



Vasantdada Sugar Institute,
Manjari (Bk), Tal. Haveli., Dist. Pune 412 307

TENDER NOTICE

Sealed Tender in two bid envelops system are invited from the reputed / experienced canteen contractor to run the canteen at V.S.I. Campus for a period of one year.

- (1) The Blank Tender forms separately for canteen along with list of items required can be had from VSI office against on cash payment or can be downloaded from website www.vsisugar.com during the period from 18 March 2024 to 02 April 2024.**
- (2) The completed tender should be submitted in person in sealed cover duly subscribed with tender for canteen and tender for Mess. It will be accepted in dispatch section Vasantdada Sugar Institute on or before 06th April. 2024 up to 5.00 p.m.**
- (3) The pre-bid meeting will be on 28 March 2024 at 2.30 p.m. at V.S.I. office, Manjari BK.**
- (4) Vasantdada Sugar Institute reserves the right to accept or reject any tender & to change the schedule of tender procedure / to enhance or reduce the period of contract without assigning any reason whatsoever.**

Director General

**TENDER DOCUMENT
FOR PROVIDING
CANTEEN SERVICES AT V.S.I., Pune**

Cost of Tender Document Rs. 590/- (Including 18% GST)

**Vasantdada Sugar Institute,
Manjari (Bk), Tal. Haveli., Dist. Pune 412 307**

**VASANTDADA SUGAR INSTITUTE, PUNE
TENDER FOR PROVIDING
CANTEEN SERVICES**

NAME OF THE TENDERER	
COMPLETE POSTAL ADDRESS OF THE TENDERER	

**TENDER DOCUMENT
FOR PROVIDING
CANTEEN SERVICES AT VASANTDADA SUGAR INSTITUTE,
PUNE**

Cost of Tender Document: Rs. 590/- (including GST) (Rupees Five hundred Ninety only)
Deposited vide VSI Receipt No. _____ dated _____

OR

Demand Draft No. _____ dated _____ drawn on (Bank) _____

Last date & time for submission of duly filled-in Tenders:

(Duly filled-in Tender Documents, complete in all respects, to be
Submitted in dispatch Section
Upto 06 April. 2024 till 5.00 P.M.

**Prebid Meeting of the Prospective canteen contractors who have
Purchased tender forms shall be held on 28th March 2024, at in
V.S.I. premises**

Venue for Submission of Tender

Vasantdada Sugar Institute,
Manjari (Bk)., Tal.Haveli.,Dist. Pune
Pin – 412 307, Maharashtra

Vasantdada Sugar Institute,

Manjari (Bk), Tal. Haveli., Dist. Pune 412 307

Maharashtra

TECHNICAL BID

1. Earnest Money Deposit (EMD) Rs. 10,000/-	Demand Draft No. _____ dated _____ for Rs. 10,000/- (Rupees Ten Thousand only) drawn on (name of the Bank) _____ in favour of Vasantdada Sugar Institute payable at Pune (To be enclosed with Technical Bid)
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Cost of Tender Form : Rs. 590=00 in case of download of tender form
From website.

COMPANY/FIRM PROFILE	
1. Name of the Company/Firm and Complete registered address 2. Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) 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.	
2. Name, Designation and Tel. No(s) of the Contract Person -Fax No(s) -e-mail address	
3. Year of commencement of Business	

<p>4. Statutory Details (photocopy to be attached) -Registration No. of the Firm - PAN - RPFC – Registration No. - ESI Registration No. - Service Tax Registration No.</p>	
<p>5. Income Tax Assessment Completion Certificates for the financial years (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reason for non-completion of the assessment for the required years may be indicated) or coies of I.T. Return.</p>	

6. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid:

S. No.	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/Mobile No(s)	Date from which the contract was awarded	No. of persons deployed by your firm	No. of persons served

7 Volume of business done during the last three years (please submit documentary evidence) (Rs. in Lakh)

Details of annual financial turnover (gross)	2020-2021	2021-2022	2022-2023

TERMS AND CONDITIONS

GENERAL

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given in the Tender Document.
3. The bidders, who download the Tender Document from website, are required to submit a separate demand draft for Rs.590/- (Rupees five hundred ninety only) towards the cost of the Tender Document. **THIS DEMAND DRAFT IS REQUIRED TO BE SUBMITTED WITH THE TECHNICAL BID.** Downloaded Tender Documents submitted without demand draft towards the cost of Tender Document shall be rejected.
4. The Tenderer must write the name & complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
5. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
6. Tender shall be submitted in V.S.I. Pune official tender form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall be issued more than one Tender Form.
7. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) will be rejected.
8. The services to be rendered by the contractor must not be altered by the bidder.
9. No paper shall be detached from the Tender Document.
10. 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, other wise the Tender is liable to be rejected.
11. The Financial bids 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.

12. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.

13. The Institute reserves the right to reject any or all the tenders without assigning any reason.

14. The Institute reserves the right to change any condition of the tender before opening of the Technical Bids.

15. The successful bidder will have to enter into an agreement with the Institute (as per draft agreement given in Annexure-II before taking charge of the Canteen and commencement of the canteen work.

16. Canvassing in any form will make the tender liable to rejection.

ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS

17. Basic Eligibility:

- (a) The applicant should be in catering business for a minimum period of three (3) years.
- (b) Experience of having successfully run the catering services during the last three (3) years.
- (c) License for catering services duly issued by the competent authority

Similar nature of work means the running of the Canteens/messes of institutions / organizations / companies / guest houses.

GUIDELINES FOR SUBMISSION OF TENDER

18. The bids are to be submitted in two parts -

(i) Sealed Technical Bid, along with a Demand Draft for Rs.10,000- (Rupees Ten Thousand only), drawn in favour of **VASANTDADA SUGAR INSTITUTE payable at Pune**, towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed "**TECHNICAL BID FOR PROVIDING CANTEEN SERVICES AT V.S.I.,Pune CAMPUS**". Tender Document received without EMD will be summarily rejected;

(ii) Sealed Financial Bid placed in a separate envelop super-scribed: "**FINANCIAL BID FOR PROVIDING CANTEEN SERVICES AT V.S.I. CAMPUS**".

19. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "BID FOR PROVIDING CANTEEN SERVICES AT V.S.I.Pune, on or before 04th April 2024. Tenders received after due date & time shall not be accepted.

OPENING OF BIDS

20. The Technical Bids will be opened at V.S.I.,Pune, who may wish to be present.

21. The Financial Bids of only technically acceptable tenders (as mentioned in above) will be opened for further consideration. The decision of the Institute in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the Institute.

22. EMD of the unsuccessful bidders will be returned, without interest, within a period of three months from the date of award of contract to the successful bidder.

PERIOD OF CONTRACT

23. The contract for Canteen Services shall remain valid initially for a period of two years. However, in order to evaluate the performance and services of the Contractor, the contract will have probationary period of three months. The contract period may be extended up to 2 years considering the services and quality of items served by the contractor.

24. The One year contract period is subject to renewal by the Institute on satisfactory performance on mutually agreed terms and conditions for a further period of one year or till such time mutually agreed to.

FORFEITURE OF EMD

25. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions:

i. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;

ii. The Contractor does not commence canteen services within seven days of the stipulated date for commencement of canteen services.

SECURITY DEPOSIT

26. Successful canteen contractor should pay security deposit of Rs. 25,000=00 (Rupees Twenty Five Thousand only) which will be refunded on expiry of contract period.

27. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Contractor with the Institute, the Security Deposit will be forfeited without prejudice to the V.S.I. Pune Management's right to proceed against the

contractor for any additional damages that the Institute suffers as a result of the breach of the aforesaid terms and conditions.

STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR)

28. The Contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing good canteen services in V.S.I. campus.

29. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.

30. The Contractor will, prior to the commencement of the operation of contract, make available to V.S.I. the particulars of all the employees who will be deployed at the Institute's premises for running the Canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.

31. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act Government and fulfill all other statutory obligations, such as, Provident Fund, ESI, Service Tax etc. in force from time to time.

32. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.

33. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.

34. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make

good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.

35. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.

36. The Contractor shall at all times keep indemnified the principal employer, namely, Vasantdada Sugar Institute, head of the Institute and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.

37. The canteen staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.

38. The Contractor shall be personally responsible for conduct and behaviour of his staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by V.S.I. The decision of the Institute's designated officer in this regard shall be final and binding on the Contractor.

39. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.

40. The Contractor shall keep the Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, canteen hall, floor, counter, benches, tables, chairs, etc. V.S.I. management will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises

41. The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.

42. The Contractor shall get the prices of all items approved by the Institute and no changes, what-so-ever shall be made without prior written approval of the Institute.

OTHER OBLIGATIONS OF THE CONTRACTOR

43. The Institute will provide to the Contractor space for storing raw material, kitchen equipment as per list provided in Annexure-V for cooking and preservation of perishable items, sitting and serving space. The Institute shall also provide tables and chairs in the serving area.

44. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipments provided by the Institute are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by V.S.I. at the contractor's risk and cost. In this regard, the decision of the designated officer of V.S.I. shall be final and binding on the Contractor.

45. All work shall be carried out with due regard to the convenience of V.S.I. The orders of the concerned authority shall be strictly observed.

46. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including Canteen. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.

47. No minimum guarantee will be furnished to the Contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of V.S.I. personnel to avail canteen services.

48. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with V.S.I., Pune shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against V.S.I. for employment or regularization of their services by virtue of being employed by the Canteen Contractor, against any temporary or permanent posts in V.S.I.

49. The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.

50. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.

PAYMENT

51. The payment in respect of official hospitality bills of the Institute submitted (in duplicate) by the Contractor shall be released on receipt basis subject to fulfillment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority of V.S.I. will not be paid for. Income Tax, as applicable at the prevailing rates, will be deducted at source.

52. In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by the Institute for late payment.

53. All payments and receipts would be rounded off, i.e., paise 50 or above will be rounded off to the nearest higher rupee and paise less than 50 shall be ignored.

TERMINATION OF THE CONTRACT

54. The Contract can be terminated by either party, i.e., V.S.I. or the Contractor, after giving three-month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, V.S.I. reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract V.S.I. decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.

55. On termination of the contract, the Contractor will hand over all the equipments/furniture/articles etc., supplied by V.S.I., in good working condition, back to V.S.I.

56. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, V.S.I. reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

PENALTY

57. The Institute reserves the right to impose a penalty (to be decided by the V.S.I. authorities) on the Contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the Contractor or his staff or for any adulteration.

58. If the Institute is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the V.S.I. will be at liberty to take appropriate necessary steps as deemed fit.

JURISDICTION

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

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

1. Demand Draft for Rs.10,000/- towards EMD
2. Demand Draft for Rs.590/-, if tender downloaded from website
3. Assessment Order (Certificate) for the last three years
4. PF, ESI, Insurance under Personal Accidence Insurance Scheme, License photocopies
5. Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.
6. Documentary evidence in support of the following:
 - (i) Number of years of having run canteens in the offices / organizations / hospitals / places of public utility / institutions / educational institutions along with number of persons availing the services offered by the contractor;
 - (ii) List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing canteen services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated.

VASANTDADA SUGAR INSTITUTE, PUNE

**TENDER FOR PROVIDING CANTEEN SERVICES
AT V.S.I., Pune**

FINANCIAL BID

TEA/COFFEE/COLD DRINKS/MINERAL WATER

Sr. No.	Item	Rate (Rs.)
1.	One Cup tea (Readymade) - 125 ml	
2.	One Cup tea readymade (Special) – 125 ml	
3.	One cup tea (Taj Mahal Bags) - 125 ml	
4.	One cup coffee (readymade) - 125 ml	
5.	One cup coffee (espresso) - 125 ml	
6.	Mineral Water (any brand, size/weight)	Market Rate
7.	Cold Drinks (Any brand, size	Market Rate

SNACKS

8.	One Samosa - 70 grams	
9.	One Bonda - 70 grams	
10.	One Dal Vada - 70 grams	
11.	One Chana Vada - 70 grams	
12.	One Gobhi Pakora - 70 grams	
13.	One Half-piece Bread Pakora	
14.	One Full piece Bread Pakora	
15.	One piece Sambar Vada – Vada weighing 70 grams	
16.	Two piece Sambar Vada – each vada weighing 70 grams	
17.	One Vegetable Cutlet - 70 grams	
18.	One piece bread slice (big size)	
19.	Two big size bread butter	
20.	One Egg Boiled	
21.	One Egg omlette and two big slices	
22.	Two pieces Vegetarian Sandwich – Big size bread pieces	
23.	Biscuits – All good quality biscuits	Market Rate
24.	Pohe -100 gm.	
25.	Shira – 100 gm.	
26.	Upit – 100 gm.	
27.	Misal – 100 gms.	

LUNCH (Rice Plate)

1.	Chapati – unlimited	
2.	One Veg (Green) - unlimited	
3.	One curry (ussal) - unlimited	
4.	Rice	
5.	Dal	
6.	Chatni/Pricle/lemon/onion etc.	
7.	One sweet - limited	