

**Tender Document**

for

**Appointing Catering contractor**

for

**Staff and Students Canteen**

in

**VJTI Matunga, Mumbai**



## VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

[Central Technological Institute, Maharashtra State]

Matunga, Mumbai 400019

To:

Date: 04.08.2024

**Name of Work: Appointing contractor to run and operate Canteen in VJTI Premises, Matunga Mumbai 400019.**

Sealed tenders are invited from the reputed and eligible canteen contractors for the above the work. The important information's are tabulated below.

Sr. No	Items	Description
01	Scope of Work	To run and operate Canteen in VJTI Premises, Matunga Mumbai 400019
02	Cost of Bid Document	NIL
03	Availability of Bid Document	VJTI Website: <a href="http://www.vjti.ac.in">www.vjti.ac.in</a>
04	Tender Processing Fees	Rs. 2,000.00 + GST 18 % {Rs.2000.00 (Tender Fee) + Rs. 360.00 (GST@18%)} (Non-Refundable, Payment through State Bank Collect only and receipt need to attach)
05	Earnest Money Deposit	Rs. 1, 00, 000/- (in the form D.D. Favoursing to Director, VJTI)
06	Security Deposit	Rs. 5,00,000/- (in the form D.D. Favoursing to Director, VJTI)
07	Rental Charges	Rs. 25,000/- + GST (per month)
08	Date of Pre-bid meeting	2.30 PM on 13.08.2024 (Seminar Hall, Structural Engineering Department, VJTI, Mumbai)
09	Last date for submission of Tender Document	31.08.2024 upto 5.00 PM
10	Date of opening of Technical Bids	2.30 PM – 4.30 PM on 06.09.2024
11	Date of opening of Financial Bids	Will be communicated later to the successful bidders by mail.
12	Place for opening of Bids	Store Section, First Floor, Main Building, VJTI, Mumbai 400019.
13	Contract Period	Three years extended year on year based on the performance of Contractor.

You are invited to quote for the above work as per above schedule.

  
Registrar  
VJTI Matunga, Mumbai -19

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE**  
**H.R. MAHAJANI MARG, MATUNGA, MUMBAI - 400 019**

**TENDER NOTICE**  
(Tender No: VJTI / Institute / 2024/ Tender / 01)

SEALED tenders are invited from the eligible canteen Contractors for running canteen at the Institute's premises. For further details please refer [www.vjti.ac.in](http://www.vjti.ac.in)

Downloading of Tender Document	From 04.08.2024 to 31.08.2024 (VJTI Website: <a href="http://www.vjti.ac.in">www.vjti.ac.in</a> )
Last date & time for submission of Tenders	31.08.2024 at 5:00 PM
<ul style="list-style-type: none"><li>• No Tender Document will be accepted after the due date and time given above.</li><li>• Tender to be submitted at the inward Section, Main Building 1<sup>st</sup> floor, Veermata Jijabai Technological Institute H R. Mahajani Marg, Matunga, Mumbai 400 019.</li></ul>	



Registrar

VJTI Matunga, Mumbai -19



**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE**  
**H.R. MAHAJANI MARG, MATUNGA, MUMBAI - 400 019**

**Guidelines for Payment of Processing Fees**

Tender Processing Fees	Rs. 2,360/- (Rupees Two Thousand Three Hundred Sixty only)
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***Steps to be followed for making online payment through "STATE BANK COLLECT".***

a.	Log On to <a href="http://www.onlinesbi.com">http://www.onlinesbi.com</a>
b.	Home Page STATE BANK COLLECT.
c.	Click on State Bank Collect.
d.	Click Checkbox to Accept Terms & conditions.
e.	Then click on Proceed.
f.	Select State as Maharashtra.
g.	Select Type of Category as Educational Institutions.
h.	Click on "Go".
i.	Select the Name of the institution as "Veermata Jijabai Technological Institute".
j.	Select the 'Payment category EMD and/or Tender Processing Fee on next screen, enter Name of firm, Place, PAN No, GST No. Enter appropriate tender number and enter appropriate amount in Rupees.
k.	Proceed as Instructed and Click on Submit.
l.	On next screen verify details and click on "Confirm".
m.	You will be taken to payment gateway.
n.	Select appropriate payment mode.
o.	Check the charges/commission applicable for selected Mode of Payment.
p.	Follow instructions to Print Challan and pay at any branch of SBI Bank in Cash / Pay online using Internet Banking / Credit/ Debit card.
q.	Print e-receipt and submit along with Tender.

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE**  
**H.R. MAHAJANI MARG, MATUNGA, MUMBAI - 400 019**

**Terms and Conditions for Submission and Selection of Tender**

Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents and late submission after due date will be summarily rejected.

- Attendance in Pre-bid meeting is compulsory. Contractor will receive a Pre-bid meeting attendance certificate which need to be attached along with tender document submission. Tender without Pre-Bid meeting certificate shall be rejected.
- The tender should be submitted on letterhead of contractor/organization with signature and seal.
- Each bidder shall submit only one tender.
- All pages of the Tender Document must be signed by the authorized signatory with seal and stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender. Person(authorized signatory) signing the bid or any other document connected with the tender must clearly write his/her name and also specify the capacity in which he/she is signing.
- VJTI, Mumbai reserves the right to obtain feedback from the previous/ present clients of the Tenderer and may also depute its team(s) [*before or after opening of Financial Bids*] to inspect the site(s) for first-hand information regarding the quality of food and services provided by the Tenderer. The awarding of the contract by VJTI Mumbai will be based on the feedback received. The decision made by VJTI Mumbai in this matter will be final and binding on all bidders.
- Tender shall be submitted in VJTI's official tender format only. If submitted in any other manner, the same shall be summarily rejected.
- Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs. 1,00,000/- shall be rejected.
- The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the Tender is liable to be rejected.
- ***The bids are to be submitted in following three parts-***
  - Sealed Technical Bid (as per format at ***Annexure-I***), along with a payment receipt of processing fees and Demand Draft for Rs.1,00,000/- (Rupees One lakh only), drawn in favour of **Director, VJTI, Mumbai** payable at MUMBAI, towards Earnest Money Deposit (EMD) in

one sealed envelope super-scribed "TECHNICAL BID FOR PROVIDING CANTEEN SERVICES AT VJTI, MUMBAI".

- Sealed Financial Bid (as per format at *Annexure-II*) placed in a separate envelop superscribed: "FINANCIAL BID FOR PROVIDING CANTEEN SERVICES AT VJTI, MUMBAI".
- Bidders' performance (as per format at *Annexure-III*) evaluated by the clients (for the service provided by the bidder in last three years and on-going contracts), shall be submitted in separate sealed envelope. Feedback received from the clients and on the spot assessment by the designated team of VJTI Mumbai, will be considered as a part of technical qualification.
- The above-mentioned sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing **Pre-bid meeting attendance certificate**, Technical Bid, Performance Certificates **from previous/present client's** and Financial Bid should be placed in a bigger envelop super-scribed "PROVIDING CATERING SERVICES FOR STAFF AND STUDENTS CANTEEN AT VJTI, MUMBAI". This bigger envelop, bearing the name & complete postal address of the bidder, should reach to the Store Section of Veermata Jijabai Technological Institute, Inward Section, Main Building, 1<sup>st</sup> Floor, H.R. Mahajani Marg, Matunga, Mumbai 400019 by hand delivery or by post on or before due date of submission. Tenders received after due date & time shall not be accepted. If due date turns out to be a holiday for unforeseen reason, tender would be accepted on the next working day.
- The Financial bid and EMD submitted by all bidders should be valid for at least for a minimum period of three months from the date of opening of Technical Bids.
- The VJTI Mumbai reserves the right to reject the tenders without assigning any reason.
- Before submitting the filled-in Tender Document to the VJTI Mumbai, the bidders may seek clarification(s), if any, during the pre-bid meeting.
- The successful bidder will have to enter into an agreement with the VJTI Mumbai within 7 days from the date of issue of LoI (Letter of Intent).
- Canvassing in any form will make the tender liable for rejection.
- Conditional tender will not be accepted and shall be rejected outright.
- The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure-IV. The listed brands of various items need to be taken under consideration while preparing Financial Bid. The base rates for all food items to be provided as a part of this contract are listed in *Annexure-IV*. If the rates quoted by the bidder varies more than 10% of the provided base rate, then the contractor is required to provide rate analysis

for all such items. It is compulsory to provide rates for all items given in Annexure-IV. If rates are not provided for any of the item, the tender will be summarily rejected.

- ***The selection process involves following screening steps –***
  1. The Technical Bids will be opened within fifteen days from the last date of tender submission. Those are not meeting the technical criteria will be rejected and financial bid of such bidders will not be opened.
  2. VJTI Mumbai may depute its team(s) to inspect the site(s) for first-hand information regarding the quality of food and services provided by the Tenderer. VJTI Mumbai reserves the rights to reject tender(s) based on the feedback received by VJTI Mumbai team (*if deputed*) and/or testimonials of the clients.
  3. Only the Financial Bids of tenders deemed acceptable after Step 2 will be opened for further evaluation. Lowest bidder who satisfies Step 1 and Step 2 in all respect shall be declared as successful bidder. The decision of the VJTI Mumbai in this regard will be final and no further request/query shall be entertained in this regards.
- EMD of the unsuccessful bidders will be returned within a week after finalization of the successful bidder.

### **General Terms & Conditions of Tender**

1. The quotation will be valid for a period of 90 days.
2. The Contractor further agrees to comply with the terms and conditions for operating the canteen at VJTI, including those not explicitly stated in this document.
3. The Contractor shall manage and operate the canteen on the Institute's premises as directed by the Institute. If the Institute requires the Contractor to relocate from one building to another (within the VJTI campus), the Institute will not compensate for the costs, charges, and expenses incurred by the Contractor in connection with the move.
4. **Rental Charges**

The contractor shall pay monthly compensation of Rs 25,000/- (Rupees Twenty-Five Thousand only) plus GST and any other tax as applicable towards the use of premises on or before 15<sup>th</sup> of every month. Failure of payment of rent by the due date shall attract a penalty of Rs Two Hundred per day for one month and thereafter the penalty shall increase to Rs Five Hundred per day.

## **5. Deposit**

The contractor shall keep with the institute interest free security deposit of a sum of Rs.5,00,000/- (Rupees Five Lakhs only) in form of Demand Draft (D.D.) as security for the due performance and observance of all terms, conditions and provisions herein contained and on the part of the Contractor to be performed and observed. The said deposit shall be refunded (but without interest) by the institute to the Contractor on the termination of this Agreement and on the Contractor handing over the charge to the Institute of the Canteen Premises and the furniture & fixtures, crockery cutlery utensil and any other equipment provided therein by the Institute and after deducting any outstanding amounts which may be due by the Contractor to the Institute by way of damage loss, costs, charges and expenses including costs.

## **6. Contract Period**

The contract period shall be valid for 3 years from the date of signing agreement. In case the Institute or contractor whosoever may be willing to terminate agreement before expiry of the said period as mentioned in agreement, same shall be done by giving one month notice in advance to other party concerned.

Based on performance of the contractor and requirement of the institute, the contractor may be given maximum 2 extensions of one year each.

## **7. The Contractor to Run and Operate the Canteen,**

For the purpose of enabling the Contractor to run and operate the canteen the institute shall at its own costs

- a. Provide such furniture, fixtures and fittings as the Institute in its sole and absolute discretion shall consider reasonable. However, additional furniture, if required, may be brought by the contractor at his own cost for use in the canteen.
- b. Provide metered electricity and water connections which shall be payable by the operator within the due dates.

## **8. The Contractor shall,**

- a. Run and keep open the canteen for such time during such and on such days as shall be directed from time to time by the Institute.
- b. Provide Canteen services after office hours from 6.00 P.M. to 8.00 P.M. (limited items such as Tea, Coffee, Sweet lassi, Waffers, Noodles, Omelette Pav (Single & Double), Soups, all types of Cold drinks to be provided after office hours)
- c. Provide canteen services during Public Holiday including Saturday and Sunday from 10 A.M.to 3.00 P.M.
- d. For these services after office hours night 3 waiters shall be available for servicing.



- e. Provide supply and serve only to the students and employees of the Institute for consumption in the canteen fresh and wholesome vegetarian and non-vegetarian food / meals, light refreshments, tea, coffee, cold drink, aerated water and other items of food and non-alcoholic drinks as shall be directed from time to time by the Institute at such rates and prices which may from time to time be approved by the Institute. The Contractor shall not be entitled to reduce the quantity or vary the rates and prices once fixed except with the prior consent in writing of the Institute. So also, all the eatables in the packed form like biscuits, cakes, wafers etc. shall be provided / served in packets.
- f. Ensure that copy of the schedule of quantities, rates and prices for the time being in force shall always be prominently displayed by the Contractor on notice board in the canteen.
- g. The firm will ensure adequate standards of quality and quantity of food and drinks and provide efficient and hygienic service in accordance with the Institute's requirements and shall comply with the instructions and directions given in this regard by the Institute and/or by the Canteen managing Committee constituted and/or appointed by the Institute, hereunder and/or such other persons appointed by the Institute to supervise the management of the canteen. In the event of any food poisoning/contamination, the firm will be held fully responsible and liable to other penal actions under the law. The firm will ensure proper sanitation/hygienic conditions in the premises and deploy trained personal free from infectious diseases.
- h. Provide and maintain at his own cost, trained and experienced personnel for operating the canteen. The contractor shall employ such a minimum number of Canteen waiters / servants and staff for operating the Canteen as the Institute may from time to time deem fit having regard to the number of persons to be served with a view to making available prompt, efficient and in all respects satisfactory service. The Manager / Supervisor of the Contractor must be adequately qualified to run and manage the affairs of the canteen efficiently and he shall be constantly available in the Canteen.
- i. Ensure that the staff employed by the Contractor for running the Canteen shall at all times be neatly, properly and hygienically dressed and shall be polite and courteous to the students and employees and to all persons visiting and/or making use of the canteen.
- j. Not obstruct any person authorized by the Institute from entering into the Canteen stores room, kitchen and other parts of the Canteen premises for inspection of the canteen and the foodstuff, provisions, refreshments, snacks and articles brought by the contractor for being served in the canteen provided that if the Institute is of the opinion (which opinion shall be final and binding on the Contractor) that any foodstuff or other articles sold or kept for sale or consumption by the contractor in the Canteen is stale, unwholesome or unfit for consumption or objectionable, the Contractor shall on being so informed by the Institute forthwith destroy the same in the

presence of the Institute's authorized representative and shall at his own cost and expenses replace the foodstuff or articles as destroyed with similar foodstuff or articles.

- k. Not object to the Institute or any person or persons authorized by it to take inspection samples and analyse them of any display or articles served or intended for serving and shall give all facilities and assistance during such inspection.
- l. Keep the interior of the premises permitted to be used as Canteen, kitchen, servants-room, storerooms, dining room and the drainage, floorings, doors, windows and shutters and glass thereof and all furniture, fixtures and fittings including electric Installation lights and water and sanitary installation clean and in good order and hygienic condition to the satisfaction of the Institute. Further the contractor shall install ultraviolet tube in the counter for sweets.
- m. Collect and dispose of the kitchen garbage in an appropriate manner, at a place as directed by the Municipal corporation / Institute from time to time.
- n. Keep the gully traps, manholes and sewer lines unobstructed by preventing solid, semisolid kitchen wastes to mix with liquid waste. Failure to keep the drainage system unobstructed shall lead the Institute to carry out the work and debit the cost to the contractor apart from levying suitable penalty.
- o. Not alter, cut or damage any of the flooring, walls, ceiling or timber of the premises to not be used as a canteen nor make any changes or alterations in fittings or fixtures in the canteen.
- p. Not to do anything in the Canteen which in the opinion of the Institute may be or become a nuisance or annoyance.
- q. At his own, apply for securing all permits and licenses as may be necessary or required under the provisions of any statute, enactment rules, regulations and byelaws of the Government, Municipality or any other local or public body or authority for the purpose of running canteen.
- r. Comply with such instructions and directions may from time to time be given by the Institute in all matters relating to agreement.
- s. At his own cost, apply for and obtain adequate quantities of essential commodities like sugar, rice etc. and like other foodstuff provided that the application in respect thereof shall, if so required by law or if considered expedient by the Institute be made by the Institute.
- t. Maintain proper records, registers, papers and such other documents as shall be required under any law for the time being in force in connection with running of the canteen.
- u. Be responsible and liable for payment of all salaries, wages, allowances, emoluments and such other amounts including bonus, retrenchment amount, compensation, provident fund, gratuity and other benefits as may be required to be paid to the staff employed in the canteen and for any titles arising under Workman's Compensation Act Payment of Wages Act or under any other law or statute for the time being in force and the rules and regulations as may from time

to time be applicable to the Contractor's staff by reason of their working in the canteen and shall discharge all such liabilities promptly. The staff employed by the contractor shall be under his direct and exclusive control and the contractor alone shall be responsible for compliance with the provisions of any law, rules and regulations as may from time to time be applicable to the Contractor's staff by reason of the working in the canteen. The Institute shall not be able for any sums due by the Contractor to his employees or suppliers nor for any sum due to the contractor by the Institute's students and/or staff and/or their guests for any supply or service made or provided by the Contractor to them. The Contractor shall pay his debts promptly.

- v. Be responsible and liable for payment of state taxes, excise duties, license fee and any other similar tax or duty charged, levied or imposed and the institute shall not be liable for the same.
- w. Provide and use suitable (e.g. disposable whenever demands) cutlery glassware and other utensils for services.
- x. Ensure that all the time the persons appointed by the Contractor to serve in the canteen are physically fit and free from any disease injury or contagious or otherwise in order to ensure that a really hygienic and clean service is maintained to the satisfaction of the institute. Every person engaged by the Contractor for work or service of the canteen shall be required to undergo medical examination by the Institute's Medical Officer any other Officer Identified by the Institute at the time of appointment and periodically thereafter and to comply with the directions issued from time to time by the Medical Officer The date and the time of such medical examinations shall be notified by the Institute to the contractor who shall make all necessary arrangements for the appearance of his staff and employees for such medical examination so as to ensure that the requirements of this clause re strictly observed by the Contractor The Institute may at its discretion subject the contractor's staff and employees to physical examination by the Institute's Medical Officer any time during the period of their service with the contractor in the canteen An employee found medically unfit for work or service in the canteen will be removed by the Contractor forthwith.
- y. Ensure that all its employees observe good conduct- behaviour and discipline. If the Institute complains to the contractor about the conduct or behaviour or discipline of any of the contractor's employees, the contractor shall not continue to employ such employee in the canteen, the contractor shall forthwith remove him.
- z. Ensure that any person appointed or to be appointed by the contractor for service in the canteen does not suffer from any legal disqualification for service by reason of age or any law or statute in force from time to time.

- aa. Forthwith prevent any servant or employee employed by him in the canteen or otherwise in connection with the purpose of this Agreement from entering into the canteen if the Institute considers the presence of such person on the premises is undesirable in the interest of the Institute and/or its staff and students and the Institute's opinion in that behalf shall be final and binding on the contractor.
- bb. Not do or suffer to be done in canteen anything whereby any policy against loss or damage by fire of the canteen or the Institute's premises may become void or voidable.
- cc. Comply with and undertake to comply with all applicable laws, orders, ordinances, notifications, rules, regulations or other enactment for the time being and from time to time in force relating or pertaining to the execution or purpose of agreement.
- dd. At his own cost, take insurance against such risks including accident or personal injury and in such form as the Institute may from time to time direct and maintain the same in the joint names of the Institute and the contractor, with an insurance company or companies previously approved in writing by the Institute and upon the terms and conditions in all respects satisfactory to the Institute. The Contractor shall deposit the insurance policies with the Institute and shall regularly pay all premiums as and when the same shall become due and produce for inspection the receipts acknowledging payment of the premiums.
- ee. Be liable for and make good any damage caused to the premises allotted by the Institute under agreement or any part thereof to be used as canteen or to any fixtures & fittings, furniture, articles and things therein provided by the Institute and the crockery, cutlery, glassware and cooking and other utensils initially supplied by the Institute under agreement by any act, omission, default or negligence of the Contractor or his employees servants agents or other persons using the same.
- ff. Pay for all gas, electricity and water charges used for the canteen. (as shown by the separate meters installed therein).
- gg. Shall not connect any electrical appliances used for cooking purpose to the electrical lighting installation circuit.
- hh. As the Institute will provide one intercom for canteen services, the contractor shall not install any additional telephone in the canteen. It is to be ensured that orders placed over telephone are also served in time.
- ii. Shall pay all electric charges and water charges to the concerned authorities for electric and water consumption in the allotted premises and the Institute will not be liable for the same.
- jj. Shall serve and/or sell all foodstuffs in the canteen against coupons or cash as may from to time be decided by the Institute. The contractor shall alone be responsible for maintaining

selling and distribution of coupons and collection of the amount against the same if, coupons system is adopted.

kk. Shall remain fully and exclusively liable to indemnify the Institute from and against all claims, demands, actions, proceeding, loss, damages, costs, charges, expenses and all other liabilities of whatsoever nature arising out of or in connection with the performance by the contractor of his duties and obligations.

ll. The contractor will be allowed to revise the rate every 12 months. The increase in the rates shall be governed by the annual inflation rate based on All India Consumer Price Index (CPI) published by MoSPI, Government of India along with the recommendations of the canteen committee. The increase in the rates, if any, will be finally approved by Director, VJTI.

9. Without prejudice to the generality of the provisions contained in this clause the contractor shall be solely responsible in case of food poisoning caused to any person or persons visiting or making use of the canteen/catering facility whether arising out of any act, omission or deficiency/fault of the contractor, his servants and agents or not and shall indemnify and keep indemnified the Institute off from and against all claims demands, liabilities actions and proceedings arising out of and in connection therewith. The Contractor's obligations contained in this clause shall continue to remain in force after the expiry of the agreement for sooner determination thereof. It is expressly declared that the provisions of this clause shall be binding on the contractor, his/her heirs, executors, administrators and his/her estate.

10. It is hereby expressly agreed and declared that the contractor is for the purpose of this agreement an independent contractor and all persons employed or engaged by the contractor at his own cost and responsibility in connection with the purpose and execution of the work under this agreement shall be the employees of the contractor and not of the Institute. The Contractor shall alone be responsible for the payment of all salaries, wages, allowances, emoluments and such other amounts including bonus, retrenchment compensation, provident fund, gratuity and other benefits as any be required to be paid to the staff engaged by him under any law for the time being in force and becoming applicable during the course of their employment with the contractor and shall discharge all such liabilities promptly.

11. The Contractor will at all times keep the Institute indemnified against all acts of omission or commission or negligence dishonesty theft or misconduct of default of the staff engaged or employed by him/her for work or in service in the canteen. The Institute shall not be responsible for death, injury, illness or accident to the said staff engaged or employed by the Contractor, which may arise out of and in the course of their duties in the canteen or in connection with the purpose of this agreement nor shall the Institute be able to pay any damages or compensation to

such person and in case the Institute is made or required to pay damages or compensation to such person the contractor shall on demand reimburse the Institute.

12. Every person engaged by the contractor for work of service in the canteen shall be deemed to be his own employee and no such employee of the contractor shall have any claim or right against the Institute. The contractor shall enter into service agreement in his own name with such employees.
13. No employee engaged by the contractor for work in the canteen shall be allowed to reside in the canteen and or to remain in the canteen or in the premises of the Institute outside the hours of work. No employee engaged by the contractor for work in the canteen shall loiter/enter at any time in the Institute premises (any department/section/open spaces of the Institute).
14. The Contractor shall comply with all security measures which may be in force or subsequently adopted by the institute from time to time in respect of the contractor's employee materials or otherwise for the operation of the canteen.
15. The furniture and any other equipment and appliance including electrical water and gas fittings provided by the Institute shall at all times remain its own property and the contractor shall not remove the same from the canteen and/or make use of the same for any purpose other than for bonafide use in the canteen. The contractor shall hold all such articles and things as an express trustee for and an agent of the Institute. The Institute shall require the contractor to sign for and take over the initial inventory of equipment, furniture etc. The contractor shall not install in the canteen without obtaining prior permission of the Institute in writing any equipment operated mechanically or by electricity or gas.
16. Notwithstanding anything herein contained the Institute shall at its sole and absolute discretion has the right or be entitled to terminate agreement forthwith:
  - a. If in the opinion of the Institute (which shall not be called in question and which shall be final and be binding upon the contractor) is not implementing agreement to the Institute's satisfaction or,
  - b. If the contractor shall commit a breach of the terms and conditions of agreement or,
  - c. If the contractor dies or is adjudged insolvent or compounds with his creditors or distress execution or other process is levied upon any assets or properties of the contractor or Receiver is appointed of any assets or properties of the contractor.
17. On the termination of agreement, the contractor shall remove himself, his servants, employees' agents, articles and goods from the canteen and leave all fixture, fittings, furniture, articles and things therein provided by the Institute under agreement in the same good order and condition in which it was handed over to the contractor at the commencement of agreement (reasonable wear and tear excepted) and make compensation for any loss or damage. In case of any default, the

Institute shall be at liberty at its sole discretion to dispose of such belongings, chattels, articles and things (hereinafter called the said goods by public auction or private treaty without any notice to the contractor or any other person or persons and in the event of such sale the institute shall pay the proceeds of such sale after deducting there from the cost of such sale and all amount that may be payable by the Contractor to the Institute under agreement and there upon the Institute shall be discharged from all other liabilities it any pertaining to the said goods.

18. The Institute shall be entitled to appoint a Canteen Committee consisting of not more than five persons from out of the staff of the Institute (which shall meet once every 6 months at least and additionally if either party shall request a special meeting giving two days' notice there consider and settle all matters arising (whether by way of complaint or otherwise) concerning standards of food or service the choice of dishes/utensils or refreshments to be supplied, the prices to be charged or any other aspect of the services to be provided by the Contractor hereunder.
19. The Institute's decision in all matters or disputes which may arise between the Institute and the contractor relating to the running of the canteen and / or interpretation of agreement and the matters covered by agreement shall be final and binding on the contractor.
20. All notices under agreement shall be in writing and shall be served by sending the same by registered post to the contractor at his last known place of business or residence and to the Institute at its Registered Office.

### **21. Experience**

Minimum 5 years' experience in catering field of which 2 years' experience in running catering services at academic Institute/ training centres.

### **22. Enhanced Evaluation Criteria**

If the tenderer possesses a degree in hotel management, catering, or nutrition from an accredited university or college, they will receive additional points during the tender evaluation process compared to other candidates.

### **23. Penalty**

- A Canteen Committee will be nominated by the VJTI Mumbai to inspect the functioning of the Canteen with a view to ensure hygienic and satisfactory service. In case repeated failures or lacunae are noticed by the Committee on the part of the firm, the Chairman of the Canteen Committee may impose a fine of upto Rs. 5,000/- on each occasion.
- In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month's notice resulting in the forfeiture of Performance Security.

- In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacture, a penalty of Rs. 500/- will be imposed for each default.
- In the event of violation of any statutory obligations, the firm shall be solely responsible and liable for further action as per law. Further, in the event of any action, claim, damages, suit initiated against the VJTI Mumbai by any individual, agency or government authority due to acts of the Firm, the Firm shall be liable to make good/ compensate such claims or damages to the VJTI Mumbai. As a result of the acts of the Firm, if the VJTI Mumbai is required to pay any damages to any individual, agency or government authority, the Firm would be required to reimburse such amount to the VJTI Mumbai or the VJTI Mumbai reserves the right to recover such amount from the payment(s) due to the Firm, and/or from the amount of Security Deposit submitted to VJTI Mumbai.
- If the Contract is terminated by the Firm without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, the Security Deposit will be forfeited without prejudice to the VJTI Mumbai Management's right to proceed against the firm for any additional damages that the VJTI Mumbai suffers as a result of the breach of the aforesaid terms and conditions.
- The VJTI Mumbai reserves the right to impose the penalty (to be decided by the VJTI Mumbai authorities) on the Firm for any serious lapses in maintaining the quality in the services wilfully or otherwise by the firm or its staff and for adulteration, if any.

#### **24. Solvency Certificate**

Solvency Certificate (not older than 6 months before the due date of the tender of Rs. 1.5 crores or above issued by your banker indicating credit facility available to your company. The certificate must be submitted in a sealed cover addressed to the Director, VJTI.

#### **25. Mumbai Office**

Contractor should operate from a registered office in Mumbai.

#### **26. ISO Certificate**

Should have ISO 45001- 2018 Certification.

#### **27. Declaration**

Should submit declaration- that he was never blacklisted nor was his contract terminated prior to completion of contract.



**28.** Sealed tender to be submitted/delivered at the address mentioned. The inward Section, Main Building, 1<sup>st</sup> floor of Veermata Jijabai Technological Institute, H.R. Mahajani Marg, Matunga, Mumbai 400 019.

**29. Taxes & Licenses**

- a. Please quote your GST and Income Tax Number.
- b. Contractor should have a valid Food Safety and Standards Authority of India License, PF/ESIC, GST, Shops & Establishment Registration Certificate, PAN Card.

**30. Jurisdiction**

Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Mumbai courts only.

## ANNEXURE-I

### Documents for providing Canteen Services at Veermata Jijabai Technological Institute (VJTI), Matunga, Mumbai 400019.

<b>Name of the Firm</b> (as per Registration Certificate)		
<b>Complete Postal Address of the Firm</b> (as per Registration Certificate)		
<b>Company Profile</b>		
1. Name of the Company/ Firm and Complete registered address		
1(a).	Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation.	
1 (b).	Has your company/ firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
1(c).	Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof.	
1(d).	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
1(e)	Do you possess a degree in hotel management/catering/nutrition from an accredited university or college? If so, kindly attach a photocopy of the same.	
2. Name, Designation and Tel. No(s) of the Contact Person, Fax No(s) and Email address.		
3. Year of commencement of business		

4. Statutory details (Photocopy to be attached)				
a) Registration No. of the Firm				
b) PAN No.				
c) ESI Reg. No.				
d) GST Reg. No.				
e) EPF registration No.				
f) Food Safe Reg. No. (FSSAI)				
5. Income Tax Assessment Completion Certificates for last three financial years Duly certified by CA.				
6. Certificate ISO: 45001:2018 (Photocopy to be attached)				
7. List of present and past clients (Please use separate sheet for each) as per the following format.				
8. Format for details of present and past clients:				
Sr. No.	Name of Organization with complete postal address.	Name and Designation of contact person with Tel. No./Mob. No.	Date from which the contract was awarded.	No. of persons deployed by your firm.
(1)	(2)	(3)	(4)	(5)
9. Volume of business for the last three years (Please submit documentary evidence like audited balance sheets and Profit & loss accounts etc.)				
Details of Annual financial turnover for the last three financial years (Rs. in crore)	2022-23	2021-22	2020-21	

This offer shall be valid for 90 calendar days from the last date of submission of tender we accept all terms and conditions of tender.

Place:

Date:

Signature with seal

## Annexure II

### List of items: Rates of items to be quote by the Contractors for Financial Bid

Sr. No.	Name of the Item	Units	Base Rate Rs	Rate/Unit	
				Figures	Words
<i>Snacks and Other</i>					
1	Sada Dosa	150 gms	23		
2	Butter Sada Dosa	150 gms	26		
3	Cheese Sada Dosa	220 gms	33		
4	Masala Dosa	200 gms	36		
5	Butter Masala Dosa	250 gms	39		
6	Cheese Masala Dosa	270 gms	46		
7	Mysore Sada Dosa	200 gms	32		
8	Mysore Masala Dosa	250 gms	40		
9	Butter Mysore Dosa	230 gms	42		
10	Plain Utthappa	200 gms	24		
11	Masala Utthappa	250 gms	37		
12	Onion Utthappa	250 gms	33		
13	Tomato Utthappa	250 gms	33		
14	Cheese Utthappa	250 gms	45		
15	Menduwada (1 piece) Sambhar/Chutney	50 gms	13		
16	Batatawada (1 piece Veg)	50 gms	11		
17	Batatawada/Usal	150 gms	29		
18	Wada/Samosa Pav	50 gms	14		
19	Samosa/Usal	150 gms	30		
20	Idli (2 piece) sambhar/chutney	100 gms	24		
21	Punjabi/veg. Samosa (1 piece)	50 gms	12		
22	Ragada Samosa 2 piece	300 gms	35		
23	Upama	200 gms	25		
24	Upama poha mix	225 gms	28		
25	Shira	200 gms	24		
26	Poha	200 gms	24		
27	Misal Pav 2 piece	200 gms	31		
28	Misal	200 gms	24		
29	Usal Pav	200 gms	25		
30	DahiMisal 2 piece	250 gms	29		
31	Dhokla 1 piece	25 gms	9		
32	Puranpoli (1 piece)	70 gms	22		
33	Kaanda/ Batata bhaji	100 gms	31		
34	Methi bhaji	130 gms	31		

Sr. No.	Name of the Item	Units	Base Rate Rs	Rate/Unit	
				Figures	Words
35	Veg cutlet	1 no.	15		
36	Bread Pakoda	1 piece	17		
37	Kachori/ Sabudanawada	2 piece	25		
38	Moong Dal Bhajji	200 gms	31		
39	Gulabjam 1 piece	60 gms	08		
40	Jalebi	100 gms	24		
41	Dalwada/Aluwadi	25 gms	14		
42	Dahi	200 gms	22		
43	Puri bhaji 1 plate	Puri-4 piece Bhaji- 100gms	44		
44	Chole Bhature	Bhatura – 2 piece Chole- 100gms	60		
45	Bhatura	1 piece	24		
46	Puri plate	4 piece	25		
47	Pav bhaji (2 Pav)	120 gms	55		
48	Pav	1 piece	04		
49	Sukhabhel	100 gms	28		
50	Masala bhel	100 gms	33		
51	SevPuri	( 6 piece puri)	28		
52	Masala puri	(6 pieces puri)	30		
53	Masala dahipuri	( 6 pieces puri)	45		
54	Dhabeli	1 piece	25		
55	Paraths: * Aloo Paratha, Kobi Paratha, Methi Paratha	200 gms.	35		
<b>Tea, Coffee and Others</b>					
1	Tea *	120 ml	11		
2	Cutting Tea	60 ml	08		
3	Special Tea	120 ml	17		
4	Special Tea (without sugar)	120 ml	17		
5	Deep Tea	120 ml	17		
6	Black Tea	120 ml	15		
7	Coffee*	120 ml	15		
8	Coffee (without sugar)	120 ml	14		
9	Hot milk	100 ml	15		
10	Sweet lassi *	150 ml	28		
11	Butter milk	150 ml	13		
12	Lemon Ice Tea	150 ml	20		
13	Bun Maska Pav	1 piece	15		
<b>Sandwiches</b>					

Sr. No.	Name of the Item	Units	Base Rate Rs	Rate/Unit	
				Figures	Words
1	Veg. Sandwich	200 gms	30		
2	Veg. Cheese Grill Sandwich	240 gms	42		
3	Veg. Grill Sandwich	200 gms	35		
4	Cheese Sandwich	100 gms	33		
5	Mumbai Style Sandwich	200 gms	33		
6	Mumbai Style Cheese Sandwich	240 gms	44		
7	Toast butter	100 gms	23		
8	Bread butter	100 gms	20		
9	Schezwan Sandwich	100 gms	25		
10	Schezwan Cheese Sandwich	140 gms	35		
<b>Chinese food and others</b>					
1	Veg. Fried Rice	300 gms	50		
2	Veg. Schezwan Fried Rice	300 gms	55		
3	Babycorn Rice	300 gms	60		
4	Veg Hakka noodles	300 gms	50		
5	Veg Schezwan Hakka noodles	300 gms	55		
6	Veg. Burger	1 piece	30		
7	Veg. Cheeseburger	1 piece	45		
8	Veg Frankie	150 gms	35		
9	Veg Cheese Frankie	180 gms	41		
10	Veg Schezwan Frankie	180 gms	37		
11	Veg Schezwan Cheese Frankie	200 gms	45		
12	Manchurian Rice	250 gms.	60		
13	Veg. Pasta	220 gms	45		
14	Veg Noodles*	100 gms	25		
15	Mushroom Chilli	200 gms	55		
16	Babycorn Chilli	200 gms	55		
17	Goby Chilli	200 gms	45		
18	Idli Chilli	200 gms	45		
19	Veg. Manchurian	250 gms	55		
20	Veg. Manchurian roll	1 piece	37		
21	Chinese bhel	200 gms	33		
22	Schezwan cheese dosa	250 gms	41		
23	Schezwan masala dosa	270 gms	38		
24	Chinese spring dosa	300 gms	47		
25	Paneer Chilli	180 gms.	60		
26	Waffers*	50 gms	20		

Sr. No.	Name of the Item	Units	Base Rate Rs	Rate/Unit	
				Figures	Words
27	Soup*	150 ml	30		
<b>Lunch and Others</b>					
1	Half Lunch Shall consist of – 3 puri/ 2 chapati, 1 wati rice, 1 dry vegetable, 1gravy vegetable, dal, 1 papad.	Thali	35		
2	Lunch Shall consist of – 5 puri/ 2 chapati, 2 wati rice, 1 dry vegetable, 1gravy vegetable, dal, 1 papad, chutney, pickle.	Thali	55		
3	Special Lunch Shall consist of – 5 puri/ 2 chapati, veg. pulav or 2 wati rice, 1 gravy dish, 1seasonal vegetable, dal, papad, 1 sweet dish, chutney, pickle.	Thali	64		
4	Chapati	1 piece	07		
5	Plain rice	150 gms	22		
6	Jeera rice	150 gms	25		
7	Dal rice with pickle	250 gms	30		
8	Sukhi bhaji	100 gms	30		
9	Chana masala/aloo matar	150 gms	31		
10	Roasted/Fried Papad	2 no.	10		
11	Dal/ Sambhar	200 gms	22		
12	Lemon Rice	250 gms.	40		
<b>Pulav/Biryani</b>					
1	Veg. Pulav with raita	250 gms	55		
2	Veg. Biryani with condiment	rice - 250 gms Veggies - 100 gms	60		
3	Tomato Rice with condiment	250 gms	40		
4	Dal khichadi with condiment	250 gms	40		
<b>Nonveg items</b>					
1	Omlet *Pav 1 and 1 egg	Single	20		
2	Omlet * Pav 2 and 2 eggs	Double	35		

Sr. No.	Name of the Item	Units	Base Rate Rs	Rate/Unit	
				Figures	Words
3	Chicken masala	2 pieces curry cut	55		
4	Chicken biryani with condiments	Rice- 250 gms Chicken-2 pieces curry cut	75		
5	Chicken masala Pav 2 piece	2 pieces curry cut	62		
6	Chicken rassa/gravy	120 gms	35		
7	Egg. Masala	2 eggs	50		
8	Egg. Biryani	Rice - 200 gms Egg - 2 piece	64		
<b>Cold Drinks and Water</b>					
1	All types of cold drinks *	200 ml	MRP		
2	Energy Drinks	300 ml	MRP		
3	Fresh Lime Water	180 ml	15		
4	Packed Water bottle (Bisleri/AquaFina/Clear	500 ml	10		
5	Packed Water bottle (Bisleri/AquaFina/Clear	1 litre	20		

Note i: The items marked as \* shall at least be provided after office hours and holidays also.

Note: ii: The quantity and quality of food stuff/ snacks served shall be as per requirements of Mumbai Municipal Corporation Grade – II

Name of the Contractor

With Seal and stamp



**ANNEXURE-III**

**FORMAT FOR PERFORMANCE CERTIFICATION REFERRED**

(Furnish this information for each individual work from the employer for whom the work was executed in last three years)

1	Name of the contract and location	
2	Agreement Number	
3	Scope of Contract	
4	Contract Cost	
5	Date of start	
6	Period	
7	Amount of compensation levied, if any	
8	Performance Report	
	a Quality of Food <i>(Excellent/Very Good/Good/Fair)</i>	
	b Resourcefulness – <i>(Excellent/Very Good/Good/Fair)</i>	
9	Compliance of all statutory requirements- <i>(Yes / No)</i>	

(Seal of the Organization)

(Signature of the authorized representative)

Date:

Place:

## ANNEXURE-IV

### PERMISSIBLE BRANDS OF CONSUMABLES

Item	Quality of Parameters/Brands
Salt	Iodized Salt such as Tata, Annapurna, Nature fresh or other Equivalent Quality Brand.
Spices	MDH, Catch, Everest, Mothers, MTR or other Equivalent Quality Brand.
Chicken, Mutton	Fresh chicken and Mutton must be used. <i>(Use of Frozen Chicken and Mutton is forbidden)</i>
Ketchup	Maggi, Kissan, Heinz, Del-Monte or other Equivalent Quality Brand.
Oil	Refined Oil Such as Sundrop, Sunflower, Nature-Fresh or Godrej.
Pickle	Mothers, Priya, Tops, Nilon's, Siddhivinayak or other Equivalent Quality Brand.
Atta	Ashirvad, Pillsbury, Annapurna, Nature-Fresh or other Equivalent Quality Brand.
Instant Noodles	Maggi, Top Ramen, Yippie or other Equivalent Quality Brand.
Flavoured Drinks	Rasna, Roohafza, Mapro or other Equivalent Quality Brand.
Papad	Lijjat, Shuhana, RamBandhu, Ustav or other Equivalent Quality Brand.
Butter	Amul, Mother dairy, Govardhan, Britannia or other Equivalent Quality Brand.
Bread	Modern, Kquality, Wibs, Britannia or other Equivalent Quality Brand.
Cornflakes	Kellogg's or other Equivalent Quality Brand.
Chocos	Kellogg's or other Equivalent Quality Brand.
Jam	Kissan, Mapro, Maggi, Druk or other Equivalent Quality Brand
Ghee	Amul, Mother Dairy, Britannia, Gits and Everyday or other Equivalent Quality Brand
Shrikhand	Amul or other Equivalent Quality Brand
Frozen Yogurt / Curd	Mother Dairy, Amul, Cream bell or other Equivalent Quality Brand
Cow Milk	Mother Dairy, Amul, Govardhan or other Equivalent Quality Brand
Paneer	Amul, Mother Dairy or other Equivalent Quality Brand
Tea	Girnar, Brooke bond, Lipton, Tata, Tazza, Red Label, Society or other Equivalent Quality Brand
Coffee	Nescafe, Bru or other Equivalent Quality Brand
Ice-Cream	Amul, Mother Dairy, Kquality, Natural or other Equivalent Quality Brand

Item	Quality of Parameters/Brands
Soya	Nutrella or other Equivalent Quality Brand
Frozen Peas	Safal (offseason), Al kabeer, or other Equivalent Quality Brand
Cheese	Amul, Mother Dairy, Britannia or other Equivalent Quality Brand
Rice	Royal, Donur or other Equivalent Quality Brand
Basmati Rice for Special Rice	Everyday, Daawat, Devaaya or other Equivalent Quality Brand
Custard Powder	Brown Polson or other Equivalent Quality Brand
Handwash	Dettol, Lifebuoy ( <i>Non-Diluted</i> ) or other Equivalent Quality Brand
Sweet	Bikaner, Haldiram or other Equivalent Quality brand
Packed Juices	Real, Tropicanna, etc.
Cold Drinks	Pepsi, Coke, Sprite, Mazza, etc.
Besan and Dal	Rajdhani, Tata, or other Equivalent Quality brand
Mineral water	ISI marked Kinley, Bisleri, Ganga, Aquafine, or other Equivalent Quality Brand
Biscuit	Britannia, Good day, Parle or other Equivalent Quality Brand

**Note: The Contractor may use any other equivalent brand after obtaining prior approval from VJTI Mumbai.**