

**ADVANCED TECHNICAL TRAINING CENTRE**  
**AN ISO 9001 CERTIFIED INSTITUTE**  
**BARDANG, SINGTAM, EAST SIKKIM - 737134**

**COMPETITIVE BIDDING FOR OPERATION AND MANAGEMENT  
OF  
CANTEEN OF ADVANCED TECHNICAL TRAINING CENTRE**

BID REFERENCE : ATTC/ADM/2017/CT/2

LAST DATE AND TIME FOR RECEIPT OF BIDS : 05.12.2017 up to 1600hrs

TIME AND DATE OF OPENING OF BIDS : 06.12.2017 at 1200hrs

PLACE OF OPENING OF BIDS : CONFERENCE ROOM, DIRECTORATE OF TECHNICAL EDUCATION

ADDRESS FOR COMMUNICATION : ATTC BARDANG, SINGTAM, EAST SIKKIM - 737134

EMAIL ID : attc.skmpoly@gmail.com

PHONE NO : 9434035381, 7865980405

# **TECHNICAL BID**

# **TECHNICAL BID**

## **SECTION – I**

### **INVITATION FOR BIDS (IFB)**

1. The Principal, ATTC, Bardang, now invites sealed bids on behalf of Advanced Technical Training Centre from various bidders for operating of college canteen.
2. Interested bidders may obtain further information from the office of The Manager (Administration), ATTC, Bardang, Singtam, East Sikkim - 737134
3. Financial bid shall be opened only after fulfillment of criteria laid for the technical bid.
4. The price to be bid will be based upon rent per sq.ft/month (minimum ₹ 15/sq.ft/month) for area utilized.
5. Bids will be opened in the presence of bidders' representatives who choose to attend on the specified date and time.
6. In the event of the date specified for bid receipt and opening declared as a public holiday in office of ATTC, Bardang the date for submission of bids and opening of bids will be the following working day at the appointed times.

# **TECHNICAL BID**

## **SECTION - II**

### **MANDATORY DOCUMENTS**

Bidders must submit the following mandatory documents to qualify for bidding:

1. Valid trade license (Sikkim)
2. Firm registration certificate
3. Proof of Indian nationality
4. Income tax clearance certificate
5. GST registration
6. Clearance from Health Department, Govt. of Sikkim (for catering services)
7. Experience Certificate
8. All bids must be accompanied by a bid security (in a **separate** sealed envelope) in favour of **THE PRINCIPAL, ATTC** as specified in the bid document and must be delivered to the above office at the date and time indicated above.
9. EMD of ₹ 10,000/- enclosed vide D.D Number .....dated.....  
The information furnished above is correct to the best of my knowledge.
10. Sign undertaking for accepting all clauses mentioned in Section III of the bid document

*Note: Failure to submit any of the above documents will lead to disqualification of bidders.*

# **TECHNICAL BID**

## **SECTION - III**

### **TERMS AND CONDITIONS OF CONTRACT**

1. Monthly rental Charges for area utilized will be based on rent / sq.ft /month (minimum ₹ 15sqft /month).
2. The following main three items should not exceed the given rate:
  - a) TEA – ₹ 10/ CUP
  - b) VEG THALI - ₹ 50/ PLATE  
(SHOULD INCLUDE RICE/ ROTI, DAL, VEGETABLES, PICKLE AND SALAD)
  - c) NON-VEG THALI– ₹ 70/ PLATE (SHOULD INCLUDE RICE /ROTI, CHICKEN, DAL, PICKLE AND SALAD)
3. The Contractor shall be entirely responsible for all taxes, duties, cess, license fees, entry tax road permits, etc., for providing the Canteen Services to the ATTC Polytechnic. As per the State Tax Laws applicable in the State of Sikkim, TDS as applicable will be deducted at source under income Tax Act 1961.
4. The Contractor is required to run the Institute's Canteen (at Bardang campus) in the space provided in the Institute premises and should be able to cater about 500 students and staff in the campus.
5. For uses of the floor space i.e Kitchen, wash area, storage and staff rooms etc by the contractor a monthly rental Bid Price must be paid to the institute.
6. The Contractor is liable to pay for electricity and water charges consumed within all the premises under his use within the Institute complex on actual consumption/flat rate point basis charges. The rental amount .....must be paid by the Contractor to the Institute on a regular monthly basis within the 10<sup>th</sup> of the month for which it is due. For instance, the rental for the month of April must be paid by the 10<sup>th</sup> of April itself. Likewise, the electricity charges for the month for which it is due must be paid by the Contractor within the due date during the following month.
7. In case of the contractor not following the instruction or providing very low standard of food, the contractor will be issued a notice and in case of re-occurrence of the same the contract shall be terminated.
8. The food sold in the Canteen must be strictly as per the approved rates and standard. The rates of the items food items sold in the canteen must be mutually agreed upon by the Principal and the contractor. Approved rate List and specification of items to be sold in the Canteen should be prominently displayed in the Canteen. Any further change in rates must be approved and agreed upon by both the Principal and the Contractor. The packaged items sold in the canteen should not exceed the MRP rate.
9. Rates once quoted will remain fixed for the entire contract period.

10. Basic furniture for Kitchen and Dining Hall will be provided by the Institute for use of the Contractor including few kitchen gadgets as per the inventory. Contractor is to maintain all these items in serviceable condition during the contractual period, failing which the appropriate deduction will be made from his dues as per actual. Loss and damage, if any, of the issued items will be made good promptly by the Contractor. If he fails to do so, recovery shall also be made from him by the Institute on actual.
11. Cooking appliances like electrical appliances / LPG etc. has to be managed by the contractor.
12. Only refined oil of ISI branded company must be used for all cooking purposes. Use of Vanaspati ghee (Dalda etc) is strictly prohibited.
13. An inventory list of institute equipment & furniture would be provided to the contractor after which the contractor will be solely responsible for its maintenance and the same would be inspected by the committee at the end of every semester.
14. Contractor will employ cooks, waiters and other workers required for running Canteen at his cost. All workers employed by the Contractor in the Canteen should not be suffering from any contagious diseases. Contractor will be responsible for regular medical checkup of his staff (minimum once in three month). The medical fitness certificates of all workers duly signed by the doctor will be displayed on Notice Board at all times. Contractor must provide proper uniforms to workers employed by him. Workers should be properly dressed and must use gloves for hand and when the food is being served or prepared. Sanitary inspection of the area will be made at regular intervals without prior notice. The contractors must register the workers under the EPF and obtain a clearance of the monthly EPF statement prior to submitting the bills for monthly mess charge payment (applicable under EPF norms).
15. Contractor must ensure that Police verification of the staff is carried out before they are employed.
16. The Contractor must maintain a proper register of all workers employed by him and same should be submitted to Principal, ATTC at regular intervals for verification. No Canteen employee shall be allowed to enter into ATTC premises without identity card issued by Contractor and countersigned by Principal, ATTC.
17. The Contract will be initially awarded for the period of 2 (two) years only. In case service of the Contractor is found satisfactory, the contract can be further renewed purely at the discretion of the Institute.
18. During the period of contract, in the event the service of the Contractor is not up to the mark and if the Contractor is found to have violated any of the terms and conditions as stipulated in the contract, the Institute reserves the right to terminate the contract at any time with two months' notice. No compensation whatsoever will be payable to the Contractor in case his contract is terminated due to unsatisfactory service before the stipulated time period. Likewise, the Contractor also can exercise the option of termination of Contract for which he must give two months prior notice in writing to the Institute.
19. The Contractor must ensure the overall cleanliness of the premises within his control at all times. Contractor will be responsible to keep kitchen, dining hall, toilets, and corridors and surrounding area of Canteen absolutely neat and clean at all times for which he will employ sufficient Safai Karmacharis at his own cost. The dumping of garbage/waste material should be made at the area specified by the institute.

20. No organized meeting shall be held in the canteen or in the premises of the institute, without the permission of the principal.
21. No canteen staff shall make any disturbances in the canteen. Contractor and the staff shall not enter into any form of argument with the students. Complaints if any, about the behavior of the student or staff shall be made to the Principal/.
22. The Contractor will abide by the provisions of the relevant Labour Laws and all other relevant Laws and Rules & Regulations as applicable in the State of Sikkim.
23. EMD of ₹ 10,000/- (ten thousand only) in the form of Demand Draft in favour of The Principal, ATTC payable at SBI, Majitar is to be deposited along with bid/tender, which will be returned if the contract is not awarded to the bidder.
24. The EMD of the Successful bidder will be returned on furnishing the requisite Security Deposit of ₹ 50,000/- (Rupees fifty thousand only) which must be in the form of FDR (Fixed Deposit Receipt) in name of Principal, ATTC and submitted within fifteen days of the award of contract failing which the contract shall stand terminated. This Security Deposit will be refunded (only the principal amount) on termination of the Contract after adjusting all pending dues on account of rental, electricity and demurrages and other recoverable dues.
25. The Institute reserves the right to make such alterations, amendments and changes to the terms and conditions as it may deem fit and appropriate at any time during the pendency of the Contract period.
26. Stock verification of the furniture and utensils provided by the Institute will be carried out every half yearly. The Contractor is required to furnish the details of furniture and utensils issued to him every six months and make good any loss or damage thereof.
27. Contractor will provide and observe safety measures to avoid any accidents in the Canteen/hostel mess and shall be held responsible for any injury/loss that may take place therein due to his negligence.
28. Cigarettes, alcohol, tobacco, pan masala or any other intoxicants or any other items deemed to be harmful to health shall under no circumstances be sold or provided or supplied within the Canteen or Mess or within the Institute campus by the Contractor and in the event of any violation by the Contractor, he shall be held fully liable for penal actions as per law including termination of the contract.
29. The contract must be agreed and signed upon by the contractor on the same day when his/her tender is selected or else preference would be given to the next lowest bidder.
30. The contractor must submit the service tax, income clearance certificate and any other tax applicable for the past 1 year.
31. The contractor must submit a copy of the PAN number/card and the service tax certificate from the service tax department or GST registration.
32. All disputes are subject to the jurisdiction of Courts at Gangtok, Sikkim.
33. If any of the mentioned enclosures are not submitted, the tender document shall not be considered.

# **TECHNICAL BID**

## **UNDERTAKING**

I, .....(name of the contractor/firm)

s/d/o..... and r/o .....

state that I have read all the 33 Terms and Conditions of contract mentioned in Section III of Technical Bid stating the requisites for the operation of ATTC college canteen and accept it with true to my knowledge. In case there is any discrepancies related to the submission of my documents the concerned authority has the right to cancel my bidding without any notice.

Signature of the bidder

Date:

Place:

Contact no:



# **FINANCIAL BID**

**PRICE BID FOR RUNNING CANTEEN**  
**(To be filled up and submitted by bidder in a separate sealed envelope)**

Name of the firm/contractor:.....

Father's Name:.....

Trade License Number:.....

Firm Registration Number:.....

Monthly rental price (both in words and figure)

**Quoted by Bidder:**

**Rs.....(Rupees.....)**  
**.....)**

*The amount quoted should be based on the monthly rental calculated by multiplying the rate/sq.ft. and the available sq.ft i.e 892 sq.ft.*

*Eg.: if quoted rate is ₹ 16/sq.ft/month the amount quoted should be = 16 x 892 = ₹ 14,272/month*

*(Rupees fourteen thousand two hundred seventy two)*

Permanent Address.....

.....

.....

Correspondence Address.....

.....

.....

Contact Numbers.....

(Signature of the Bidder with Name and Date)