreover Women's Polytechnic, Hapania authority/employee/students will not bear any responsibility for any loss or damage of cooked foods if the college closed suddenly in any working day due to any reason.
9. Day scholars, Faculty, Officers and Staff etc. will avail the services on pay and use basis.
10. The monthly maintenance charges are to be paid for entire 12 months.
11. Actual consumption of the electricity for canteen will be paid on monthly basis as per meter reading. No separate water charges will be charged by the institute and the service provider will ensure that water is being used economically.

12. The bidder shall quote the following :
 - a. Years of experience in institutions/Govt. organisations/or in any similar shops running by respective bidder attaching supporting documents.
 - b. Monthly Price quoted for serving unlimited breakfast with tea / coffee, lunch, evening tea / coffee & snacks.
 - c. Monthly Maintenance Charges per month to be paid to Women's Polytechnic, Hapania.
13. The service provider will have to provide foods as per prescribed schedule at the Women's Polytechnic, Hapania canteen. Expenses due to transportation arrangement of foods to anywhere within the college premise / recommended places by Women's Polytechnic, Hapania will be borne by the service provider.
14. The service provider shall have to make his own arrangements for the accommodation of its canteen staff. The canteen staffs will have to leave the campus latest by 06.00 pm and shall be granted permission to enter the campus not earlier than 06:30 am.
15. The service provider shall not be allowed to prepare food in the institute's premises for other than Women's Polytechnic, Hapania clients.
16. Housekeeping, sewer and routine maintenance expenses of the canteen and dining area will be borne by the service provider.
17. The disposal of solid waste and garbage shall be sole responsibility of the service provider as per norms laid down by the concerned government authorities.
18. The catering services should include innovative variety and balanced nutrition both vegetarian and non-vegetarian. Requirement of Catering services include:
 - a. Breakfast, Lunch and afternoon snacks with tea/coffee for all students including all Women's Polytechnic, Hapania employees & official visitors.
 - b. Breakfast/Lunch/Afternoon snack etc. to those faculty/staff availing services.
19. The service provider shall also provide various kinds of beverages, snacks etc., in the canteen at such price/quotes as approved by the Canteen Committee from time to time.
20. The Women's Polytechnic, Hapania authorities would constitute a Canteen Committee comprising students, faculty and staff members. The service provider will have to follow instructions of the Committee related to Menu, timings, meal frequency, quality and service to suit students' requirements.
21. Women's Polytechnic, Hapania shall not provide any consumable item including raw materials at the canteen for the purpose of catering. Moreover, Women's Polytechnic, Hapania will not provide any kitchen utensils. On termination of the contract, the service provider should return all items to Women's Polytechnic, Hapania including furniture/fixtures/equipment in working condition.
22. The service provider shall maintain the equipment provided by the Women's Polytechnic, Hapania in good working condition and would be responsible for damages caused. He will carry out the repairs without any delay to avoid interruption in services and cost of repairs shall be borne fully by the service provider.
23. The quality and quantity of food will be inspected item wise by canteen committee / Women's Polytechnic, Hapania authorized officials frequently and the service provider should facilitate such inspections.
24. Women's Polytechnic, Hapania reserves the right to impress upon the service provider to terminate the services of any person employed / working in the Women's Polytechnic, Hapania canteen if found unsuitable for services on account of issues such as hygiene or health or conduct or any other administrative reason.
25. The successful bidder will have to deposit interest free security money of Rs. 20,000/-

(Rupees Twenty Thousand only) through a Demand Draft in favour of Women's Polytechnic, Hapania, payable at Amtali.

26. The successful bidder will enter into an agreement with Women's Polytechnic, Hapania for providing canteen mess service where all the terms & conditions / rules & regulations will be lucidly defined.
27. Women's Polytechnic, Hapania reserves the right to impose penalty of minimum Rs. 500/- per day for each lapses / violation of terms and conditions laid down in the Agreement.

GENERAL TERMS AND CONDITIONS:

28. Any conditional offers made by the tenderer or any alternations/corrections made in the tender form shall not be considered. Similarly incomplete and unsigned tender documents are liable to be rejected.
29. Women's Polytechnic, Hapania reserves the right to accept or reject any tender without assigning any reason thereof.
30. The tender submitted by the bidders should remain valid for a period of 60 days from the date of opening of tenders.
31. Each tender must be accompanied by an Earnest money deposit of Rs. 5,000/- (Rupees Five thousand only) by way of Demand Draft in favour of Principal, Women's Polytechnic, Hapania, payable at Amtali without which the tender shall be summarily rejected.
32. Individual signing the tender or other documents connected with the tender must specify whether he signed as:
 - i. A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - ii. A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
33. In case of (ii) a copy of the partnership agreement or general power of attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers.

In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm.
34. The service provider shall specify the number of employees who will be stationed in Women's Polytechnic, Hapania Campus and provide complete details about them. The service provider shall also provide police verification report of all their employees working with Women's Polytechnic, Hapania Campus.
35. The canteen shall serve from 10.00 A.M. to 05.00 P.M. on all working days of the week.
36. The service provider shall occupy the accommodation earmarked for canteen and kitchen and shall not occupy the adjacent verandas and open space.
37. The service provider shall ensure that their employees do not loiter around in the campus. In case of any loss to Women's Polytechnic, Hapania caused by the employees of the service provider, the service provider will be penalized at the discretion of Women's Polytechnic, Hapania. If the employees / staffs deployed by the service provider involved in directly or indirectly the damage of any movable/unmovable or living/nonliving

assets/properties of the institute i.e. Women's Polytechnic, Hapania then the cost/expenditure of the assets/properties has to borne by the service provider of canteen solely with the 50% extended rate of that property(s) also with repairing cost of that assets/properties.

38. The canteen service provider shall ensure high standard of cleanliness, hygiene and sanitation in the kitchen and canteen. Adequate numbers of dustbins shall be provided by the service provider to ensure proper disposal of garbage. There should not be any littering of unused food or any other articles within the canteen. The Housekeeping inside the canteen and service areas shall be sole responsibility of the service provider.
39. The service provider shall ensure that the chef & all staffs deployed by him have proper shave and clipped nails while cooking food and should wear apron and head gear.
40. The service provider may engage at least 1 staff member to serve for Women's Polytechnic, Hapania faculty/ staffs.
41. The service provider shall ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the service provider shall be held solely responsible and will be penalized besides legal action.
42. The raw material used for cooking can be checked by Women's Polytechnic, Hapania officials at any time and if substandard/unauthorized material is found, the service provider shall be penalized at the discretion of Women's Polytechnic, Hapania and service provider shall have to abide by it.
43. The service provider shall be required to display the price list of all the food articles, snacks, soft drinks, tea, coffee and juice sold in the canteen. The prices of the items sold in Women's Polytechnic, Hapania canteen shall not be more than the local market rate and shall be got approved & reviewed by committee of Women's Polytechnic, Hapania officials on regular basis. The approved rate list shall be displayed at proper location within the canteen areas by the service provider.
44. Women's Polytechnic, Hapania reserves the right to accept or reject any or all the offers either fully or partly without assigning any reason thereof.
45. The workmen employed by the service provider shall be directly supervised and controlled by the service provider, and shall have no relation whatsoever with Women's Polytechnic, Hapania. Women's Polytechnic, Hapania shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against Women's Polytechnic, Hapania for service or regularization of services by virtue of being employed at Women's Polytechnic, Hapania against any temporary or permanent posts at Women's Polytechnic, Hapania.
46. The workmen employed by the service provider or the service provider himself or any member running the canteen of Women's Polytechnic, Hapania after getting/receiving work order have no power to control or supervise or involve directly or indirectly or has no authority or legal rights to interfere in any matters/affairs (internal/external), administrative, academic or any issues related to the institute i.e. Women's Polytechnic, Hapania directly.
47. It shall be compulsory for the Canteen Service provider to take the following hygiene and cleaning measures : (a) Cleaning the kitchen area twice a day, including the store-room, (b) soaking the vessels in hot water at the end of the day, (c) Crockery to be washed with hot water using detergents, (d) thorough cleaning of refrigerators, bottle-coolers and water coolers, once a week, (e) Periodic spraying of insecticides, (f) Cleaning the dining tables with detergent and water at the end of the day, (g) Thorough cleaning of wash basins with detergent at the end of the day.

48. The catering staff engaged by the Service provider shall: (a) Show professional courteous behaviour at all times, (b) Staff must wear neat and clean uniform, aprons, gloves etc. (c) Catering staff will not smoke bidis, cigarettes or take alcoholic drinks on the campus and neither they are allowed to chew pan, gutka tobacco items etc, nor spit anywhere after chew pan, gutka tobacco items etc. They are also not allowed to throw the ashes of bidis, cigarettes or any part of bidis, cigarettes after smoke.
49. Service provider shall not sell any cigarette, bidi, pan, gutka, alcohol etc. in the canteen and in the Women's Polytechnic, Hapania premises, if any person is found indulging in these activities the person shall be asked to leave the campus immediately and the service provider shall be liable to lose the contract for breach of this condition.
50. As regards quality of materials and preparation, the service provider shall ensure that: (a) Food ingredients, additives and materials must be of best quality available in the market, (b) Vegetables, bread, fruits, chicken and other such perishable items should be purchased fresh from the market on daily basis, (c) the Service provider shall take meticulous care to provide clean and quality food in all preparations, (d) the menu decided by the Canteen Committee should be invariably followed. The committee members shall have free access to inspect the kitchen, service counters and dining hall at any time on any working day, and (e) waste and garbage disposal must be done twice a day on regular basis.
51. The Service provider shall ensure that the staffs engaged by him observe safety precautions and security regulations at the campus.
52. The Service provider shall not utilize the premises and facilities of the Institute to cater any other client, other than Women's Polytechnic, Hapania students, faculty, staff and visiting faculties.
53. The service provider will also serve tea/coffee/cold drinks, snacks, high tea, lunch etc. in various official meetings, programmes, seminars and functions organized by the Institute from time to time. In addition, people visiting Women's Polytechnic, Hapania campus in connection with various academic activities of the Institute may also avail these services at price agreed by the canteen committee.
54. The service provider shall ensure that either he himself remains present during breakfast/lunch services to the students or one of his responsible supervisors remains present.
55. The Service provider shall not keep the canteen closed without prior permission from the Women's Polytechnic, Hapania authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by Women's Polytechnic, Hapania as it may deem fit.
56. If Service provider fails to serve food for students on any day without prior permission of the canteen committee, Women's Polytechnic, Hapania will not make such arrangements.
57. The service provider shall bring his own tools and utensils in sufficient quantity as needed to maintain the canteen services, in addition to what is provided by Women's Polytechnic, Hapania.
58. The Service provider will only engage canteen staffs over the age of 18 years in accordance with labour laws. The contractor should notify the list of staffs employed by from time to time, and get their identity cards issued. The contractor and his staffs should adhere by the security norms by the institute and he (contractor) will be solemn responsible for conduct of his staff.
59. The contractor should install the First Aid Kit and Fire Extinguishers in the canteen as per the Requirement of Fire Brigade Service, Govt. of Tripura.

60. The contractor should require maintain one Refrigerator in the canteen at his own expense.

LEGAL TERMS AND CONDITIONS:

61. The service provider and his staff must abide by various rules and regulations of Women's Polytechnic, Hapania as prevalent from time to time.
62. The service provider will, prior to the commencement of the operation of contract, make available to Women's Polytechnic, Hapania the particulars of all the employees who will be deployed at the Institute's premises for running the Mess/Canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees along with AADHAR Card & Voter Identity Card.
63. The service provider shall not appoint any sub-contractor to carry out his obligations under the contract.
64. The service provider will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of Women's Polytechnic, Hapania and the students/staff /faculty, During summer/winter breaks, caterer will depute at least 2 staff to cater to the officers and staff members of Women's Polytechnic, Hapania and the canteen will function normally.
65. The service provider shall comply with all existing labour legislations and Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the Service provider in respect of non-compliance of any Labour legislation in force during the validity of the contract, the Service provider would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse if any, in this regard.
66. The service provider shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
67. The contract once awarded can be terminated by either party after giving three months' notice to the other party. Nevertheless, Women's Polytechnic, Hapania would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of Women's Polytechnic, Hapania rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the service provider or his staff. The decision of Women's Polytechnic, Hapania management in this regard would be final and binding on the Service provider. In such an event Women's Polytechnic, Hapania shall have the right to engage any other service provider to carry out the task.
68. The Service provider and his staff shall comply with all instructions and directions of the Women's Polytechnic, Hapania authorities given from time to time. In the event of any emergent situation, the staff of the service provider shall comply with instructions given by the Women's Polytechnic, Hapania authorities, without waiting for confirmation by the service provider.
69. The arrangement shall be valid initially for a period of one year from the date of award of the contract. The contract could be renewed further for one year each on mutually agreed terms & conditions, depending upon satisfactory services of the Service provider.

70. All the workers engaged by the service provider for carrying out tasks under this contract, shall be deemed to be the employees of the service provider only. The service provider shall be solely responsible for their conduct, wages, fringe benefits, duty roster, leave-records, relievers, etc. The service provider shall also provide its Workers photo-identity cards which shall be checked by the Women's Polytechnic, Hapania as and when necessary.
71. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

FINANCIAL TERMS & CONDITIONS:

72. For the period of announced holidays of WOMEN'S POLYTECHNIC, HAPANIA / period during which the students will not be available due to academic requirements, in such periods the charges of services will be notified in advance to the service provider.
73. Charges for the lunch, snacks etc. provided on occasions as per the orders of WOMEN'S POLYTECHNIC, HAPANIA and price agreed by the canteen committee shall be paid on submission of bills.
74. The payment towards hospitality bills of WOMEN'S POLYTECHNIC, HAPANIA office shall be released on quarterly basis after scrutiny of authorization of supply and the prices claimed by service provider. Any supply of food items without proper authorization by the designated authority of WOMEN'S POLYTECHNIC, HAPANIA shall not be paid for.
75. In addition to catering services to students for Lunch, if any student buys beverages/bakery items/fruits etc. available at the Canteen Counter, the Service provider shall charges the prescribed rates directly from the students in cash. The Institute shall not be responsible for any dues from students. Also, if any student entertains their friends/guests/family members at the mess/canteen, such charges should be collected by the Service provider, directly from students.
76. Similarly, as and when faculty/staff/visiting faculty avail canteen/mess services, such charges should be collected by the service provider directly, and the Institute shall not be responsible for the same.
77. WOMEN'S POLYTECHNIC, HAPANIA shall not be responsible for the release of benefits, such as Provident Fund, ESI, Pensionary benefits or allowances. Any changes in the Minimum Wages Act or in any other labour legislation or other statutory obligations during the validity period of the contract shall be the responsibility of the service provider.
78. Income tax, as per prevalent laws, shall be deducted at source while making payment of Service provider's bills.
79. The service provider shall be required to deposit an amount of Rs. 20,000/- (Rupees Twenty Thousand only) as security deposit immediately after issue of Work Order in the form of demand draft of nationalized bank/schedule bank only in favour of Principal, Women's Polytechnic, Hapania payable at Amtali. No interest shall be paid on such security deposit or any other deposit related to this canteen/mess service, which shall remain with Institute during the continuance of the contract and it shall be released only three months after the expiry or termination of the contract, subject to clearance of all dues by the service provider. The canteen committee constituted by WOMEN'S POLYTECHNIC, HAPANIA have to right to cut money from this security deposit if it is needed to meet any dues or any other issues that will be mitigated with this security deposit related to service provider.
80. The contractor should furnish a Bank guarantee of Rs.50,000/- (Rupees Fifty Thousand) only for damage, losses etc. if any.

ARBITRATION:

All disputes arising between the parties shall be referred to and settled through Arbitration conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the rules framed there under. Such Disputes shall be adjudicated by an arbitral tribunal comprising of three arbitrators, one to be appointed by each party and the two appointed arbitrators shall jointly appoint the third arbitrator for the purposes of constituting the arbitration tribunal. The arbitrators shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief. The place of arbitration shall be Jodhpur. The language of arbitration shall be English.

JURISDICTION:

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Agartala and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.

WAIVER:

No failure or delay by WOMEN'S POLYTECHNIC, HAPANIA in enforcing any right to remedy of WOMEN'S POLYTECHNIC, HAPANIA in terms of contract or any obligation or liability of the service provider in terms thereof shall be deemed to be a waiver of such right, remedy obligation or liability, as the case may be, by WOMEN'S POLYTECHNIC, HAPANIA and notwithstanding such failure or delay, WOMEN'S POLYTECHNIC, HAPANIA shall be entitled at any time to enforce such right, remedy, obligation or liability, as the case may be.

PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The Principal, Women's Polytechnic, Hapania, Agartala reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award / after award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Principal's action.

SIGNING OF CONTRACT:

The issue of final Work Order shall constitute the award of contract on the bidder.

ANNULMENT OF AWARD:

Failure of the successful bidder to comply with the all the requirement as per all clauses of this tender shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the Principal, Women's Polytechnic, Hapania, Agartala may make the award to any other bidder at the discretion of Purchaser or call for new bids.

While all the conditions specified in the Bid documents are critical and are to be complied, special attention of bidder is invited to the following clauses of the bid documents.

SCRUTINY OF ORIGINAL DOCUMENTS:

The lowest bidder will be informed telephonically and over mail about his / her successful qualification as Lowest Bidder and may be asked to appear before the Tendering Authority for scrutiny of the original documents and if any additional document is required for the satisfaction of the authority. If he / she fails to appear before the Tendering Authority on the time and date fixed or fails to produce any original document, his / her bid will be rejected forfeiting entire Bid Security / Earnest Money Deposit EMD.

BIDDERS' CONTACT NUMBER, MAIL ID AND WEBSITE:

The bidder should provide his / authorized contact person's valid contact number mentioning his name along with e – mail id and website of the organization if existing for any clarification and communication from the part of the purchaser.

TERMINATIONS FOR DEFAULT:

The Principal, Women's Polytechnic, Hapania, Agartala may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.

- ✓ If the successful bidder fails to deliver/start the canteen within the time period(s) specified in the contract.

- ✓ if the successful bidder fails to perform any other obligation(s) under the Contract; and
 - ✓ If the successful bidder, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the Principal may authorize in writing) after receipt of the default notice from the Principal.
- ❖ In the event the Principal's terminates the contract in whole pursuant to the Principal would be at liberty to award the contract to L2 (Second Lower) and recover the difference from L1 (First Lower) / first valid bidder that terminated due to valid reason, for loss occurred.

Evaluation of Tenders:

The purchaser will evaluate and compare the tenders determined to be substantially responsive i.e. which are properly signed and conform to the terms and conditions and specifications

81. The contractor shall not be permitted to tender for works in Women's Polytechnic, Hapania, Agartala responsible for award and execution of contract in which near relatives is posted in Accountant / as an Officer in any capacity between the grades of the Principal to Lecturer. He shall also intimate the name of persons who are working with him in any capacity or are subsequently employed by him and who are nearer relatives to any gazetted officer in the Women's Polytechnic, Hapania.

NO NEAR RELATIVE CERTIFICATE

“I.....S/o.....R/o.....
hereby certify that none of relative(s) as defined in the tender document is/are employed in O/o Principal, Women’s Polytechnic, Hapania as per details given in tender document. In case at any stage, it is found that the information given by me is false*/ incorrect, O/o Principal, North Women’s Polytechnic, Hapania, shall have the absolute right to take any action as deems fit/without any prior intimation to me.”

Full Signature of the Bidder with Seal of the Organization.

82. Tender(s) must be received in the office of the Principal, Women's Polytechnic, Hapania, Tripura (w) [employer] not later than the time and date given in the notice of invitation. If the specified date is declared holiday, tender(s) shall be received up to the appointed time on the next working day. Any bid received by the Principal, Women's Polytechnic, Hapania [employer] after the deadline for submission of bid(s) will be summarily rejected and returned unopened to the bidder.

Correction of Errors:

83. The contractor shall quote the rates and amounts of tendered items (indicative menu against breakfast, lunch & some others or all) by them both in figures as well as in words. The amount for each item shall be worked out and requisite totals shall be given.

a) Special care must be taken so that the rates and amounts are always written both in figures and words in such a way that interpolation is not possible. In case of figure, the word Rs. should be written before the figure and paisa at the end (Viz. Rs. 250.50 p).

In case of rate or amount in words, the word Rupees. Should precede and the word only shall be written at the end (Viz. Rupees Two hundred fifty and fifty paisa only).

b) The contractors should initial all correction if any, to rate(s) and items in the tender. The contractor should put his /her signature in full name along with proper stamping in every page. Letters etc. found in the tender box of raising or lowering the quoted rates or dealing with any other points in connection with tender shall not be considered.

84. Bids will be opened in presence of intending bidders or their authorized representatives (who choose to attend) on the date and time and at the place specified in the said bid.

TECHNICAL BID

- a. Name of the Firm / Self-Help group : _____
- b. Whether Proprietary or Partnership : _____
- c. Name of Owner / Partners / members : _____
- d. Address of the Firm : _____

e. Required Documents

Particulars	Attached/Not Attached
Shop and Establishment Certificate / GST/ VAT Registration Certificate/TIN Number/Service tax registration/Society Registration/ SELF-HELP Group Registration/ Certificate of Incorporation/ Firm registration certificate /Contract labour engagement registration from concern authority/ NGO Certificate.	
Tender fees of Rs. 500/-	
DD for Earnest Money Deposit Rs. 5,000/-	
Attested copy of PF registration with regional PF commissioner (if available)	
Attested copy of PAN card	
Experience certificate of at least 6 months in any reputed organization / educational institution / government organisations or running similar kind of business in self owned shop.	

f. Total professional work experience : _____

g. Details of EMD (Rs.5, 000/-)

- 1) Draft No. : _____
- 2) Issuing Bank : _____
- 3) Amount Rs : _____

h. Details of Tender fees (Rs.500/-)

- 1) Draft No. : _____
- 2) Issuing Bank : _____
- 3) Amount Rs : _____

Enclosure:

- 1) Experience certificates from all the organization mentioned above.
- 2) Copy of the Work order /Agreement of all the organization mentioned above.

UNDERTAKING

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to false or the information is found to be supposed by me

CERTIFICATE OF ETHICAL PRACTICES

- I. I / We assure the Institute that neither I/We nor any of my/our workers will do any act/s, which are improper / illegal during the execution of the contract awarded to us.
- II. Neither I/We nor anybody on my / our behalf will indulge in any corrupt activities /practices in my / our dealing with the Women's Polytechnic, Hapania.
- III. I/We will have no conflict of interest in any of our works / contracts at the Women's Polytechnic, Hapania .

Date:

(Signature of the bidder with seal)

INDICATIVE MENU FOR BREAKFAST, LUNCH AND SNACKS

General / indicative mess menu, list of items to be served during the timing is mentioned, unlimited food is to be supplied during the contract period.

Day	Breakfast	Lunch	Snacks
Monday	Tea/coffee, milk, cornflakes, Bread butter, jam, kachori (aloo, pyaz, dal), boiled egg, omelette.	Roti, rice, dal, aloo fry, mix veg, papad, Fish, chicken, salad, biryani (veg, egg, chicken), cold drinks, ice creams.	Patties, tea/coffee, biscuit (different types), Chips (different types), Samosa.
Tuesday	Tea/coffee, milk, cornflakes, Bread butter, jam, kachori (aloo, pyaz, dal), boiled egg, omelette.	Roti, rice, dal, aloo fry, mix veg, papad, Fish, chicken, salad, biryani (veg, egg, chicken), cold drinks, ice creams.	Patties, tea/coffee, biscuit (different types), Chips (different types), Samosa.
Wednesday	Tea/coffee, milk, cornflakes, Bread butter, jam, kachori (aloo, pyaz, dal), boiled egg, omelette.	Roti, rice, dal, aloo fry, mix veg, papad, Fish, chicken, salad, biryani (veg, egg, chicken), cold drinks, ice creams.	Patties, tea/coffee, biscuit (different types), Chips (different types), Samosa.
Thursday	Tea/coffee, milk, cornflakes, Bread butter, jam, kachori (aloo, pyaz, dal), boiled egg, omelette.	Roti, rice, dal, aloo fry, mix veg, papad, Fish, chicken, salad, biryani (veg, egg, chicken), cold drinks, ice creams.	Patties, tea/coffee, biscuit (different types), Chips (different types), Samosa.
Friday	Tea/coffee, milk, cornflakes, Bread butter, jam, kachori (aloo, pyaz, dal), boiled egg, omelette.	Roti, rice, soyabin, dal fry, dahi, papad, salad, chicken, shahi paneer, sweet.	Patties, tea/coffee, biscuit (different types), Chips (different types), Samosa.
Saturday	Tea/coffee	Roti, rice, masoor dal, fish, egg curry. (Prepared on demand)	Tea/coffee

Above is the sample menu, which may be changed by the Canteen Committee.

FINANCIAL BID

Mention the Quotes as under:

S. No.	Qualified criteria	Marks Criteria	Quote by bidder/tenderer	
			In words	In numbers
1.	Experience of running canteen in any other government institution / organisation or any self owned shop with minimum strength of 50 consumers.	1 marks for every year of experience irrespective of number of institutes with a maximum possible score of 25 marks. Experience should be in running mess / canteen.		
2.	Monthly Price quoted for serving unlimited breakfast with tea / coffee, lunch, evening tea / coffee & snacks.	Quote of Rs. 1500/- or above per month per person will be awarded 1 mark. Additional 2 mark will be awarded for decrease of every Rs. 50 from the base price of Rs. 1500/- thereafter with a maximum possible score of 25 marks.		
3.	Monthly Maintenance Charges to be paid to WOMEN'S POLYTECHNIC, HAPANIA , Dharmanagar.	For minimum quote of Rs. 4,000/- per month 5 marks will be awarded. Further, additional 1 mark will be awarded increase of Rs. 1000/-, The maximum marks for this criteria with the maximum of 25 marks		
4.	On the basis of submitted documents i. The background of the organization i.e. standing, team etc. ii. Details of such major previous work during the last 5 years and past experience in carrying out similar work for serving & yearly turnover. iii. Feedback from current/ previous users including performance certificates (the evaluation committee may seek independent feedback and document the same)			

1. In case of any difference between the amounts quoted in words and figures at Sl. No 1 & 2, the least amount quoted will be considered.
2. In case of any difference between the amounts quoted in words and figures at Sl. No 3, the highest amount quoted will be considered.

- Also, the financial offer should be quoted on per student per meal basis (Breakfast, Lunch, Evening snacks & Dinner) as well as on per student per day basis (total of all four meals) for regular and walk-in customers separately as per the table below. The total cost of each item should be quoted in words as well as figures (typed). The figures are to be quoted in Indian Rupees including all and any taxes, duties or other levies, surcharges etc. No corrections/ amendments are allowed. The walk-in price for each meal may be up to 40% higher than the corresponding meal for regular customers. Regular customers are defined as those who commit to all meals in a day for a minimum contiguous period of three (3) weeks.

Item No.	Price for regular customers in INR (Figures & Words)	Price for regular walk-in customers in INR (Figures & Words)
A. Breakfast		
B. Lunch		
C. Evening Tea & Snacks		
Total (A+B+C)		

- ❖ Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

Permissible brands of specific consumables

Item	Brand
Salt	Tata, Annapurna , Nature fresh, or other brand (proposed by Contractor) approved by committee
Spices	MDH, Everest, Satyam, or other brand (proposed by Contractor) approved by committee
Chicken	Venky'Chicken, Godrej real good, or other brand/ sources (proposed by Contractor) approved by committee
Ketchup	Maggi, Kissan, Heinz
Oil	Sundrop, Godrej, or other brand (proposed by Contractor) approved by committee
Pickle	Mother's or Pravin or Priya, or other brand/ sources (proposed by Contractor) approved by committee
Wheat Atta (100% wheat)	Ashirvad, Pillsbory, Annapurna, or other brand/ source (proposed by Contractor) approved by committee
Papad	Lijjat or other brand (proposed by Contractor) approved by committee
Butter	Amul, Britannia, Govardhan
Bread	Modern, Kwality, Britannia, Amul , Kabhi Bhi
Jam	Kissan or Maggi
Ghee	Amul, Govardhan, or other brand (proposed by Contractor) approved by committee
Shrikhand	Amul
Milk	Amul Shakti /Amul Gold, or other brand (proposed by Contractor) approved by committee
Paneer	Amul, Madhur, Jain Dairy
Tea	Brook Bond, Lipton, Wagh-Bakri, or other brand (proposed by Contractor) approved by committee
Coffee	Nescafe, Sunrise
Rice	sources and variety proposed by vendor and approved by committee
Dal	sources proposed by vendor, approved by committee
Ice-Cream	Amul, Mother Dairy, Vadilal or Havmor
Chocolate powder	Brand (proposed by Contractor) approved by committee

The Contractor may use any other brands only if permitted by the mess committee in writing. Further, in special rare cases due to wholesale/ retail market factors outside the control of the contractor, the contractor may request to use alternate brands for one or two meals on emergency make-shift basis to a designated officer/ chairman of mess committee. These brands may be used as approved on case-to-case basis for limited number of meals only.

Note:

Since the Institute is providing the space, standard fixtures, furniture and utensils for running the mess, the bidder may quote concessional rates commensurate with the facilities provided free of cost.

CERTIFICATE

I hereby certify that I have studied all the terms and conditions of the tender document, understood the same and hereby accept the same and signing this document as an authorized signatory in the capacity of _____.

Date : _____

Signature with seal: _____

Place : _____

Name : _____

DECLARATION

I / we have gone through carefully all the tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or termination of contract or any other action deemed fit, taken by, the department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I / we hereby declare that, I / we have not been black listed / debarred / suspended in any department in Tripura or in any other state of India due to any reason.

I do hereby declare that I have personally gone through the Notice Inviting Tender (NIT) No: _____ Dated: __/__/ 2022, and understood all the clauses, specification, instructions and having been fully satisfied, I have quoted the rate in the financial bid. This is further to certify that I have suppressed no facts which could debar me from participating in the tender process. If it is revealed by the tendering authority that any fact is suppressed by me, or anything furnished appears to be false or incorrect, tendering authority shall have the right to reject my tender at any stage along with other penalty including forfeiture of Earnest Money / Security Money to be decided by the tendering authority.

Further, I do affirm that all the terms and conditions of the tender are unconditionally accepted by me. I will have no objection, if any additional term and condition, mutually accepted, is included in the agreement.

Full Signature of the Bidder with Seal of the Organization

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on----- (date) in the tender of --
-----Following persons are hereby authorized to attend the
bid opening for the tender mentioned above on behalf of----- (Bidder)
in order of preference given below.

Order of Preference Name Specimen signature I

II

Alternate Representative Signatures of bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

2. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.
3. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

Full Signature of the Bidder with Seal of the Organization