

OFFICE OF THE PRINCIPAL, ROURKELA COLLEGE, ROURKELA

No. 1048 /Dt. 15.7.2023

Tender Notice

Sealed tender are invited from Proprietors Preferably Women Self Help Groups (under the aegis of Mission Shakti, Govt. of Odisha) for operation of the college canteen on contracts basis for a period of one year. The tenderer must be a Canteen Service Provider/ Women Self Help Group having valid Food License, PAN, Active Bank Account Number with minimum 02 years experience in food catering preferable in educational institutions. Separate sealed envelope containing Financial bid and Technical bid (Separately) super scribed as such inside one Envelope marked as Canteen Service Tender through Speed post/ Regd. Post latest by 26.7.2023, 2.00 P.M. to the undersigned. The sealed tender will be opened at 4.00 P.M. on 26.07.2023 in the Principal's Chamber.

The undersigned reserve all right to reject any or all tenders without assigning any reason thereof. For details information please visit the College website <https://rourkelacollege.com> and download all necessary tender documents/terms and conditions/important information. *Submission of Tenders Papers starts from 17.7.2023.*

S. Pradh
Principal
Rourkela College, Rourkela
15.7.2023

Memo No. 1048 (1) /Date. 15.7.2023

Copy to Public information in Rourkela Municipal Corporation Notice Board/Govt. Bus Stand, Rourkela Notice Board/ Rourkela Railway Notice Board.

S. Pradh
Principal
Rourkela College, Rourkela
15.7.2023

Rourkela College, Rourkela
Sec-4, Rourkela -02, 769002
<https://rourkelacollege.com>

**TENDER DOCUMENTS
FOR
SELECTION OF CANTEEN SERVICE PRIVIDER**

Important information

i.About Canteen

The College Canteen is a single storied building with all infrastructure facilities like light, electricity,water supply, wash basin ,kitchen shed etc. It has also an open space (lobby) adjacent to it. About 2500/- students of Rourkela College and Rourkela Higher Secondary School have access it. About 300 students are staying in College Ladies Hostels. About 50 members of staffs are also working in its campus. Before bidding one is free to visit and inspect it.

ii.Minimum eligibility

- a) Only Married (Man/Women) preferably above 35 years of age (Contractor/proprietor and manager as the case may be). Preference will be given to Women Self Help Groups(SHG) under the aegis of Mission Shakti, Govt. of Odisha.
- b) Having registration of the firm/ organisation with valid TIN, PAN, all tax clearance and food licence from the appropriate authority.
- c) Minimum 2 years of experience in food catering preferable in an education institution/preferably women's institution.
- d) No black listed by any authority or agency or under Food Adulteration Act, 1954.

iii.Important dates

- a)Tenders opens from dt. 17.07.2023
- b)Tenders closes on dt. 26.07.2023(2.00 P.M.)
- c)Opening of Technical Bid on dt. 26.07.2023 (4.00 P.M.)
- d)Opening of the Financial Bid will be done for those tenderers whose technical bids are found in order.

iv)Procedure

- a)Tenders has been invited under two bid system i.e. Technical Bid and Financial Bid
- b)Go to the College Website i.e. <https://rourkelacollege.com> for detailed information
- c)Download the technical bid format and financial bid format.

d) Technical bid shall be in the format provided by the College which must be attached with necessary documents in support of the eligibility, claims and two drafts, one for tender processing fees of Rs. 500/- (Rupees five hundred) only. Both the drafts are to be drawn in favour of Principal, Rourkela College, Rourkela. The technical bid form along side documents and the drafts are to be put in one envelope super scribed with Technical Bid

e) The Financial Bid must be given in the format provided by the College. It is to be put in an envelope super scribed with Financial Bid on its top hand corner. The financial bid must not be attached with any supporting documents.

f) The technical bid and financial bid envelopes are to be put in one envelope super scribed with "Tender for canteen service" on the top right hand corner of the envelope addressed to The Principal

Rourkela College, Rourkela, 769002

g) The tender is to be accepted only through Registered/Speed post/courier service. It will not be accepted by hand.

v) Fees

a) Tender processing fee (Non refundable) - Rs. 500/- in shape of Bank Draft drawn in favour of Principal, Rourkela College, Rourkela

b) Earnest Money Deposit (EMD) - Rs. 5000/- in shape of Bank Draft drawn in favour of Principal, Rourkela College, Rourkela. The EMD money of unsuccessful bidder will be returned without interest and of the successful bidder it will be adjusted towards security deposit.

c) Security deposit - The security deposit money of Rupees 15000/- in shape of Bank Draft drawn in favour of Principal, Rourkela College, Rourkela is to be deposited by the successful bidder within two days of tender finalization before issue of the contract order.

d) Base License fee (Monthly rent) - The base license fee i.e. the minimum monthly rent is Rs. 1000/- per Month. The highest bidder over the Base License Fee will be given contract, if otherwise eligible.

e) The base license fee include water and electricity charges. till a sub metre is installed. The selected bidder will pay the cost of the sub metre install the same at her/his own cost.

Vi) Documents required

The tendering service providers/ SHG are required to enclose copies of the following documents duly self attested.

- a) Registration Certificate issued by competent authority
- b) PAN/TIN Registration Certificate
- c) Food registration Certificate
- d) Extracts of bank account (For last 06 Months)
- e) Experience for execution of such type in Govt. institution.
- f) Address Proof

vii) Submission of the Tender

- a) Through Registered/Speed post/Couries service
- b) Addressed to The Principal, Rourkela College, Rourkela, 769002
- c) For any clarification on supplementary information before submission of bid the intending bidders may contact the College Office.

Technical Bid

1. Name of the Tendering Canteen Service Provider/Firm/SHG:
(Married Women preferably above 35 years of age)

2. Full address

A)(Permanent)

B) Present

i.At

At

ii)P.O

P.O

iii)P.S

P.S

iv)Dist

Dist

v)State

State

vi)PIN

PIN

vii)Cell Phone No

Cell Phone No

viii)e-mail

e-mail

(A copy of Address proof is to be attached)

3. Banker of SHG/Contractor/Canteen Service Provider

(Attach copy of statement of account for last six months)

4. PAN/GIR No.

5. Financial Turnover for last 2 financial years

6. Income Tax Return for last 2 financial year

7. Give details of major similar contracts handled by tenderer

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8. Details of Tender Processing Fees: DD No -----date-----
----of Rs. 500.00 drawn on Bank-----

9. Details of EMD:DD No. -----date-----of
Rs. 5000.00 drawn on Bank-----

10. Additional information, if any.

Declaration

1. I/We_____daughter / wife of /WSHG/Proprietor,
mentioned above , am competent to sign this declaration and execute this tender
document.
2. I have carefully read and understood all the terms & conditions of the tender
undertake to abide by him.
3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/we am/are well aware of the fact
that furnishing of any false information/fabricated document would lead to rejection
of my tender at any stage besides liabilities towards prosecution under appropriate
law.

Signature of the

Official Seal

WSHG(Head)/Contractor/Canteen Service Provider

Place:

Date:

Financial Bid

I _____(SHG Head/Proprietor/Authorized person) accept all terms & conditions of Rourkela College, Rourkela vide tender call Notice No._____. I here by undertake to sign the contract agreement within _____dys from the date of issue of the confirmed contractor order by authority of Rourkela College,Rourkela. I submit herewith our quotation for license fee/monthly rent of Rs. _____for the canteen service.

Signature of the

Official Seal
Service Provider

WSHG(Head)/Contractor/Canteen

Place:

Date:

Official Seal

Terms and Conditions for submitting the Tenders for Providing Canteen Services

1. Proprietor/ canteen service provider/preferable WSHG above 35 years with commitment to handle canteen in a education institution. Incase the manager is appointed by contractor, the manager must also be a married women preferably above 35 years of age.

2. It may be noted that the highest quoted license fee (monthly rent) of a tenderer entitles her to claim the said contract[however , the final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and she is finally recommended].

3. The contractor's firm must have at least two years of experience in catering. The experience certificate needs to be attached.

4. The contractor's firm must not have been blacklisted ever in the past and must not have been penalised for not meeting the provision of food adulteration Act-1954. A self certification is required to be submitted by the contractor on letter head.

5. The contractor shall abide by all the prevailing laws for running the canteen/cafeteria and shall do all the necessary formalities of obtaining responsibilities for any legal provisions not met by the contractors & on account of this the contractor shall solely be responsible.

6. The contractor shall ensure that applicable labour laws and minimum wages act are applied with.

7. The contractor shall have to execute an appropriate agreement with the College on a non judicial stamp paper of Rs. 10/- accepting all terms and conditions. (Annexure-E)

8. The contractor shall be require to pay

i) Till a sub meter is installed, the selected bidder will pay Rs.1000/- P.M towards water and electricity charges.

ii) Rs. 15,000/- as security deposit that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues/damages as report during the tenure of contract period.

iii) Licence fee, as decided, will be paid in advance in two six monthly instalments.

iv) EMD of Rs. 5000/- (Refundable in case of unsuccessful bidders)

9. The contractor shall keep the canteen area (in the around) neat and tidy.
10. The kitchen of the canteen shall be maintained with best of hygiene standard.
11. The contractor shall take all precautions to maintain quality of food. In case no case she shall stale/old stuff/preparation and add artificial colour to food item.
12. The contractor must not use/store and hazardous chemical/dangerous element/banned or expired products in the canteen which may pose threat to the health and safety of the people.
13. 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. Rates of food items are fixed by the College are stated in (An-D).
14. The contractor shall not use the canteen/college premises for residential purpose for self or his/her staff & none of the employees of the contractors shall be allowed to stay in the College premises during night/holiday.
15. 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.
16. The contractor shall provide the list of the worker along with their identification & residential proof , who are working in the canteen. (a) Any cahnage 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/ behaviour of the staff employed by his/her in the College canteen and shall solely be responsible for any miss-happening or undesireable incidence on account of the conduct/behaviour 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 form time to time and their movement in the College shall be restricted.
17. The contractor shall ensure to keep all her belongings under lock and key. The contractor shall be solely responsible for any loss, damage and theft etc. occurring in canteen and no compensation of any kind shall be made by the College.

18. The contractor shall have to ensure that the canteen staff employed by her wears full dress with proper gloves, head cover, apron etc. The contractor shall have to take all measures to maintain good hygiene during the preparations and serving.

19. (a) The approved rates of the food items as accepted by the College shall not be increased by contractor without prior permission of the Canteen Committee of the College. Similarly no other item shall be sold by the contractor outside the approved list, without permission of the Canteen Committee of the College. (b) The contractor shall display the rates of items, as approved upon the College at prominent places of canteen & staff room. (c) The contractor shall display the menu every day on the notice board of the canteen.

20. The contractor shall have to make his/her own arrangements to remove/ dispose-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 dustbin. The garbage of these dustbin shall be properly disposed-off by contractor outside the College.

21. The contractor shall have to provide "Suggestion Box" and the same shall be made available to anyone who desires to record any suggestion. The same shall be submitted to the canteen committee for inspection every month.

22. The contractor shall not close the canteen without prior permission of the Authority. The canteen shall remain open on Saturday/Sundays/vacations/holidays as per the requirement of the College.

23. The contract may be terminated by giving three months' notice from either side. However, if it has been found/reported that there has been a gross misconduct, negligence of orders requiring immediate action, the authority shall have the rights to revoke the contract immediately without any notice.

24. After the termination/expiry of the contract, all the belongings of the College should be handed over to the Authority, including those items for which the College has undergone a separate agreement.

25. The contractor shall have to ensure that the agreement made by the College with any other party shall be enforceable upon him also. She shall have to ensure that no competitive product is being sold in the canteen for which the College has undertaken separate & exclusive tie up.

26. There shall be an observation period of three months form the date of award of contract during which the work and conduct of the contractor shall be observed & assessed. Further, extensions shall depend on the satisfactory performance of the canteen contractor. Otherwise, authority has the rights to terminate the contract by giving 7 days notice.

27.The members of canteen committee staff can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct etc.

28. Any loss to the property of the College caused by the contractor shall be borne by the contractor.

29.In case of any disputes, the matter shall be resolved amicable. However, if the matter still remains unresolved, the same shall be resolved by an arbitrator appointed by the University, the decision of which shall be final & binding to both the parties.

30.The authority may impose additional conditions or delete any of the conditions as may be necessary in the overall interest of the College without incurring any financial liabilities to the affected bidders.

31.Rates of different items as fixed by the College have to be accepted by the contractor.

Any disputes subject to the Jurisdiction of Courts situated in Rourkela.

Indicate Price of items as fixed by the College Authority

Sl. No	Items	Quantity	Price(all inclusive) In Rs.
1	Tea (In paper cup)	Per cup(150 ml)	5.00
2	Coffee(In paper cup)	Per cup(150 ml)	10.00
3	Cold Drinks	Per bottle	MRP
4	Dahi	Per cup	MRP
5	Ice Cream	Per unit	MRP
6	Samosa	Per piece	5.00
7	Aluchop	Per piece	5.00
8	Bara	Per piece	5.00
9	Pakoda	Per plate(100 gm)	20.00
10	Bread Pakoda	Per piece	5.00
11	Veg Cutlet	Per piece	5.00
12	Spring Roll	Per piece	40.00
13	Chowmin(Veg)	Per plate(200 gm)	60.00
14	Chowmin(Egg)	Per plate(200 gm)	70.00
15	Masala Dosa	Per piece	30.00
16	Sambar Idli	Per plate(2pieces)	10.00
17	Maggie	Per plate	20.00
18	Sandwich	Per piece	20.00
19	Chat	Per plate	20.00
20	CholleBatore	Per plate	40.00
21	Upama	Per plate	20.00
22	Roll(Veg)	Per piece	40.00
23	Egg Masala (2 Eggs)	Per plate	25.00
24	Chicken Masala (4 Pieces)	Per plate	70.00
25	Roti (2 no.s with Dalma	Per plate	20.00
26	Rice with Dalma	Per plate	40.00
27	Fish curry	One piece	30.00
28	Thali(Rice, Dal, One Veg. Curry, Pickles)	Per plate	60.00

N.B. The items and rates are subject to change with approval of the competent authority. There may be additions and deletions of food items upon the recommendation of canteen committee.

The firm may add additional items proposed to be sold. In case of branded items including those not listed above, the price can not exceed the MRP printed /specified in the product with details.

Authorised Signatory

ANNEXURE-E

AGREEMENT

This agreement is made on this _____ day of _____ between the Rourkela College, Rourkela, Odisha here-in after referred to ad the “Authority” which expression shall, where the context so requires or admits, also includes its successors or assignees of the one part.

AND

M/S

_____ Represented by

Smt _____ AT _____ P.O. _____

P.S. _____ Dist _____ here in after called “Contractor/Canteen Service Provider” which expression shall, where the context so required or admits also includes its successors or assignees of the other part.

Whereas, the ‘Authority’ desires to give its Canteen on contract for providing canteen services required in Rourkela College, Rourkela.

And where as the ‘Authority’ has finalised the Licence Fee (Monthly Rent) as per the terms & conditions of the agreement (Annexure-C) to the ‘Contractor/ Canteen Service Provider’.

That This agreement is valid up to One Year from the date of signing of this Agreement.

In WITNESS WHEREOF the parties have caused their respective common seals to be unto affix or have unto set their hands & seals on the day & year first written above.

Signature of the Contractor/
Canteen Service Provider

Signature of the Principal, on behalf of
Rourkela College, Rourkela

In the presence of ss:

Witness

Witness

1. Name _____

1. Name _____