

SARDAR PATEL INSTITUTE OF ECONOMIC AND SOCIAL RESEARCH

Thaltej Road, Near Doordarshan, Ahmedabad 380 054
Website: www.spiesr.ac.in; Email: administration@spiesr.ac.in

Advertisement for Canteen Services

Tenders/Proposals are invited for 'Annual Contract for providing Canteen Services' at the campus of Sardar Patel Institute of Economic and Social Research, initially for a period of one year, which can be extended for a further period on mutually acceptable terms and conditions. The agencies having valid registration certificate will have advantage. The Contractors should have relevant experience.

The selected Contractor, as a result of the bid process, shall sign a contract (Section III) with Sardar Patel Institute of Economic and Social Research to carry out the operations of Canteen Services. The tender document can be downloaded from the website of the Institute or can be collected personally from the Institute during the period September 11 to 18, 2024 between 3.00 and 5.00 p.m.

The duly completed tender/proposal in a closed/sealed envelope superscribing "Tender for Canteen Services" may be submitted along with a copy of registration certificate, GST Number, PAN Card, Bank Details, etc., to the Ag. Director at the above address on or before September 25, 2024 by 4.30 p.m.

Sardar Patel Institute of Economic and Social Research reserves the right to accept or reject the tender/proposal without assigning any reason thereof.

Ag. Director

SECTION I

SCOPE OF WORK

1. Sardar Patel Institute of Economic and Social Research intends to run this Canteen and has approximately 25 persons on its rolls, which include, faculty and staff. ***Besides, there will be residents and morning and evening walkers on the campus.***
2. The bidders should have on their rolls sufficient number of cooks to prepare good quality snacks/meals/tea/coffee, etc.
3. The list of Items to be served in the Canteen (subject to modifications as per the seasons / occasion etc.) is given in Annexure A. The maximum retail sale rate for the items shall be fixed at the lowest rate quoted by the bidder. The rates can be revised every financial year on mutual consent.
4. The timings for serving shall be as shown in Annexure A.
5. The timings and the working days of Canteen services will be regulated by the Institute.
6. Menu items as per (Section I) and as decided by the Institute from time to time shall be followed.
7. Although, the Institute shall provide the following facilities, their maintenance and upkeep will be ensured by the Contractor to the satisfaction of the competent authority of the Institute or body responsible to keep check on such issues:
 - a.) A Kitchen with serving counter and store room(s) etc.
 - b.) Customer seating area,
 - c.) The Contractor has to pay electricity bill on actual.
8. The following arrangements will be made by the Contractor:
 - a.) Furniture for the seating arrangement for itself.
 - b.) Refrigeration facilities.
 - c.) Cooking and serving utensils.
 - d.) Cooking gas and cooking range.
 - e.) Crockery etc.
 - f.) Adequate work force.
 - g.) Any other facility needed to ensure smooth functioning of the canteen. (Note - In case of any additional requirement to run the Canteen smoothly, the same will be arranged by the contractor at his/their own expenses).
- 8.) On receipt of duly signed requisition form by the concerned official(s), the canteen Contractor has to serve regular light tea/high tea/buffet lunch/dinner etc. as per the Institute's approved rates fixed for general hospitality arrangement at the scheduled venue of the Institute for all the official meetings as well as various Academic and Cultural Activities, Festivals, Seminars, Symposium, Conferences, Training Programmes, and such other events. The Institute reserves the right to engage separate catering contractor for Catering Services on various special occasions, as mentioned above, and the Canteen Contractor will have no right to raise objection on this account.

**SARDAR PATEL INSTITUTE OF ECONOMIC & SOCIAL RESEARCH
AHMEDABAD**

SECTION-II

GENERAL TERMS AND CONDITIONS

The following terms and conditions may be read carefully and complied with before submitting the tender/ response to the proposal. These terms and conditions will not be modified except by a written addendum/ corrigendum issued online only, by the Ag. Director, Sardar Patel Institute of Economic & Social Research, Ahmedabad. No provision hereof shall be deemed waived until and unless such waiver is issued in writing and signed by Ag. Director, Sardar Patel Institute of Economic & Social Research, Ahmedabad. If any term and/or condition of this document are held invalid, the remaining document shall continue to be in full force and effect.

1. Before participating, the respective canteen bidders are advised to visit the canteen space location and its surrounding and safety measure to be required for the operation of canteen services as per local bye-laws. Bidder must also assess business before participating in tender.
2. Bidding firm should not be black-listed/ debarred by any government institution in the last 3 years. Such tenders shall be rejected.
3. The bidder will have to deposit earnest money of Rs. 10,000/- (Rupees Ten Thousand Only) along with the tender in the form of Demand Draft/Pay Order favouring Sardar Patel Institute of Economic & Social Research, Ahmedabad (valid for 90 days from the time of submission of the bid). No Cheque/Postal Order/Money Order/Cash payment will be accepted. Proposal without DD/Pay Order shall be rejected. The EMD is refundable to the unsuccessful bidders after the award of tender. The EMD will be forfeited if the successful bidder fails to abide by the terms and conditions. Further, the EMD shall be refunded to the successful bidder only after the expiry of the contract. The Contractor shall not claim any interest on the EMD.
4. If any information/ documents furnished by Bidder are found to be incorrect/fake/forged at any time, the proposal/contract will be terminated without any notice and the EMD will be forfeited.
5. In case the bidder fails to commence/ execute the work as agreed mutually or in the event of non-commencement or unsatisfactory performance; or if there is a breach of any terms and conditions of the contract, the Institute reserves the right to withhold the payment and forfeit the security deposit as required.
6. In case of any violation of statutory provisions under Labour law and otherwise, by or on behalf of the bidder, there will not be any liability on the Sardar Patel Institute of Economic & Social Research, Ahmedabad.
7. Bidder shall be abiding by all the terms & conditions of tender document.
8. No bidder or his/their representative shall bring or attempt to bring any political or other outside influence to bear upon any superior authority or Institute functionaries

to favour his business interest. Upon doing so, tender of the concerned bidder will be rejected without assigning any reason.

9. If any complaint of misbehaviour or mishandling of goods and services by bidder or its representative comes into the knowledge of the Institute authorities, all such responsibility shall lie on the bidder. He will be responsible to make good for the losses so suffered by the Institute.

SECTION III

CANTEEN AGREEMENT

THIS AGREEMENT MADE AT AHMEDABAD ON THIS _____ DAY OF SEPTEMBER _____, 2024

BETWEEN

The Sardar Patel Institute of Economic and Social Research, registered under the Societies Registration Act XXI of 1860, having its Office at Thaltej Road, Ahmedabad 380 054 (hereinafter referred to as “**The Institute**” which expression shall unless repugnant to the context or meaning thereof shall include its representatives and permitted assigns) of the ONE PART.

AND

_____, having his/its address _____ (hereinafter called “**The Contractor**”) of the OTHER PART.

WHEREAS the Institute is engaged in the socio-economic research activities and is required to provide canteen facilities for its employees.

AND WHEREAS the Contractor has offered his/their services for running the canteen at the premises of the Institute at Thaltej Road, Ahmedabad 380 054 on the terms and conditions hereinafter appearing.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

The said agreement shall remain in force for a period of one year from October 1, 2024 to September 30, 2025 unless the agreement is sooner terminated or renewed.

1. The Contractor agrees to supply to the Institute and its staff members various items as per particulars mentioned in the Annexure A attached hereto on mutually agreed rates of the items which have been indicated in Annexure A, which is part and parcel of this agreement, along with the Scope of Work (Section I) and General Terms and Conditions (Section II).
2. Supply of items on credit shall be at the Contractor`s own risk and the Institute shall not take any liability for such credit and its recovery thereof.
3. The said items shall be of standard quality and they will be strictly in accordance with the Prevention of Food Adulteration Act. In case there will be any violation of the Act, the Contractor will be solely and wholly responsible. He/they will also furnish declaration/undertaking to the appropriate authorities as and when required. The said items if necessary may be offered to any of the Senior Officer of the Institute for inspection.
4. The Institute shall exercise strict control on the operations of the canteen concerning timely supply of the items in the manner laid down hereinabove or under any rules made in this behalf in the interest of discipline and efficiency. The Institute shall also exercise control on quality and quantity of items.

5. The Institute shall, free of cost, allow the contractor use of the canteen premises and also the water facility, electrical fittings/appliances, furniture and fixtures, and cooking arrangements for running the canteen services for the benefit of the employees of the Institute.
6. In case of any damage to any part of the building or furniture, fixtures, fittings, equipments and/or other properties of the Institute, appropriate cost of such material shall be recovered from the Contractor, including from his/their bill(s).
7. The Contractor shall be responsible for maintaining the Canteen hall, kitchen, storeroom and surrounding area neat and clean and utensils in perfect hygienic condition.
8. The Contractor agrees not to transfer or assign his/their rights under this agreement to any other party without prior written permission of the Institute.
9. The Contractor shall on expiry of the said period or on earlier determination of this Agreement return all the equipments, furniture, fixtures, electrical fittings/appliances, etc., in the same condition as it was initially given, except for the reasonable wear and tear and any loss or damage due to breakage or any other cause/s shall be made good by the Contractor at his own cost.
10. The Contractor agrees that he/they will not use or permit to use the canteen premises for any purpose other than for which it is permitted. The Institute reserves its rights to have overall control over the canteen building, furniture and other facilities provided.
11. The Contractor shall not allow any employee of the Institute to enter the canteen and to avail of the canteen services at any time except the permitted hours which shall be specified by the Institute from time to time.
12. The Contractor agrees that he/they shall with the expiration of the said term or a sooner determination of such agreement; peaceably and quietly surrender to the Institute, the canteen premises and equipments, fixtures, fittings etc. lent to him/them.
13. The Contractor agrees to employ sufficient number of workers in consultation with the Institute and all such workers shall have attained 18 years of age and shall be under the supervision and control of the Contractor alone.
14. The Contractor shall be personally responsible for the conduct and behaviour of his/their employees. The employees engaged by the Contractor will not be deemed to be employees of the Institute, since there will be no privity of contract between the Institute and the employees engaged by the Contractor.
15. The Contractor agrees to allow representative(s) of the Institute at all reasonable times to inspect the work in the canteen.
16. The Contractor agrees not to affix without previous written consent of the Institute any bills, hoardings, notices, placards, advertisements either inside or outside the canteen building.

17. The Contractor agrees to abide by all the rules and regulations of the Institute as applicable from time to time and especially undertake that all the incoming and outgoing materials will be subject to check at the Gate by the Security staff.
18. The Institute agrees to provide to the Contractor, canteen hall with furniture, fixtures, fittings etc. No rental charges would be payable by the Contractor for the use of the said premises, furniture, fittings, fixtures etc. and he/they will not use the electricity for cooking purpose and shall not take out additional connections from the standard fittings in the canteen building for using appliances without prior permission of the Management. The Institute will charge the Contractor the electricity charges at actuals.
19. The Contractor agrees to make his/their own arrangement for cooking fuel, i.e., coal, kerosene, gas, etc. The Contractor will ensure that all canteen workers are trained in use of LPG cylinders and they observe all safety precautions.
20. The Institute shall not liable for facilitating the transport for bringing the items for canteen use, i.e., raw material, fuel, etc.
21. The Contractor shall alone be liable for payment of any compensation to his/their employees suffered due to accident, fire, litigation, or any such other causes.
22. The Contractor hereby agrees that the Institute shall not be liable for any suit and/or litigation filed by any of the employees of the Contractor. In the event of any suit and/or litigation filed by the employee(s) of the Contractor against the Institute, the Contractor shall indemnify the Institute and shall bear all expenses incurred by the Institute in defending such suit and/or litigation.
23. The Contractor shall have to carry out the instructions given by the officer/official and non-compliance of the instructions shall be treated as breach of this contract, for which penalty can be imposed upon the Contractor or this agreement be rescinded.
24. In case of non-observance and non-performance of any of the provisions of this agreement by the Contractor, the Institute shall be at liberty or with any time thereafter, to terminate this agreement.
25. It is agreed that either party can terminate the agreement during the term by giving one month's notice in writing to other party. In any case the contractor shall continue to run the canteen till alternate arrangement is made by the Institute.
26. Any relaxation or indulgence granted by the Institute to the Contractor shall not in any way prejudice strict rights of the Institute under this Agreement.
27. This Agreement shall be subject to the jurisdiction of the Courts in Ahmedabad and no other Courts shall have jurisdiction in any litigation arising out of this Agreement.

IN WITNESS WHEREOF PARTIES HERETO HAVE SET THEIR RESPECTIVE HANDS AND SEAL ON THE DATES MENTIONED UNDER THEIR SIGNATURE.

For Sardar Patel Institute of
Economic & Social Research

For Contractor

Acting Director

Witnesses:

Witnesses:

1. _____
(Name)

1. _____
(Name)

(Signature)

(Signature)

2. _____
(Signature)

2. _____
(Signature)

(Name)

(Name)

ANNEXURE A

CANTEEN RATE CARD FOR SPIESR

1. RATES BY SPIESR:

| Particulars | Item | Recommended Rate (Rs.) |
|----------------------------------|--|------------------------|
| Working Lunch/Dinner (Unlimited) | Poori or Chapatti | |
| | Vegetables | |
| | Rice | |
| | Dal or Kadhi | |
| | Salad + Papad + Pickle | |
| Executive Lunch (Unlimited) | Poori/Paratha/Chapatti/Thepla | |
| | Two Vegetables; 1 veg. + 1 Kathol | |
| | One Farsan | |
| | One Sweet | |
| | Dal/Kadi | |
| | Rice | |
| | Salad + Papad+ Pickle + Buttermilk | |
| Executive Dinner (Unlimited) | Bhaiji Pav / Paratha / Pulav | |
| | Khichadi Kadhi | |
| Beverages | Tea (100 ml) – Round | |
| | Coffee (100 ml) | |
| | Fresh Lime Juice | |
| | Minerals (1 ltr.) | |
| | Soup (200 ml) | |
| Snacks | Tea with Biscuits (Digestive / Monaco) | |
| | Chana Poori | |
| | Cutlets (2 pcs.) | |
| | Samosa (2 pcs.) | |
| | Bataka Vada (2 pcs.) | |
| | Pakoda (100 gm) | |
| | Idli Sambhar | |
| | Veg. Sandwich | |
| | Cheese Sandwich | |
| | Jam Sandwich | |
| | Bread Butter | |

Note: 1. During Seminars / Meetings, the menu may be fixed in consultation with Program's Coordinator / Administration

2. Also, within the fixed rates of 'Working Lunch' and 'Executive Lunch', the Canteen Contractor shall provide a 'Choice of Menu' under each of the two lunch types.
3. Normally the timing of the canteen facility to the staff members will be:

| | |
|----------------------------|--|
| Lunch | 01.00 p.m. to 02.00 p.m. |
| Tea/Coffee/Beverage/Snacks | 09.30 a.m. to 07.00 p.m. |
| Dinner | 07.00 p.m. to 09.00 p.m. |
| Snacks/Nashta | During the day, choice of morning menu and afternoon/evening menu. |

4. In addition to the above timings and service if any staff members/department require tea/coffee, snacks, etc., to be served at the working place by taking the order over intercom.
5. Contractor should ensure that his staff at the canteen maintains personal hygiene and cleanliness and that they are polite and courteous.
6. The Institute has hostel facility as well. If required by the Hostel Guests dinner, morning tea, etc., the Canteen Contractor should provide the same.
7. The Contractor should not sell any kind of tobacco, tobacco products, bidi, cigarette, etc. at the canteen.
8. The Contractor should provide packaged food like biscuits, wafers, etc., of a standard company.
9. Use of mugs, plates, cutlery, etc., made from environmentally harmful material like plastic, Styrofoam, etc., is not allowed on the campus.
10. The Contractor should ensure that the canteen waste is not thrown away on campus. It should instead be put away in the dry and wet waste bins, which will be duly emptied and cleaned by the sweeper on campus under the supervision of SPIESR Administration.