



VIDYA INTERNATIONAL CHARITABLE TRUST

VAST Campus, Thalakkottukara, Thrissur - 680 501

Tel. 04885 287751/52. Fax: 04885 288366. e-mail : vidyaict@vidyaacademy.ac.in.

www.vidyaacademy.ac.in

QUOTATION NOTICE

19-06-2017

CAFETERIA SERVICES

Nature of services: Providing Cafeteria Services

1. Competitive quotations are invited from registered & experienced services contractors for the above works so as to reach Vidya Academy of Science and Technology (VAST) on or before 30th June 2017 along with an EMD of Rs 10000/- in favour of The Executive Director, VICT, VAST campus, Thalakkottukara, Thrissur-680 501. Contractors should have the manpower, organizational infrastructure and statutory licenses and registration as per rules for such services. Details of previous work experience with client certificates shall be furnished. Lowest rate with conditions if any shall be quoted at the first instance itself to avoid delay in negotiations.
2. VAST invites sealed quotations from the caterers/hotel/restaurant owners in business for at least five years for running a cafeteria, in VAST for serving tea/coffee and lunch on all college working days to its about 3000 students including 300 residents and staff members. Sealed tenders for 2 year contract addressed to the Executive Director, Vidya International Charitable Trust, VAST Campus, Thalakkottukara, Thrissur-680501 may be submitted as per the procedure prescribed in the tender forms (to be collected personally from VAST office, Thalakkottukara or can be down loaded from the Website www.vidyaacademy.ac.in) For more details please contact the Administrator/Technical Assistant on all working days over phone No.04885 287751/52 or 94476685 and submitted before 3.00 pm on 30th June 2017.
3. Tenders not satisfying the procedure prescribed in the tender document, received with out EMD and signed copy of terms & conditions will be treated invalid and rejected summarily. The decision of the Executive Director in this regard will be final and conclusive and binding on the bidders.
4. The Management reserves the right to accept or reject any or all offers with out assigning any reason therefore. Any quotation received after last date for receipt of bids prescribed by VAST will be rejected forthwith and /or returned unopened.
5. Selected Contractor shall provide security deposit by means of FDR / bank guarantee for 5% of the contract amount of one year or as fixed by the Management in favour of the Executive Director along with an agreement to be executed in Non Judicial stamp paper worth Rs 200/-
6. **Period of contract** – Two years from the date of acceptance but either party can terminate the contract by giving two months notice in writing. The College authorities reserve the right to terminate the contract with in 48 hours notice if the contractor misuses the facilities / premises and even without specifying any reason.

Yours sincerely,


Executive Director



Accepted


Contractor

VIDYA ACADEMY OF SCIENCE AND TECHNOLOGY, THALAKKOTTUKARA

TENDER FORM FOR CAFETERIA SERVICES

General Conditions

The quotation must satisfy the following criteria for pre-qualification:

- a. The bidders should be in business for at least five years with profile containing annual turnover, profit and manpower for at least for the last 3 years.
- b. It should have clients like banks, financial institutions to its credit (present and past), where required lunches are served everyday.
- c. The track record of the bidders should be clean and they should not have any involvement in illegal activities or financial frauds. Quotations must be accompanied with declaration to this effect on letterhead of the bidders. Quotation with out declaration will not be considered and will be rejected forthwith.
- d. The bidders must have proper dresses with dress code.
- e. The tender will be in two parts viz. Part-1, Pre- Qualification and part -2, Price bid
- f. The bidders should pay earnest money deposit (EMD) of Rs 10000/- by means of a demand draft in favour of the Executive Director along with quotation. The EMD shall not carry any interest. The EMD of the unsuccessful bidders would be refunded only after finalization of the tender or with in 60 days from the date of opening of Part-1 of the quotations, which ever is earlier. The EMD of the successful bidder will be adjusted to the Security deposit and shall not carry any interest and refunded only at the time of termination of the Agreement /Contract.
- g. The bidder must enclose the copy of terms & conditions given in tender document duly signed by the authorized person.

NB: - It may be noted that documentary evidence in respect of first two items would be essential. Quotations not accompanied by documentary evidence in respect of any one or both would not be considered and will be rejected forthwith.

SCOPE OF SERVICES

- a) The contractor will be responsible for conducting the catering services at Cafeteria and providing the day scholars, faculty and visitors with snacks and beverages between 8.00 am to 5.00 pm at competitive rates as appended in annexure II
- b) The contractor shall ensure that wholesome tasty, fresh and well – prepared items and served in a hygienic and timely manner to all residents and visitors as per the requirement.
- c) The contractor shall provide all raw materials, ingredients etc. for food preparation. Contractor shall arrange to procure and store quality materials in adequate quantity.
- d) The Contractor shall make available a variety of freshly prepared snacks/ bakery items in accordance with the requirements of the canteen.



Contractor

- e) VAST will provide **water and electricity** to the service provider which will be charged on actuals on a monthly basis.
- f) The Contractor shall provide all labour, skilled staff supervision management, materials, food stuff equipment, transportation, consumables and all other incidental / items required and necessary to provide, deliver and to perform catering services.
- g) The contractor shall not make any changes or alternations in the premises under his occupation without express prior permission from the College authorities.
- h) The Contractor will ensure that all size and weights of menu items are adhered to as specified in the sample menu, which is an integral part of the agreement.
- i) All the catering staff working for the Contractor should be of good health and not suffering from any illness / diseases etc. Periodical medical records of the staff shall be maintained and produced on demand. The list of employees to be posted is to be got approved by the College Council.
- j) All Contractors' staff involved in the production and service of items will be in full uniform during their duty hours.

GENERAL RULES

1. VAST authorized representative reserves the right to enter inside the kitchen at will, to inspect all food items, raw or cooked, and items found sub-standard should be destroyed by the contractor in the presence of the representative.
2. VAST authorized representative will have the right to weigh and check the quantity of portion for all items and if found below the specified weight, appropriate penalty will be imposed.
3. All food items, raw, cooked or pre-packed, shall be received by the kitchen contractors only during day time.
4. Before serving any eatables to any students/guests, one of the catering supervisors / representative must taste and check the quantity and taste of the food.
5. All pre-packed items like, biscuits, soft drinks in tetra packs, chocolates etc., should have manufacturing and expiry date and should have sufficient usage time.
6. Employees with contagious diseases and skin diseases shall not be allowed to work in the canteen.
7. Periodical food and safety training should be provided to all staff and records pertaining to the training activities should be maintained at the canteen and should be produced for inspection on demand.
8. All staff should wear clean and properly laundered uniforms and proper personal hygiene should be maintained.
9. Preparation/ handling of raw food should be segregated from preparation / handling of cooked and processed food.
10. Periodical student satisfaction survey should be conducted and a minimum of 90% satisfaction should be achieved.
11. The staff employed by the Contractor should not be transferred / relieved from duties without the prior permission and approval of the VAST authorities.
12. VAST representative reserve the right to recommend for immediate removal of any canteen staff, without assigning any specific reason.



 Executive Director

Contractor

13. It shall be ensured that the employees do not smoke or consume alcohol in the college campus. Contractor should ensure that the staff maintains discipline and proper decorum.
14. The staff provide by the Contractor shall be the employees of the Contractor and not of VAST. VAST has nothing to do with and shall not be bound by any arrangements regarding wages or any matter which the Contractor make with the men whom he engages to do the work undertaken by him as per government guidelines in this regard. The condition of the service of the men engaged by the contractor will be solely and exclusively the matter between the Contractor and the men engaged by him and VAST will have nothing to do with the same.
15. The men engaged by the Contractor shall have nothing to do with VAST either in respect of any statutory benefit due to the men, wages, salary, compensation under the labor enactments, gratuity and compensation under Workmen's Compensation Act or any other law or matter connected with the work undertaken by the Contractor. The Contractor will be solely responsible for providing benefits under various statutes pertaining the E.S.I., E.P.F., Gratuity, Bonus, Leave, Sick Leave if any etc. The Contractor shall also be responsible to comply with all the other enactments and shall keep VAST indemnified always in respect thereof. The Contractor shall also be responsible to comply with all the other enactments and shall keep VICT indemnified always in respect thereof. EPF of the entire employees should be remitted by the contractor and all relevant document be produced monthly along with the bill for next month.
16. The Contractor should also obtain a Clearance Certificate from Municipal/Panchayat Health Officer/ Sanitary Officer giving clearance from sanitary/ hygienic point of view.
17. The Contractor should ensure and monitor that their employees undergo health-checkups at least once in every 3 months.
18. A sum of Rs.per month towards the rent of cafeteria building should be deposited in the college account (No: 100) on a monthly basis, on or before 5th of every month.
19. A sum of Rs: towards security deposit shall be deposited by the contractor in the name of the Executive Director of the Trust by means of DD/Fixed deposit which will be released on completion of the contract period.
20. Tea and snacks as per requirement shall be served to the students and staff of the college during morning and evening on all working days.



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COMMON MENU OF THE CAFETERIA

SI No	Items	Price	Remarks
1.	Tea		
2.	Coffee		
3.	Lemon Tea		
4.	Bru Coffee		
5.	Dosa		
6.	Chappathy		
7.	Vellappam		
8.	Puri Masala		
9.	Puttu Kadala		
10.	Iddly		
11.	Nool Appam		
12.	Egg Curry		
13.	Kurma Curry		
14.	Snacks (Oil)		
15.	Lime Juice		
16.	Veg Biryani		
17.	Veg Fried Rice		

Monthly Rent offered for the cafeteria facilities by the contractor:-Rs.....



Contractor