



Walchand College of Engineering, Sangli

(An Autonomous Institute)

Vishrambag, SANGLI-416415 (M.S.), India

Website : www.walchandsangli.ac.in

No: WCE/Canteen/2018/

Dated: 22 /01/18

INSTRUCTIONS

- i. The bidders have to download the tender document from WCE website as mentioned above. The tender document can also be collected from Office of Walchand College of Engineering, Sangli (Contact Person: Mr. Mohite) during the office hours on all working days on payment of Rs. 1000/- only.
- ii. The tender document contains the Requirements, Checklist and Terms & Conditions.
- iii. The bidder shall read carefully the tender document.
- iv. The bidder shall submit the following:
 1. **Cover-1** --- DD in favor of Director, Walchand College of Engg., Sangli for Rs. 1000/- (One Thousand only towards tender fee for tenders downloaded from website).

Documents: Attested copy of Shop Act, Food License, PAN Card Xerox, GST Registration ESI certificate, Sales Tax Certificate (TIN No.), IT returns.

2. **Cover-2** --- EMD for Rs. 20000/- (Twenty Thousand) with offer for required services in The given Format (available in tender Document).

Duly Filled Check list, Quotation Format with signature and attestation.
Clients List with recommendations.

All the above shall be submitted at Office of Walchand College of Engg before the 3.00 PM on 01 Feb 2018, it will be opened on the same day @4 PM in conference hall.

All pages of offer shall be signed by the bidder.

In complete offers will not be considered.

WCE reserves the right to accept / reject offers or suspend the tender without assigning any reason.

The decision of WCE will be final and binding on the part of bidders.

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CHECKLIST

S.No	List of Details	Information to be Provided by Bidder
1	Name of the Firm : Full postal Address : Telephone No./Mobile / No./Fax No.	
2	Name and mobile of the Contractor	
3	GST /Service Tax Registration. No.	
4	PAN	
5	TENDER FEE - Rs. 1000/-	Cash/ DD Number / Issuing Bank Particulars
6	EMD for Rs. 20,000/-	DD Number / Issuing Bank Particulars
7	Client List with address, phone no and period served	To be enclosed separately
8	OFFER	To be enclosed
9	Has the tenderer ever been blacklisted by any Govt. Department If yes, give details.	
10	Are any cases pending in the court against the bidder?	
11	SIGNATURE – NAME –	



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TENDER DOCUMENT

REQUIREMENTS FOR THE CATERING SERVICES IN WALCHAND COLLEGE OF ENGINEERING, SANGLI

About WCE Canteen

The Institute has staff strength of about 300 personnel and 2000 students on the campus. A good number of employees would like to have breakfast, snacks in the canteen whereas most of the employees may take coffee/tea twice a day. Additional 150 people (Clients, daily wage workers, trainees and others) also may utilize the canteen facilities.

Scope of Service

1. To serve Breakfast and snacks as per Table -1,
2. To serve Lunch as per Table -2 (optional).
3. To serve Coffee/Tea as per Table-3.

The format for submitting offer shall be as per Annexure -1.

Contractor has to cook and serve making use of WCE canteen infrastructure as per Annexure-2.

Acceptance or otherwise of all the service line requirements and Terms and Conditions shall be explicitly stated by contractor in the bid document.

The Check list to be duly filled and submitted. Incomplete offer is liable to be rejected.

Service Line Requirements:-

1. The Coffee/Tea/Breakfast/Snacks and Lunch shall be provided to the employees on all days (except Sunday).
2. Whenever required it shall be provided on Sundays and closed Holidays and for those who are working after office hours on working days on prior intimation.
3. **The canteen shall function as per timing given below-+.**

A]	Breakfast, Coffee, Tea	:	07.00 AM to 11.30 AM
B]	Lunch	:	12.00 PM to 2.30 PM
C]	Coffee/Tea with Snacks	:	7.00AM to 7.00 PM

- D] Breakfast shall be served at one/two distribution points as per timings to be indicated later.
- E] Tea and snacks on demand shall be served to the various departments on demand during the working hours and to the students till late night prior to Examinations.
4. **The Contractor shall provide uniforms and gloves for all persons deployed in WCE canteen. Wherever required Apron shall also be provided. The contractor shall ensure washing and wearing of these by canteen personnel so as to put up a pleasing appearance. The personnel deployed should observe utmost cleanliness.**
5. **The contractor shall employ only people aged more than 18 years or as stipulated by GOI guidelines/ Labour Laws.** The Contractor should indicate the total number of staff deployed for running the Canteen.
6. **The canteen contractor shall ensure polite and cordial behavior of personnel with the employees and visitors at the Canteen. Any report of improper behavior shall warrant appropriate action.**
7. The Canteen Committee members will be regularly supervising the canteen services including cooking and will be giving appropriate instructions to the contractor/workers to improve the quality. They have the right to reject the prepared food if the quality is not to their satisfaction. The quantity **of food** served shall confirm to the Table 1 to 5.
8. **PENALTY:** The items served during any day in a month will be measured / weighed in the presence of canteen contractor by CMC. Three such measurements will be taken in a month and average arrived. This will be compared with the desirable levels. If the difference is beyond acceptable limits[less by 20 ml/25 gms] then a Penalty up to 5% will be levied on the current monthly bill. This amount shall be deducted by WCE against any weekly payment.
9. **Quality of food:**
- TASTE:**
- a) The taste of all foods served should be good, fresh, and palatable and without any foul or bitter feeling.
 - b) The dishes and curries should be changed every day for different tastes with different vegetables and other ingredients.
 - c) Constant supply of cheap vegetables and same dishes will be discouraged.
 - d) The Quality of foods served will be MONITORED by CMC. If CMC finds shortfall in quality, a penalty of 5 % of monthly bill may be levied.
 - e) Quality of all ingredients used to prepare all food items should be of reputed grades and of standard brand quality, company packed and sealed, and procured from genuine suppliers with prior approval from the Canteen Management Committee (CMC).

- f) The items with following brand quality should only be used for cooking. Utmost hygiene, care and professional skill should be maintained while cooking. The Canteen should be open to inspection by the authorities of the Institute at any time without notice.

S. No.	ITEM	QUALITY/BRAND
01	Tea	Leaf Tea-Red Label/KannanDevan/TajMahal/ Tata / Tea Day
02	Coffee	Standardquality-BrookBond/GreenLabel//Coffee day
03	Sugar	Standard Quality approved by CMC
04	Milk	Chitale/RamVishwas/Warana
05	Rice	SonaMasuri Old/ HMT /Basmati tukda
06	Atta	Fresh wheat flour/Ashirwad /Annapurna
07	Dal	Standard Quality approved by CMC
08	Grams	Standard Quality approved by CMC
09	Salt	Captain Cook/Annapurana/Tata
10	Masala / Condiments	Standard Quality approved by CMC
11	Spices	Standard Quality approved by CMC
12	Oil	Refined Sunflower Oil- Gemini/Star Use of Pamolien oil is strictly prohibited.
13	Dalda	Dharapura ghee
14	Vegetables	Fresh Vegetables not afflicted with worms and not contaminated with soil and dirt
15	Papad	Standard Quality approved by CMC
16	Any other items	Standard Quality approved by CMC

AGMARK items shall also be used. All other items used shall be approved by Canteen Management Committee (CMC).

- g) All food items, after procurement, should be produced for verification of quality by the concerned members of the Canteen Management Committee before cooking.
- h) It is the sole responsibility of the contractor to ensure that the food items procured are not adulterated or of poor quality.
- i) Strict action including imposition of fine against the contractor, as may be decided by CMC, will be taken / imposed if food served with adulterated items or substandard quality is noticed, at any stage of the Canteen service.
- 10. Suggestion-Cum-Complaint Book:**The Contractor is required to maintain a Suggestion-cum- Complaint Book at the designated prominent spot in the canteen. In the event of any complaint the canteen personnel shall politely request the users to record the complaint in the Book.
- 11. The Contractor shall be available at WCE all the time to take decisions, for consultation with CMC and to deliver the services. (The Contract is terminable in case if he/she is irregular)**
- 12. MENU - The contractor shall post the weekly menu card in the notice board.**

13. CLEANLINESS:

- a) Vegetables, rice, grains etc. should be neatly washed before cooking.
- b) All food items before cooking should be free from, contaminants, soil worms etc.
- c) Waste food and other cooked waste including tea/coffee waste should be immediately discarded.
- d) Food items ready to serve should be kept covered and not be exposed to dust, moths, and flies and to become cold.
- e) Dining tables, wash basins, kitchen, washing areas, serving counters etc. should be kept clean and should not produce nauseating/rotten smell
- f) The cooking area and dining area should be cleaned daily with soap solution.
- g) The cobwebs should be removed every week.
- h) The items should be properly covered and stored.
- i) The personnel deployed should observe utmost cleanliness both at Canteen and at distribution points.
- j) The contractor should dispose kitchen waste, unused food, paper cups in the place specifically provided.
- k) Serving food items in plastic materials is strictly prohibited
- l) **The ABOVE LISTED CLEANLINESS ASPECTS SHALL BE STRICTLY FOLLOWED. If CMC finds any shortfall in CLEANLINESS a penalty of 5 % will be levied.**

General Terms and Conditions:

- 1. The rates quoted shall be valid for a period of ONE Year. The Contract is initially for a period of ONE YEAR and extendable on mutually agreed Terms & Conditions.**
2. The **Contract is terminable by giving one month's notice in writing from either side** without assigning any reason thereof and the Contractor shall have no claim for any kind of compensation thereof.
3. Any other food requirements for meetings, seminars etc shall be on mutually agreed rates.
- 4. The contractor shall not Sub contract the services to other agency or individual. The contractor shall be fully responsible for Conduct, Service and Discipline of the personnel deployed in WCE canteen.**
- 5. The contractor shall give the list of names of the workers going to work in the canteen and will be solely responsible of their health, well being and their conduct on the campus. The contractor will be penalized for any of their indecent behavior by the CMC.**

6. **In case of accidents/hazards, if any, it will be the contractor's responsibility to hospitalize and take care of his workers. The contractor will have to take care of the necessary insurance and provident fund of his workers and the copy of the same to be submitted to the college within two months of signing the contract.**
7. In all matters of interpretation or dispute relating to the Contract, the decision of the authorities of the Institute shall be final and binding. Any dispute arising out of Contract will be subject to Jurisdiction of courts in Sangli only.
8. Institute reserves the right to accept/reject any or all the offers without assigning any reason thereof.
9. Contractor should have been directly offering / managing the catering / canteen services to Central / State / PSUs / IT organizations / Industries having population of 500 or more. Copies of PO/WO/Contract to be enclosed. **Client list shall be enclosed** giving full address and contact number.
10. The Contractor will be required to abide by the security instructions issued by the Institute from time to time.
11. Failure to abide by any of the terms and conditions stipulated will result in the forfeiture of the security deposit and termination of the contract without any notice notwithstanding anything said or contained in this contract or any other provisions of law.
12. The contractor is permitted to sell food items at a price rate as decided and approved by the Canteen Committee of WCE.
13. Full price of the food stuffs as stipulated in the Contract will be paid by the Institute to the Contractor on surrendering the monthly bills against which the food stuffs are supplied.
14. The Contractor has to submit the claim to the Accounts Officer through the central store in charge of WCE, once in a fortnight along with the bills for payment.
15. **TENDER FEE**:-The contractor shall pay Rs.1000/ by way of DD drawn in favor of Director, Walchand College of Engg., Sangli payable at Sangli towards tender document fees. The tender document shall be downloaded from WCE website. Alternatively the tender document can be collected from Mr. Mohite, from the office of the institute during the office hours on all working days at a cost of Rs1000/-..
16. **EMD**:-The contractor is required to submit a Earnest Money Deposit of Rs.20000/- (Twenty thousand only) by way of demand draft drawn in favor of Director, WCE payable at Sangli along with the tender/quotation. Such of the tenders/quotations which are not accompanied by the requisite EMD shall be summarily rejected.
17. The **Earnest Money Deposit** will be refunded to the unsuccessful tenderers after finalization of the Contract. If the successful tenderer fails to operate the Contract awarded, the Earnest Money Deposit amount shall be forfeited.

18. **SECURITY DEPOSIT**:-The Contractor is required to deposit with the Institute an interest free Security Deposit of a sum of Rs. 30,000/- (Rupees thirty thousand only) for the due performance of the terms and conditions of the Contract. The Security Deposit shall be remitted by way of Demand Draft within ten days from the date of award of Contract. The Security Deposit amount will not carry any interest and is liable to be forfeited in the event of breach of any of the terms and conditions of the Contract by the Contractor. Alternatively the Earnest Money Deposit shall be adjusted against the Security Deposit and the balance Rs.10,000/-(ten thousand) deducted @ Rs. 5000/- (five thousand) from the bills in two installments.
19. **RENT** :The contractor is liable to pay the institute a sum of Rs. 10,000/- (Rupees Ten thousand per month) as the rental charges for the canteen building apart from the monthly water and electricity charges which will be incurred as per the utility and meter readings.
20. The contractor shall produce an affidavit from a notary public duly disclosing whether any legal proceedings are initiated or pending against him.
21. The process of evaluation of tender include visit, by WCE team, to selected parties of the clients listed in the tender document to ascertain the bidder's performance. The team may seek any additional information required for the purpose of evaluation.
22. The bidder is advised to visit the WCE canteen facilities before submitting the offer.
23. **The bidder may seek any clarification from the Director, WCE, Sangli.**
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Food item requirements:

TABLE – 1 – Breakfast – Subsidy items*

S.No	DAY	Session	ITEM
1	All days	Morning	Idli = 2Nos (total 200 gms) Medu Vada =1No. (75 gms) Kanda Pohe = 1 Plate (200gms) Batata Vada = 1 No. (100gms) Veg. Sandwich = 2 pieces Shira/Uppit = 1Plate (100gm each)
		Afternoon (Optional)	Working Lunch : 2 Chapatis (200gms) , 1 veg., 1 Usal, 1 cup rice (150gms), 1 cup dal/sambar, 1 cup curd, Pickle.
		Evening	Kanda/Batata/Mirchi Bhaji -1 plate (100gms) Samosa / Cutlet -1 plate (75ms) Boiled Sweet Corn -1 plate (50gms) Veg. Sandwich -1 plate (75gms) Varities of Dosa / Tomato Omlette/ Uttappa MisalPav / PavBhaji

Extra Sambar & Chatni shall be given free of cost during breakfast.

* Additionally any other item recommended by CMC and agreed upon by contractor from time to time.

TABLE-2 – Subsidy LUNCH

MENU	Quantity
1. Rice	200 Gms
2. Chapathi / Poori	2 Nos.(total 100 Gms)
3. Gravy side dish	1 Cup
4. Sambar/Amti / Rasam	1 Cup
5. Vegetable	1 Cup
6. Curds	1 Cup
7. Papad	1 cup
8. Pickle	1 no.

Extra Sambar, Rasam and shall be given free of cost during Lunch time.

TABLE - 3

S.No	ITEM	QUANTITY
1	Coffee / Tea / Milk	100 ml

Coffee/Tea/Milk have to be served at the Canteen as per timings **in Glass/Paper Cups Only**. Use of Plastic cups is prohibited. Coffee / Tea / Milk shall be available throughout the day on all working days.

At the distribution points the coffee/tea along with breakfast item of the day shall be served. Contractor shall deploy required manpower for distribution points if required..

QUOTATION FORMAT

To cook and serve making use of WCE canteen infrastructure..

THE CONTRACTOR SHALL QUOTE IN THE FOLLOWING FORMAT ONLY

S.No	ITEM	Rate in Rs.
1	Idli = 2Nos (total 200 gms) Medu Vada =1No. (75 gms) Kanda Pohe = 1 Plate (200gms) Batata Vada = 1 No. (100gms) Veg. Sandwich = 2 pieces Shira/Uppit = 1Plate (100gm each)	
2	Kanda/Batata/Mirchi Bhaji -1 plate (100gms) Samosa / Cutlet -1 plate (75ms) Boiled Sweet Corn -1 plate (50gms) Veg. Sandwich -1 plate (75gms) Varities of Dosa / Tomato Omlette/ Uttappa Misal Pav / PavBhaji Bhaji varieties	
3	COFFEE / TEA / MILK IN PAPER CUPS only	
4	Subsidy Lunch as suggested in Table 2 (Optional)	

I agree for all the service line requirements and Terms and Conditions as per WCE tender document WCE/Canteen/2018 dt.22 /01/2018

I have attached duly filled check list, DD for tender fee and DD for EMD separately.

SIGNATURE –

NAME –

SEAL –

ADDRESS -

Infrastructure support offered by WCE

1. Drinking water supply. Point of use, filtration to be taken care by the contractor.
2. Furniture will be loaned to the Contractor free of cost.
3. Repairs towards utensils and gas connection, gas stove, etc., to be carried out by the Contractor at his cost only.
4. Required Breakfast(about 50)and Lunch plates and other utensils will have to be arranged by Contractor.
5. All other items like Grinders, Mixies, Utensils, Cutlery; Water jugs (Closed), Tumblers, Spoons, Spoon dispenser etc., are to be arranged by the Contractor.
6. The items issued by WCE shall be returned in good working condition at the end of the term.
7. The furniture and any other items provided by the Institute for the Canteen shall be issued to the contractor for safe custody and proper maintenance of them. It shall be open to the Institute to recover from the contractor out of the security deposit and also by other means the cost of damage or loss to any item of property of the Institute issued to the contractor on termination of the contract.
8. On emergency, the major repairs may be carried by the contractor with approval of CMC Chairman.
9. Electricity . Consumption of the number of units per month is payable by the contractor as per prevailing rates charged to the institute by MSEB.
10. Gas refills is to the account of Contractor.
11. Water will be supplied at a minimum cost per month.
17. All cleaning agents and accessories shall be arranged by contractor.