

Government of Tripura  
Education (Higher) Department  
Gomati District Polytechnic  
Fulkumari, Udaipur, Gomati Tripura

No.F.1(11)-GDP/UDP/Estt.(Proc)/2023/Canteen/ 5938

Dated:16-08-2023

**SHORT NOTICE INVITING QUOTATION**

Sealed item rate quotations are hereby invited from eligible Registered/Licensed/Authorized, experienced and reputed Canteen/Restaurant/SHGs/Catering Operators for “**Operating the Canteen at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura**”. Detailed specification, necessary terms & conditions and requisite documents can be downloaded from the website: [www.gdp.nic.in](http://www.gdp.nic.in). Interested bidders may send or drop their bids and offers to the “Principal, Gomati District Polytechnic, Fulkumari” in sealed cover superscripting “**Quotation for Operating the Canteen at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura**” latest by **31-08-2023** upto **4:00 P.M.** The quotations will be opened on **01-09-2023** at **2:00 P.M.**, if possible, in presence of intending bidders. Quotations received after the due date and time will not be taken into consideration. The undersigned reserves the right to reject any quotation including the lowest one without assigning any reason thereof.



(Suraj Deb Barma)  
Principal-in-charge  
Gomati District Polytechnic  
Fulkumari Udaipur, Gomati Tripura

Copy to:-

1. The DDO, Gomati District Polytechnic, Fulkumari, Udaipur, for information.
2. The Member Secretary, Institutional Procurement Committee, GDP, Fulkumari, Udaipur for information.
3. The Member Secretary, Canteen Committee, GDP, Fulkumari, Udaipur for information.
4. The Convener (Website development & maintenance), GDP, Fulkumari, Udaipur for uploading the said “Short Notice Inviting Quotation” on the Institute website.
5. Notice board, GDP, Fulkumari, Udaipur.

## **TERMS & CONDITIONS**

1. Last Date & Time for submission of quotations/bids: **31-08-2023, upto 4:00 P.M.**
2. Date and Time of opening of quotations/Bids: **01-09-2023 at 2:00 P.M., if possible.**
3. If the date of opening bids specified in the notice happens to be a holiday, the bids shall be opened on the next working day at the same time without any further notice.
4. Quotations/Bids received after the last date will not be taken into consideration.
5. The bid documents should accompany the copies of necessary documents regarding **valid GST registration document, Trade License (or Equivalent), PAN card and Valid FSSAI Certificate.**
6. If valid FSSAI certificate is not available at the time of submitting bid, it must be submitted within 2(two) months of getting the agreement signed by the successful bidder for which the bidder shall submit an undertaking along with the bid.
7. The quotations should be sent or dropped in a sealed cover and superscripted as **“Quotation for Operating the Canteen at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura”**
8. Declaration, typed on company letter head, stamped and signed by authorized signatory (**ANNEXURE-A**) must be submitted.
9. The item details are given in **ANNEXURE-B.**
10. The price bids should contain the best competitive rates without any compromise on the quality of the eatables to be served. The bidder has to quote for all items given in **ANNEXURE-B** else it will be treated as incomplete bid and is liable to be rejected. The overall/total price (cumulative total for rates quoted for each item) will be considered for awarding the contract.
11. The Canteen Committee of the Institute may visit the bidder’s working place on any day after opening of the Bid and assess the performance/quality of food items and services provided. The assessment shall be based on presentation, quality, feedback from clients, service quality, hygiene, cleanliness, efficiency in handling cash transactions etc.
12. Rates quoted must be valid for **01 (one) year.**
13. The rates should be inclusive of all taxes.
14. The bidder shall hold their offer valid for a minimum period of **01 (One) year** from the date of submission of their quotation(s).
15. The rate running contract will be for an initial period of **01 (One) year.** The same can be extended on mutual consent. The selected bidder will have to supply the items at the offered rate for a period of **01 (One) year** from the said date.
16. The Institute reserves the right to accept /reject any or all quotations without assigning any reason thereof at any stage.
17. Evaluation of quotations:  
The Institute will evaluate and compare the quotations determined to be substantially responsive i.e. which
  - a. are properly signed and
  - b. Conform to the terms & conditions and other prerequisites as mentioned in the bid document
18. The successful bidder (hereafter called as the Agency) shall be required to execute a contract with the Gomati District Polytechnic. Under exceptional circumstances, the Institute reserves the right to change any of the terms and conditions mentioned herein as and when warranted.
19. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Principal, Gomati district polytechnic shall be final and binding.
20. Indicate authentic GST rate as per GST notification of each item, if applicable. Ambiguous/false/misleading GST rate quoted by any bidder shall simply terminate his/her candidature in this quotation and then he/she will have no rights to enquire any issues related to this quotation. The bidders will be solely responsible for indicating authentic amount of GST. The Institute will not take any responsibility regarding this.
21. The bidder(s) are requested to visit the Institute website [www.gdp.nic.in](http://www.gdp.nic.in) for any information/updates/corrigendum. The Principal, Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura may be consulted if required.
22. The bidder(s) shall quote the rates and amounts quoted by them **both in figures as well as in words.** If the amount in figure is not legible then the amount mentioned in words will be taken into consideration.

Signature of bidder with seal and date

Sd/- Principal-in-charge, GDP

23. **Bidder must put its signature and seal on every pages of the bid documents and other relevant documents submitted along with the Bid. Otherwise participation by a bidder itself shall indicate its unconditional acceptance of all terms and condition mentioned herein.**

#### **Timings/Days**

24. The Canteen shall be kept open on all working days throughout the duration of the agreement. The timings shall be from 10.00 a.m. to 5.30 p.m. The agency may be asked to provide skeleton services beyond working hours and they will be bound to provide it unconditionally.
25. The Agency may be asked to open the Canteen on Sunday(s) and gazetted holiday(s) as per the requirements of the Institute.
26. The Agency may also be asked to close the Canteen temporarily even on working day(s).

#### **Quality and Place of Service**

27. The Agency shall maintain punctuality in providing the services.
28. The Agency shall provide approved items on regular basis.
29. The agency shall be bound to provide certain items not listed in the agreement on demand of the Institute.
30. The Agency shall not be allowed to add any item other than finalized items at the time of signing the agreement. However, if it desires to add any item in the list, it must seek prior permission of the Institute authority for the item and its rate as well.
31. The Agency shall provide services to the Institute Staff in the Faculty Rooms/ Offices/ Departments etc. if required.
32. The agency shall be required to make special arrangement for breakfast/lunch/dinner for the Institute, extracurricular activities and/or other activities organized by the Institute, as and when required by the Institute.

#### **Prices/Rates of Items**

33. The offered price must not exceed the maximum price limit as given in **ANNEXURE-B**.
34. The rate of each item as approved by the Institute shall be applicable during the period of agreement. The Agency shall display approved Rate list and menu conspicuously at the inside and outside of the Canteen. No rate will be revised without the prior approval of the Institute.
35. The Agency shall not charge prices more than the approved prices for each item. It shall not sell items on credit. If it sells, then it will be at its own risk.
36. The Agency may be asked to arrange lunch/meals/refreshments for Institute staff during extracurricular and/or other activities organized by the Institute.
37. The bidder(s) shall quote the rates and amounts quoted by them **both in figures as well as in words**. If the amount in figure is not legible then the amount mentioned in words will be taken into consideration.

#### **Quality of Items**

38. The Agency shall comply with the rules, regulations and byelaws laid down by Central/State Health Authorities like FSSAI, relating to preparation and supply of food items, beverages etc.
39. All materials used by the Agency for preparation of food items, eatables, beverages, etc. shall be fresh and of wholesome quality.
40. The Principal, Gomati District polytechnic shall have the right to reject any or all of the food items and beverages etc. which in the opinion of the Institute are not of standard quality. Sub-standard items are to be destroyed immediately.
41. The Agency shall be responsible for all costs and/or damages claimed by the consumer due to ill effects of food items, beverages etc. served in the cafeteria.

### **Running and Maintenance**

42. **Rent for the premises shall be Rs.1500/- (Rupees One Thousand Five Hundred only) per month including Electricity & Water Charge etc. The rent may be increased if electricity and water consumption is huge**
43. **The rent in the form of a Demand Draft has to be deposited in favor of the “Principal, Gomati District Polytechnic”, within 7th of every month positively, failing which it will result a fine of Rs. 100/- per week.**
44. **The successful bidder must submit a security deposit of an amount of Rs 5000/- (Rupees Five Thousand only) in the form of a Demand Draft in favor of the “Principal, Gomati District Polytechnic” before executing the agreement.**
45. The Agency shall fulfill all the obligations arising out of the contract itself and shall not enter into any sub-contract for running the Institute Canteen in any manner whatsoever. Violation of this clause shall constitute sufficient grounds for the annulment of the Contract and forfeiture of Security.
46. The Institute shall provide space for kitchen, water and electricity connection. The Agency will have to arrange all articles, furniture, seating arrangement and fitment of Electric Sub Meter (if desired) to be used in the Canteen. It shall not make any changes in the existing structure/space. The access to the space allotted to it will be as per the conditions and in the mode as prescribed and regulated by the Institute from time to time. The Institute reserves the right to inspect the premises allotted to it at any time.
47. The Agency has to ensure that Canteen Premises is used only for the purpose of running the Canteen services by itself and/or its staff and not for any other purpose, whatsoever. It shall not be authorized for any kind of sub-letting the premises in any manner. Violation of this clause shall constitute sufficient grounds for the annulment of the Contract and forfeiture of Security.
48. The agency shall ensure that the canteen premises are not used to provide catering service for commercial purposes outside the Institute.
49. The Agency shall arrange for all equipments like cooking stove, cooking gas cylinders (as per his requirement), refrigerator, juice machine boilers, utensils, crockery and items of similar nature of good quality at its own cost. It shall maintain the said items in a proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
50. The Agency shall also arrange almirahs/ racks required for storage of food stock/materials. It shall store them in a neat, tidy and hygienic manner. The Institute will not be responsible for any loss or damage done or caused to its stock/materials, etc. on account of theft or any other reason, whatsoever.
51. The Agency shall be responsible for maintenance and up keep / cleanliness of canteen premises (including furniture, fixtures, and other equipment's) and its surroundings to the satisfaction of the Institute at its own cost and expenses. It shall also be responsible for the safe and hygienic disposal of the canteen waste.
52. The Agency shall be fully responsible for replacements or repairs of the space made available to it in case of any breakage or loss and/or damage to them arising out of negligent handling by it/any of its employee(s).
53. The Agency shall observe and abide by all fire, safety and security regulations of the concerned local civic authorities and/or of the Institute.
54. The Agency shall comply with any other instruction issued to it by the Institute from time to time related to running the canteen.
55. The Agency or its Staff will not indulge itself /themselves in selling/serving of any Tobacco Product, Alcohol or any other intoxicating product of any form that falls under narcotics. Violation of this clause shall constitute sufficient grounds for the annulment of the contract and forfeiture of Security and attract legal action.
56. The Agency shall have to manage & maintain the wash basin area beside the canteen room.

### **Inspection**

57. The Agency shall allow and facilitate the Higher Authorities/canteen committee to inspect the canteen related to hygiene, arrangements for preparation and service of food items etc. It shall follow directions given by them for smooth running of the canteen.

Signature of bidder with seal and date

Sd/- Principal-in-charge, GDP

### **Engagement of Staff**

58. The Agency shall employ sufficient and competent staff under its supervision for the fulfillment of the obligations at its own cost. It shall be responsible to pay to its employees the minimum wages and /or other statutory payments like bonus/EPF etc as per the relevant laws/ Acts of Government, or as amended from time to time.
59. The Agency shall employ only such persons as are declared medically fit, as certified by the Govt. hospital in Tripura. No such employee shall be under the age of 14 years.
60. The Institute shall never be treated as the employer of these employees and shall not be concerned with the terms and conditions of their employment.
61. The Agency shall also be fully responsible for payment of any compensation etc. in case of any injury/casualty or mishap to any of its employees during canteen working hours.
62. The Agency shall obtain license under the Contract Labour Law, as applicable, from time to time and all other requisite licenses at its own cost from the Appropriate Authorities. It shall comply with the terms and conditions of the license(s) and all other relevant and necessary provisions of the Contract Labour Act and the Rules framed there under and all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the agency.
63. The Agency shall ensure that only authorized employees remain in the premises beyond normal working hours/night with specific approval of Institute Authority. It shall be required to withdraw all other unauthorized employees from the Institute premises immediately upon receipt of complaint (if any).
64. The Agency shall provide complete list of workers it engages along with their residential address, photographic Identity and other details to the Institute.

### **Discipline**

65. The Agency shall provide employees with proper uniforms & identity cards. Its employees and workers shall at all times be neatly and properly dressed in uniforms and shall wear identity cards provided to them.
66. The Agency shall, at all times, ensure disciplined, decent and courteous behavior by its employees while they remain in premises of the Institute. The Agency shall be responsible and liable for all acts, deeds, misdeeds and conduct of its employees.
67. In case any of the employees of the Agency indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so at the Institute premises, then such employee shall be subject to the discipline of the Institute. The Agency shall also be required to fully indemnify the Institute from any loss, damage or consequence arising out of his acts, deeds, misdeeds or conduct.
68. The Agency shall ensure that none of its staff is involved in any illegal activity such as sale/supply of drugs and other prohibited items.
69. The Agency shall not keep / sell items like tobacco & other health hazard products.

### **Indemnification by Agency**

70. The Agency shall at all times keep the Institute effectively indemnified against all actions, suits, proceedings, costs, damages, charges, claims and demands in any way arising due to anything done or omitted to be done by the staff of Contractor.

### **Payment of Statutory Dues/Taxes etc.**

71. The Agency shall be wholly responsible for payment of any or all taxes including, but not limited to Sales Tax/Service Tax/VAT/GST, duties, Cess under various Acts, Rules, Orders and Notifications etc. issued and as amended from time to time by the Central or State Governments or any local authority or body. The Institute shall not be liable to pay such taxes, rates, duties etc., whether existing or which may accrue in future for the period of contract.

Signature of bidder with seal and date

Sd/- Principal-in-charge, GDP

### **Termination of Agreement**

72. Notwithstanding anything contained herein, the Institute shall have the right to terminate the agreement by giving one month's notice in writing to the Agency without assigning any reason thereof.
73. In the event of the Agency committing a breach of any of the terms and conditions of the Agreement, the Institute shall be entitled to either impose a penalty of Rs.500/- per violation or terminate the Agreement immediately without notice and without assigning any reasons thereof and shall have the right to forfeit the security.
74. The Institute can also terminate the Agreement immediately on the occurrence of any event which, in the exclusive opinion of the Institute, necessitates the termination of the Agreement forthwith with or without forfeiture of security.

### **Obligation of Parties on Expiry/ Termination of Agreement**

75. On expiry / Termination of the tenure of the agreement NO DUES CERTIFICATE must be submitted to the Gomati District Polytechnic.
76. On the Expiry / Termination of the Agreement, the Agency shall stop functioning and hand over the vacant possession of the canteen premises peacefully together with furniture, fixtures and equipments etc, if any, as provided by the Institute in good condition to the Institute. The Agency's occupation of the premises after such termination will be deemed to be that of a trespasser and shall be liable to pay damages.
77. On the Termination/Expiry of the Agreement, the higher Authorities shall forfeit/refund the security in full or part (after adjusting any dues, if pending) to the Agency without interest.

### **Dispute and Amendment**

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

**ANNEXURE – A**

**(To be typed on the Company Letterhead)**

**DECLARATION**

**To**  
**The Principal-in-Charge**  
**Gomati District Polytechnic**  
**Fulkumari, Udaipur, Gomati Tripura**

**Subject: Operating the Canteen at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura.**

Dear Sir,

I/We, the undersigned bidder having read and examined in details, the terms and condition, and all bidding documents in respect to the quotation no. \_\_\_\_\_ dated: \_\_\_\_\_, do hereby propose to execute the work as specified in the bidding documents. I/We also do hereby solemnly affirm and declare that:

1. My/Our organisation does not have any legal suit/ criminal case pending against it for violation of any law.
2. My/Our organisation has not been blacklisted or debarred by any state or central government organisation.
3. The information furnished in all parts of this bidding document is accurate and true to the best of my/our knowledge.
4. My/ Our firm shall not pay any type of commission to any person in regard to this bid.
5. The bid shall be valid for a period of **01(One) year** from the last date specified for submission of the bids.

Thanking you,

Yours Faithfully,

Signature of bidder with seal and date

Signature of bidder with seal and date



**ANNEXURE-B****(Financial/Price Bid)**

Item No.	Item	Maximum price Limit (in INR)	Offered Price in INR (incl. of all taxes and discount)
1.	Milk Tea (per cup) 100 ml.	Rs. 10/-	
2.	Lemon Tea (Tea Bags) 100 ml.	Rs. 10/-	
3.	Soft Drink 200 ml/300 ml/500 ml/750 ml/1 Ltr	MRP	
4.	Mineral water (half ltr.) (Preferably Bisleri/ Kinley/Bailey )	MRP	
5.	Mineral water (1 ltr.) (Preferably Bisleri/ Kinley/Bailey )	MRP	
6.	Samosa 100 gm (approx) per piece.	Rs. 15/-	
7.	Vegetable Chop 80 gm (approx) per piece	Rs. 10/-	
8.	Chicken Chop 80 gm (approx) per piece	Rs. 15/-	
9.	Aata Roti (Branded aata) (per piece)	Rs. 10/-	
10.	02 Pcs Puri/Parota with Sabji	Rs. 15/-	
11.	02 Pcs Aata Roti with Sabji	Rs. 20/-	
12.	01 Pc Puri/Parota	Rs. 5/-	
13.	Rasgulla/ Gulab Jamun/Boil Cake per piece	Rs. 10/-	
14.	Egg Omlette per piece	Rs.25/-	
15.	Boiled Egg per piece	Rs. 15/-	
16.	Maggi (Boiled) – 01 Plate	Rs.25/-	
17.	Egg Chowmein -Full (600 gm approx.)	Rs. 100/-	
18.	Egg Chowmein -Half (300 gm approx.)	Rs. 60/-	
19.	Veg Chowmein-Full (600 gm approx.)	Rs. 80/-	
20.	Veg. Chowmein-Half (300 gm approx.)	Rs. 50/-	
21.	Chicken Chowmein-Full (600 gm approx.)	Rs. 120/-	
22.	Chicken Chowmein-Half (300 gm approx.)	Rs. 70/-	
23.	Chicken Biryani/Pulao –Full (700gm approx.)	Rs. 130/-	
24.	Chicken Biryani/Pulao-Half (350gm approx.)	Rs. 80/-	
25.	Chicken Dum Biryani –Full (700gm approx.)	Rs. 150/-	
26.	Chicken Dum Biryani –Half (350gm approx.)	Rs. 90/-	
27.	<b>Vegetable Thali:</b> (Plain Rice, dal/rajma, Potato fry /Beguni, pickle and salad, Papad, Mixed Vegetable).	Rs. 60/-	

Signature of bidder with seal and date



28.	<b>Egg Thali:</b> (Plain Rice, dal/rajma, Potato fry /Beguni, Dry Fish chutney, pickle and salad, Mixed Vegetable, Papad, Egg Curry).	Rs. 80/-	
29.	<b>Fish Thali:</b> (Plain Rice, dal/rajma, Potato fry /Beguni, Dry Fish chutney, pickle and salad, Mixed Vegetable, Papad, Fish Curry).	Rs. 90/-	
30.	<b>Chicken Thali:</b> (Plain Rice, dal/rajma, Potato fry /Beguni, Dry Fish chutney, pickle and salad, Mixed Vegetable, Papad, Chicken Curry).	Rs. 100/-	
31.	<b>Mutton Thali:</b> (Plain Rice, dal/rajma, Potato fry /Beguni, Dry Fish chutney, pickle and salad, Mixed Vegetable, Papad, Mutton Curry).	Rs. 150/-	
32.	Extra Plain rice per plate.	Rs.20/-	
33.	Special Veg/Egg Fried Rice/ Pulao with Chilli Chicken/ Chicken Manchurian/Chicken Kosha & Salad (On demand)	Rs.200/-	
34.	Service Charges for serving during any meeting held in Gomati District Polytechnic (fixed).	Rs.200/-	

Signature: .....

Name:.....

Business Address: .....

.....

Affix Rubber Stamp:.....

Place:-

Date:-

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