

Bharatiya Vidya Bhavan's,
Sardar Patel Institute of Technology,
Andheri (West), Mumbai - 400 058.

TENDER DOCUMENT FOR CANTEEN

TENDER DOCUMENT

Subject: Awarding of Canteen Contract for the period of 3 Years from the date of contract.

Dear Sir/Madam,

Sardar Patel Institute of Technology is pleased to invite the expression of interest for reputed firm/party to plan, design, provide and run the canteen at a designated space in the Sardar Patel institute of Technology. The designated space is at ground level. The service provider is supposed to make a preparation and service counter at the space provided (210 sqft) and serve the people connected to the institute. The open space of nearly 500 square feet is available for serving the food.

Similarly, the service provider will also put a distribution counter at a designated place on the 3rd floor. The major food will be prepared outside the institute and will be transported to the institute. Minor preparations are permitted.

The bidder is expected to visit the institute, understand the requirements, see the designated space, and design a state-of-the-art canteen counter both at GR and Third floor using stainless steel and glass. The bidder will also provide transparent door refrigerators for the beverages at both the places.

The bidder should also submit the BoQ along with the specifications, drawing, and costing for all equipment/ counters / furniture etc. Sample photographs of the equipment may also be attached. The bidder must provide a standing eating table to provide facility for min 30 students at a time. No seating arrangement is to be encouraged at the Ground floor. The bidder is expected to invest in the facility and run it. On the third floor the seating will be provided by the institute.

Please find enclosed herewith the tender documents for running of Canteen at Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology, Andheri (West), Mumbai- 400 058. Tender duly filled, signed and stamped in sealed cover addressed to the Principal, Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology, Bhavan's Campus, Munshi Nagar, Andheri (West), Mumbai-400 058, should reach to us by 5:00 pm on 18th September.

In case of any query or clarification related to location, space etc., please feel free to visit the Institute. Some of the photographs of the space are as follows;





Tender document cost Rs.1000/- (Rupees One Thousand only)

Earnest Money: Rs. 50000/- (Rupees Fifty thousand only)

Total Rs.51000/- to be paid digitally to the Following Account:

Name: SARDAR PATEL INSTITUTE OF TECHNOLOGY

A/C No: 430402144

IFSC Code: IDIB000B092

Branch : BHAVAN'S CAMPUS

Please Attach the Transaction slip with Tender documents

PRINCIPAL

Encl: Tender Document.

Annexure-I
Tender form to be submitted

1. Name of the Firm _____
2. Address _____
3. Contact No: _____
4. Registration/License No. _____
(Copy of license issued by the local authority should be attached or copy of the letter pad or bill book may be attached)
5. PAN No..... (Copy to be Enclosed)
6. GST No:.....(Copy to be Enclosed)
7. Year of Establishment _____
8. Contracts executed in last 3 years(FY 2020-21,2021-22, 2022-23) (Nature thereof): Govt. Semi Govt./Private
Please give details of contracts executed in a separate sheet, along with documentary proof if any thereof):

Sr.No	Name of the firm with address	Period		Govt./semi Govt./Private	Name and mobile of the reference
		From	To		

9. Present assignment in hand: Govt./Semi./Private

Sr.No	Name of the firm	Period		Govt./semi Govt./Private	Name and mobile of the reference
		From	To		

Tender Document and Earnest Money:

Transaction IDDt / /2023, Rs. 51000/-

10. All the items and conditions mentioned in the Tender Form are acceptable to me/us.

Date: _____

Signature of the Tenderer With stamp

Annexure-II

TERMS & CONDITIONS OF CONTRACT – FOR RUNNING A CANTEEN IN

Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology,

Andheri (West), Mumbai-400 058

(Please enclose this document along with tender papers and submit)

1. The agreement shall be valid initially for a period of **3 Years** from the date of agreement and thereafter it may be extended for a further period as may be necessary on mutual agreement and at the discretion of the Institute authority.
2. The contractor should have valid food/catering, or any necessary license or permission required for running a Institute canteen. A FSSAI Certificate obtained at least 24 months before the date of submission of tender is essential to establish the fact that the bidder has a minimum experience of 2 years.
3. The Institute will provide water, electricity, and space for the canteen free of charge. The contractor will beresponsible for proper handling and safe custody of the room. Repair and maintenance of the equipment will be carried out by the contractor, and he will not claim any reimbursement of expenses on this account.
4. In case of any food poisoning/contamination the contractor will be held fully responsible, and he will bear all the expenses caused due to food poisoning/Contamination.
5. The Contractor will employ adequate number of staff to maintain efficiency.
6. All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from PRINCIPAL, Sardar Patel Institute of Technology. The contractor will be directly responsible for the administration of his/her employees as regards general discipline and courteous behavior. The contractor will follow all labor rules and regulations, Pf rules etc.
7. The contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness.
8. The Contractor will be responsible for cleanliness and standard of crockery, cooking utensils, furniture, fixtures and fittings, hand gloves, mouth mask, head cover etc. in the kitchen as well as the canteen hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
9. Very high standards of hygiene and cleanliness shall be observed in the running of the canteen and connected services by the contractor and workers engaged by contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse.
10. The Canteen shall be opened to operate the canteen facilities on its premises for 1600 students,

as well as 125 faculty/staff members and visitors to the college, from 8.30 a.m. to 6.30 p.m. during college hours on all working days (Monday to Friday).

11. Breakfast will be served from 08.30 a.m. to 11.30 a.m. and evening snacks from 03.00 pm to 06.30 pm. Tea/coffee and dry items should be available throughout the day.
12. The Canteen Management Committee nominated by the college will fix up a weekly menu. The menu will include a minimum of three items daily for breakfast, out of which, one will include Jain preparation.
13. The contractor will not take out any articles or stores of the college without a Gate-pass to be issued by the Canteen Chairman/ Principal. In the event of failure, to supply the approved items without notice by the contractor, the same will be arranged by the Organization at the contractor's risk and cost.
14. The Contractor shall at his/her own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to Sardar Patel Institute of Technology and shall comply with the provisions of (Regulation and Abolition) Act, Employees Staff Insurance Act, Workmen's Compensation Act, Payment of wage Act, The Employees Provident Fund and Family Pension Fund Act 1952, the other rules regulations and / or statues that may be applicable to them now or that may be introduced.
15. The contractor will have to furnish the statement showing the names and wages of all the employees to be engaged for Institute Canteen along with Aadhar card and photograph Any addition/deletion must be communicated to the Dean-Administration.
16. The police verification documents of the persons deployed should be deposited by the contractor within 15 days of deployment to the office of Sardar Patel Institute of Technology, otherwise the person will not be allowed to work in the college and the contractor will replace him immediately with the person whose verification is completed.
17. Sardar Patel Institute of Technology shall have the right to search the Contractor's employees at any time while going out of the office premises and there shall be no grievances expressed/felt on this account either by contractor or his employees.
18. Sardar Patel Institute of Technology representatives reserve the right to take samples of the edibles/raw material from the canteen for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons in the manner as per procedure laid down in Govt. norms.
19. A Canteen Management Committee will be nominated by Sardar Patel Institute of Technology to inspect and oversee functioning of Canteen with a view to ensure hygiene and sufficient service in the canteen. In case there are repeated failures or lacuna noticed by the committee due to failure of contractor, the In-charge of the Canteen Committee with the approval of the chairman can impose a fine up to Rs. 10,000/-at one time to be recoverable from bills due to

the contractor.

20. Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.
21. **Security Deposit**: The successful Contractor will deposit with Sardar Patel Institute of Technology a sum of **Rs. 300,000/- (Rupees Three Lakhs) as bid security**. The bid security will be refunded to the contractor on completion of the contract. The security deposit will bear no interest.
22.
 - a) The contractor shall not sublet or assign the license or use the space provided for running the canteen for purposes other than running canteen and shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the canteen nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the Management.
 - b) The contractor shall be responsible for all damages or losses to Sardar Patel Institute of Technology property by the contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by an act of God.
 - c) Sardar Patel Institute of Technology will not be in any way responsible for any loss or damage accruing to any goods, stores or articles that may be kept by the contractor in the canteen premises including kitchen and other rooms.
23. The contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by Sardar Patel Institute of Technology and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provide, from time to time and the decision of Principal, Sardar Patel Institute of Technology shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the Sardar Patel Institute of Technology property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.
24. In case of any dispute the decision of Principal, Sardar Patel Institute of Technology will be final and binding on the Contractor.
25. The Contractor has a bare permission only to run a canteen in the Sardar Patel Institute of Technology premises during the contract period and nothing contained in this document shall be construed as demise in law of the said Sardar Patel Institute of Technology premises or any part thereof and shall not give any legal title or interest to the Contractor.
26. The Canteen Contractor will arrange all crockeries /utensils, Gas connection, oven, Microwave, Fridge, Mixer grinder, dustbins, or any other gadgets/ equipment for the purpose of making serving food items.

27. The Contractor shall make all standard seating arrangements at their own cost if required.
28. The college shall provide the basic amenities like water and electrical fittings, Basin and the room for canteen. All other fixtures and fittings shall have to be arranged by the contractor.
29. The contractor shall have to arrange a proper and scientific method for smoke outlet and garbage disposal. No garbage will be disposed of at other than the specified place of the campus. It will be sole and prime responsibility on the part of the contractor to keep the surrounding of the canteen clean and hygienic. Any water logging at the outlets shall have to be cleared immediately.
30. All the oils that will be used should of supreme quality such as Shegdana/kardi /sunflower/ricebrain and should be of good brands such as saffola, fortune. All the butter, spices and other edible items must be ISI / Agmark approved. Only dairy items of these brands Amul/Gokul/Chitale will be allowed. Other edibles such as Bhakarwadi/Chiwada/Farsan all should be of good quality brands such as haldiram/chitale/balaji and all of these should be sold as per MRP only including packed items such as Biscuits/Cakes.
31. No such packed food/drink like chips, kurkure, cold drinks etc. as desired & forbidden by the authority of the institute shall be allowed to sell in the canteen.
32. The Chairman, Canteen Management Committee (CMC) or any members of CMC reserve all rights to visit the canteen and inspect the hygiene, stored items, material being used, quality of food, etc without giving any prior notice.
33. CMC shall provide a weekly menu before 30th of the every month which is to be followed for the upcoming month. CMC will be conducting a meeting on fourth Friday of every month, to decide the menu for the next month. A sample menu is shown in the annexure III
34. **Please note that you will not be allowed to prepare the food in the canteen.** The bidder should have a facility for food prepared nearby within the 5KM radius and facility and then will be served in the canteen. No preparation will take place in the canteen area. The Members of the CMC will visit at random hours without any prior notice to inspect the food preparation facility. However, some elementary facilities such as heating, making sandwiches, tea etc will be permitted.
35. The bidder should have legal license/compliance whatever is required to for one who owns a food facility.
36. The rate for all the items of the breakfast / beverages /snacks will be decided by the CMC.
37. The College will provide water, electricity, and canteen space to the vendors.
38. Bidder are expected to purchase all items such as trolley/delivery cutlery/washing/chair/stand- that are must for the functioning of the canteen as well as the preparation of the food. It should be new and of SS steel quality.

39. The bidder will be provided a counter on the ground floor where the mild preparation or pre-heating of the food can take place. For example, the use of microwave for heating a food item before serving it. However, the bidder will also be provided a counter on the 3rd floor where Tea/coffee/beverages/dry items/fruits will be served.
40. Items such as chewing gums or any type of gums shall not be allowed.
41. The bidder shall provide arrangement for at least 40 standing customers who can be accommodated at a time and 8 seats for sitting of senior citizens and pupils with disability.
42. The CMC may visit your existing site randomly within 30 minutes' notice to test the quality of the items and get reviews from the customers before taking any decision.
43. The CMC will invite the bidder for the presentation, study the design, study the specifications of major equipment and counters, estimate the investments needed, and take feedback from the other customers, discuss with the vendor, and finally decide the contractor to be invited for providing these services. The committee shall submit its recommendations to the Principal.
44. **The principal of SPIT reserves all the right to terminate the contract at any given point of time during the tenure with a 15 days prior notice without giving any justification for his actions thereof.**
45. **The principal also reserves the right to reject any/all bids without giving any reason thereof.**
46. The canteen is expected to be fully operational from 03rd October 2023.
47. The contractor should provide firms with PAN & GST Number issued by the Income Tax Department along with his quote. No payment will be released without submission of PAN Number. All taxes will be recovered from his payment as per tax provision in vogue.
Documents to submit:
 1. Copy of PAN Card and GST Registration
 2. Copy of FSSAI Certificate
 3. Copy of Firm Registration Certificate
 4. Copy of Experience Certificate etc.
 5. Copy of Documents denoting compliance of IT returns, GST payments etc.

Terms and conditions mentioned above are accepted to me.

Signature of the contractor
Office Seal

Date:

Annexure III --Suggested items

1. Preparation of the Morning breakfast and making it available from 8.30-11.30.

The breakfast will include the following;

Upma/Poha/Sheera/Khaman Dhokla/Seweya Upma/Idli/Medu Vada/ Thepla/Thali Peeth/Paratha (aloo/paneer/methi/gobi)/Pooran Poli/Boiled eggs/Scrambled eggs/Egg Omlete/Dosa/Utappam/etc. (Any Three items per day)

2. Preparation of the Evening snacks and make it available from 3.00-6.00

The items that should be made available will be Vada/samosa/Poha/Corn/Peanuts/Chaana Chat/Cut-fruit/whole fruit/Chinese fried rice/Manchurian/Noodles/pasta/Veg. Biryani/Pav Bhaji/Puri Bhaji/Bhel Puri and other chat item/Bread Pakoda. (Any Three items per day)

3. Items to be made available for all the times.

Sandwiches, Egg-Bhurgi, and bakery items like cakes, doughnuts, biscuits, khari will be available all the time.

THE RATES OF THESE ITEMS SHALL BE JOINTLY FINALIZED BY THE VENDOR AND THE CMC COMMITTEE, SUBJECTED TO THE APPROVAL OF THE HEAD OF THE INSTITUTE.