

**VISAKHAPATNAM PORT TRUST : CENTRAL CANTEEN COMMITTEE**

**NOTICE INVITING TENDERS (NIT)**

1. ORGANISATION : VISAKHAPATNAM PORT TRUST  
CENTRAL CANTEEN COMMITTEE
2. NIT NUMBER : **VPT/CCC/ T /M.F./2016 Dt. 12.10.2016.**
3. NAME OF WORK : **Running and maintaining Canteen at  
M.F.SECTION. for a period of 2 years**
4. PERIOD OF COMPLETION : **2 Years**
5. FORM OF CONTRACT AND CLASS OF CONTRACT : Persons having average annual financial turnover not less than 3.00 Lakh ending 31<sup>st</sup> March of previous financial year and two years experience in running canteen in a Large Public Sector Undertakings/Industrial canteens/Higher Educational Institutions / Corporate Hospitals or five years experience in running and maintaining restaurant or Parlours.
6. BIDDING TYPE : Open
7. BID CALL NO. : 1<sup>st</sup> call
8. TYPE OF QUOTATION : Item Rate
9. TENDER PAPERS COST : **Rs.200/- (Rupees two hundred only)** on Secretary, CCC/ VPT. Payable at VSKP
10. EMD/BID SECURITY : **Rs.15,000/- (Rupees fifteen thousand only)**
11. EMD/BID SECURITY DD PAYABLE TO : Secretary, CCC/VPT. Payable at VSKP
12. BID DOCUMENT DOWN LOADING START DATE : **12-10- 2016 from 10.00 Hours**
13. BID DOCUMENT ISSUE / DOWNLOADING END DATE : **10 -11- 2016 upto 13.00 Hours**
14. LAST DATE AND TIME FOR RECEIPT OF BIDS : **10 -11- 2016 upto 14.00 Hours**
15. BID VALIDITY : **90 Days**
16. TECHNICAL BID OPENING DATE & TIME : **10 -11- 2016 at 15.00 Hours**
17. OFFICER INVITING BIDS : Central Canteen Committee VPT, VSKP
18. BID OPENING AUTHORITY : Central Canteen Committee, VPT, VSKP

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19. ADDRESS : Dy.Personnel Officer & Secretary, Central Canteen Committee, Room No. AOBM-116, First Floor, AOB, Visakhapatnam Port Trust, Visakhapatnam – 530 035.
20. CONTACT DETAILS : 0891-2873009.

Proof of experience in similar nature of works i.e., having average annual financial turnover not less than 3.00 Lakh ending 31<sup>st</sup> March of previous financial year duly certified by the Chartered Accountant and two years experience in running canteen in a Large Public Sector Undertakings/Industrial Canteens/Higher Educational Institutions / Corporate Hospitals or five years experience in running and maintaining restaurant or Parlours. **If any amendment or addendum will be issued before opening of the tenders and the same may be looked in the VPT Web site and any further clarifications can also obtained from Dy PERSONNEL OFFICER & Secretary's office VPT.**

### For CENTRAL CANTEEN COMMITTEE

Copy to: Dy C.E & President, Central Canteen Committee. -for information.

Copy to: PRO for information with a request to arrange to publish in Newspapers before **12-10-2016**

Copy to: Jt. Director (R&P) for information with a request to arrange to keep the information in VPT web site immediately.

Copy to: All HODs for information with a request to arrange to display on the notice boards of the respective departments.

Copy to: All Presidents/Secretaries of the respective departmental Canteens with a request to display in notice boards of the respective Canteens.

Copy to: Sri. B.N.SrinivasaRao , A.E(E/M) and Jt. Secretary, CCC for information

Copy to: Sri Mani Prasad , A.O Gr.I & Treasurer, CCC for information

Copy to: President, Hoteliers Association, Visakhapatnam for information

**SPECIAL INSTRUCTIONS TO THE TENDERERS**

Item Rate tenders are invited in a sealed covers for the work “**Running and maintaining Canteen at M.F.Section for a period of 2 years**” in VPT from persons having average annual financial turnover not less than 3.00 Lakh ending 31<sup>st</sup> March of previous financial year duly certified by the Chartered Accountant and two years experience in running canteen in a large public sector undertakings/Higher Educational Institutions / Corporate Hospitals or five years experience in running and maintaining restaurant or Parlors.

1. Contract Documents consisting of the complete specifications for the Schedule of food items to be supplied and the set of CONDITIONS OF CONTRACT enclosed.
2. A sum of Rs. **200/-** (Rupees two hundred only) shall be paid in favour of Secretary, Central Canteen / VPT by way of D.D. payable at Visakhapatnam towards cost of tender document.
3. Tenderer should submit a) Technical Bid and b) Price Bid in a separate sealed covers and the same should be superscribed as “ Tender for Running and maintaining VPT Canteen at **M.F.Section – Technical Bid**” and Tender for Running and maintaining VPT Canteen at **M.F.Section – Price Bid**” **respectively on the sealed covers:**

**a. Technical Bid:** The following documents should be submitted along with technical bid

- i. Crossed demand draft drawn in favour of The Secretary, Central Canteen Committee/VPT for a value of Rs. 15,000/- (Rupees fifteen thousand only) payable at towards E.M.D. This E.M.D. will be refunded to the unsuccessful tenderers after finalization of tenders without any interest. The EMD will be forfeited if the tenderer withdraws, modifies, alters any of the tender conditions or other wise commits any breach of the same. In the case of successful tenderer, the EMD amount will be adjusted for the Security Deposit. In case of breach of contract by the contractor, the Security Deposit will be forfeited.
- ii. PAN NUMBER
- iii. Notarised Experience Certificate & Turnover certificate duly certified by authorized competent authority/ agency.
- iv. Copies of PF, ESI, GST/VAT and Service Tax Registration/GST.
- v. Address proof (documents such as ration card/driving licence/voter identity proof/ aadhar card) with two recent pass port size photos of bidder.

**b. Price Bid:**

- i. Item rate shall be indicated in the schedule “B” of items both in words and figures.
  - ii. Item rate shall be quoted with Contractors own Labour brought from out side. The prices quoted should be all inclusive (i.e. VAT, Service Tax, Labour Payments ,GST etc.,)
  - iii. No separate reimbursement for any purpose whatsoever shall be made. No conditions to be mentioned in the price bid.
4. Earnest money amounting Rs. **15,000** /- (Rupees fifteen thousand only) shall be paid in favour of Secretary, Central Canteen Committee/VPT by way of DD in any Nationalized/Scheduled Banks payable at Visakhapatnam.

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- 5.(A) The successful tenderer after award of contract shall deposit the balance amount of Security Deposit of Rs.15,000/- (Rupees Fifteen thousand only) (i.e. Actual Security Deposit amount of Rs.30,000/- minus Rs. 15,000/- adjusted EMD amount) as per the Terms and Conditions of the Contract enclosed in the document.
- (B) **The Successful tender/bidder, after issuing of Work order/award of contract shall submit valid Food Safety Standards Licence for the period of contract issued by Food Safety Standards Authority of India (Port Health Officer).The F.S.S.A.I. licence should be submitted to Central Canteen Committee before commencement of actual work failing which work permit will be cancelled/bidder will not be allowed commencement of work.**
6. All tender documents should be signed on each page. The successful tenderer has to execute an agreement as per terms and condition of the enclosed tender document.
7. The award of contract proposed to be given initially for a period of 3 months and upon satisfactory performance the contract is likely to be extended for a further period of One year 9 months.
8. **The tenders will be received up to 02.00 p.m. on 10-11-2016 and will be opened at 03:00 p.m. on the same day in the presence of tenderers who wish to present themselves on that date and time. The Tender box will be available in Room No. AOB M 116- First Floor AOB/VPT. The Tender papers will be issued from 12-10-2016 and the last date for issue of tender papers/downloading is 10-11-2016 up to 13:00 hours. In case of offer received from postal, the delay if any will be at the tenderers (bidders) risk only. The tenders received after stipulated date and time will not be entertained.**
9. The actual date of commencement of running the canteen will be intimated at the time of awarding the contract/Issue of work order.
10. Certain facilities intimated in the “Terms and conditions of the contract” (enclosed) are proposed to be extended in the canteen, to the contractor free of cost, keeping in view of the quality of foodstuff to be supplied at minimum cost to the utmost satisfaction to Port employees. It is expressly stated that the quality of items mentioned in the schedule of items should be the essence of contract.
11. Items to be prepared and supplied in the canteen are detailed in the “Schedule- B items.
12. Revision of rates for any reasons whatsoever shall not be entertained during the contract period and as such tenderers are advised to quote the prices taking into account all such possible eventualities.
13. Conditional tenders shall be summarily rejected.
14. The Central Canteen Committee reserves the right to accept or reject all or any of the tenders at its sole discretion.
15. The acceptance of tender will rest with the Central Canteen Committee/VPT which does not bind itself to accept lowest tender and reserves to itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled will be rejected.
16. Tenders which do not fulfil all or any of the above conditions and or incomplete in any respect are liable to summary rejection and tenders containing uncalled for remarks or any additional conditions are also liable for summary rejection.
17. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors, who resort to canvassing will be liable to rejection.
18. (a) The contractor should quote only item rates, failing which such tenders will be rejected.  
(b) The item rate shall be quoted in figures and words and shall be accurately filled in.

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19. The tenderer will have to give a certificate that he is not related to any officer of Visakhapatnam Port Trust or any Officer/Committee member of CCC. The tenderer should give a declaration along with his tender about the name of the relations who are employed as Non-Gazetted Officer in Port Trust.
20. Site for the running and maintaining canteens will be made available as soon as the work is awarded. In case it is not possible for the Committee to make available the entire area at a time on the award of the Contract, the Contractor will have to arrange their working programme suitably. No claim whatsoever for handing over the area in stages will be entertained and the decision of the Central Canteen Committee is final and cannot be questioned.
21. The Tender submitted by the tenderer should be valid for a minimum period of **Three** months from the date of opening of tender and the tenderer cannot amend, alter or revoke his tender in any way during this period, and if he does so, the E.M.D. paid by him shall be forfeited without any notice.
22. The tenderers should acquaint themselves with the work and working conditions of the VPT and location of the canteen and run the canteen accordingly, no claim will be entertained on this issue and the decision of Central canteen Committee is final and cannot be questioned.
23. In respect of P.F. Contribution recovered by the contractor from the labour should be remitted to the P.F. Commissioner.
24. The Contractor to whom the contract is awarded shall invariably produce the PAN Number obtained from the Income Tax Authorities,
25. The contractor shall produce required documents as per the Checklist enclosed (Annexure-V) along with tender. The tenders received without required documents as per the checklist will be liable for rejection.
26. The Contractors/Firms while quoting tender shall note that, no post tender negotiations will be held with the L-1 tenderer, except in exceptional cases, wherever it is found necessary.
27. In the event that two or more bidders quote the same amount of rate (The "Tie Bidders") the authority shall identify the selected bidder by draw of lots, which shall be conducted, with prior notice in the presence of the Tie Bidders who choose to attend.
28. Contractor shall submit the experience certificates along with their tender, duly notarised.
29. In case the documents submitted by the Contractor found to be not genuine, the Committee reserves the right to forfeit the EMD/SD besides not to allow to participate in future tenders of VPT Canteens.
30. If any of the certificates, documents, etc., furnished by the tenderer is found to be false/ fabricated/ bogus, the successful bidder will be liable to be disqualified/ debarred / suspended / blacklisted.
31. Even though the Tenderer meet the qualifying criteria, they are liable to be disqualified/debarred / suspended / blacklisted if they have
  - Furnished false / fabricated particulars in the forms, statements and / annexures submitted in proof of the qualification requirements and/or
  - Not turned up for entering into agreement, when called upon.
  - Record of poor progress such as abandoning the work, not properly completing the contract, litigation history or financial failures etc. and/or
  - Even while execution of the work, if found that the work was awarded to the Contractor based on false / fake certificates of experience, the Contractor will be blacklisted and work will be taken over by VPT

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32. If the rate quoted by a tenderer is found to be either abnormally high or within the permissible ceiling limits prescribed but under collusion or due to unethical practices adopted at the time of bidding process, such bids shall be rejected.
33. One Tender per Tenderer: Each Tenderer shall submit only one Canteen Tender and the same tenderer cannot participate for tender of another canteen of VPT. A Tenderer who submits more than One Canteen Tender will cause disqualification of all the Tenders submitted by the Tenderer.
34. Last date / time for Submission of the Tenders.
  - a. Tenders must be submitted not later than the date and time specified in NIT. In the event of the specified date / time for the submission of bids declared as holiday, the bids will be received on the next working day.
  - b. The Central Canteen Committee/VPT, may extend the dates for issue and receipt of Tenders by issuing an amendment.

### 35. TENDER OPENING AND EVALUATION

- a. The tenderer or his authorised representatives can be present at the time of opening of the tenders. Either the tenderer himself or one of his representative with proper Authorisation only will be allowed at the time of tender opening. If any of the tenderer is not present at the time of opening of tenders, the tender opening authority will, on opening the tender of the absentee tenderer, reads out and record the deficiencies if any, which shall be binding on the tenderer.
- b. The technical bid containing qualification requirements as per Annexures I & II and Statement I to VII will be evaluated by the tender opening authority and the minutes are recorded which will be signed by the tender opening authority as well as tenderers or their authorised representatives present.

### 36. Clarification on the Technical Bid.

- a. The tender opening authority may call upon any Tenderer / Bidder for clarification on the statements, documentary proof relating to the technical bid. The request for clarification and response thereto shall be in writing and it shall be only on the qualification information furnished by the Tenderer. The clarification called for from the tenderers/Bidders shall be furnished within the stipulated time, which shall not be more than a week.
- b. The Tenderer/Bidder if so desirous shall agree in writing to furnish the clarification called for within the stipulated time and, for disqualification and rejection of his tender in the event of failure to do so.

### 37. Price Bid Opening:

- a. Only the Price Bids of qualified Tenderers whose technical Bids are found satisfying the eligibility criteria shall be opened in the presence of the qualified Tenderers / Bidders who ever is interested or their authorised representatives present on the date and time fixed.
- b. The Price Bid of the Unqualified Tenderers will not be opened and kept in safe custody till the tenders are finalised and thereafter shall be returned to tenderers concerned along with E.M.D.
- c. Tenders shall be scrutinized in accordance with the conditions stipulated in the Tender document. In case of any discrepancy of non-adherence to the Conditions, the decision taken by the Tender Accepting Authority on tenders shall be final and the same shall be binding both on tender accepting and the tenderer / Bidder.

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38. Evaluation and Comparison of Price Bids: The tender committee will evaluate and compare the price bids of all the qualified Tenderers.

### **39. Process to be Confidential.**

- a. Information relating to the examination, clarification, evaluation and comparison of Tenders and recommendations for the award of a contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the tender accepting authority has announced the award to the successful Tenderer. Any effort by a Tenderer to influence the processing of Tenders or award decisions may result in the rejection of his Tender.
- b. No Tenderer / Bidder shall contact the Dy Personnel Officer & Secretary, CCC/VPT or any authority concerned with finalization of tenders on any matter relating to tender from the time of the Tender opening to the time the Contract is awarded. If the Tenderer wishes to bring additional information to the notice of the Dy CE & President, CCC/VPT or Dy Personnel Officer & Secretary, CCC/VPT, it should do so in writing.
- c. Before recommending / accepting the tender, the tender recommending / accepting authority shall verify the correctness of certificates submitted to meet the eligibility criteria and specifically experience. The authenticated agreements of previous works executed by the lowest tenderer shall be called for.
- d. Tenders will be finalized by the Tender Committee, CCC/VPT according to the powers vested with them.

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## TERMS AND CONDITIONS OF THE CONTRACT

1. The tenderer has to deposit an amount of **Rs.30,000/- (Rupees Thirty thousand only) towards Security Deposit** within ten days from the date of acceptance of his tender. The deposit amount will not carry any interest and it will be returned on successful completion of the contract period.
2. The contract will be awarded only after payment of Security Deposit and executing agreement on stamped paper at worth Rs.100/- in the proforma prescribed by the VPT Central Canteen committee.
3. A nominal monthly rent shall be deposited by the contractor in VPT Central Canteen Committee Account towards canteen buildings before 5th of every month in advance as furnished here under:

### **M.F.SECTION AREA CANTEEN**

--- **Rs. 500/- p.m**

If the contractor fails to deposit the rent within the prescribed time, penal charges of Rs.5/- per a day of delay will be imposed.

4. If the tenderer fails to deposit the Security Deposit and execute an Agreement as indicated in Clauses 1 to 2 above, his tender will be cancelled forfeiting the Earnest Money Deposit made by him.

5. Available furniture in VPT Canteen and utensils will be supplied to the contractor at free of cost. Such furniture and other items supplied to him should be used properly and carefully for the purpose for which they are intended and any damages and deficiencies should be made good by the Contractor at his cost. The Contractor should arrange the additional utensils and furniture as required for running the canteen at his own cost with the prior permission of the canteen committee.

Bidder may visit and see the available furniture and other items to be made available by VPT before submitting the tender and for any further details, Secretary, CCC/VPT or Central canteen Members may be contacted during the working hours.

6. **Electricity and water would be supplied at free of charge and special care should be taken to see that the same are not wasted. Any additional Electrical power points are required, the contractor shall make his own arrangements with prior written approval of the Secretary, CCC/VPT. No claim for delay or non-supply of water and power, due to unavoidable circumstances will be entertained and the contractor has to make his alternative arrangements to run the Canteen on those particular days.**

7. The building should be utilized properly and the premises in and around the canteen should be kept clean and tidy by frequent scrubbing with disinfectious liquids and also following the instructions of the Central Canteen Committee. Besides, this, the canteen premises including wall tiles must be cleaned with phenol/branded cleaning powder twice in a day out of which one time should be before lunch. Firewood and coal should not be used for preparing eatables etc.

8. The Contractor has to take the responsibility of the gas equipment and has to bear the expenditure towards consumption of the LP gas (commercial cylinders), repairs, maintenance and replacement of the equipment as required, if any hazardous, fire happens due to miss-



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handling of equipment or un-avoidable circumstances, if any thing happens to the lives of the Canteen Workers, furniture, utensils, property of VPT, the contractor himself will be held responsible and cost of such damage will be recovered from the Contractor. The contractor shall educate his canteen personnel to work with electrical appliances and gas equipment and make them to follow good safety practices and good food handling practices.

9. Replacement of fused bulbs, repairs to the electrical and water supply fittings etc, If any required, they will be done by VPT but proper care should be taken by the contractor.

10. Besides the items indicated in the schedule – B items, the contractor is at liberty to prepare any other items with the prior written approval of the Central Canteen Committee at rates and weights of such items specified by the Central Canteen Committee. Also, the Central Canteen Committee may add any other items if so required at the rates fixed by them and the contractor should ensure that the above items are prepared in consultation with the , Central Canteen Committee /VPT as per the approved menu schedule.

11. The contractor should use approved quality refined oil only for preparation of all food items including savoury, sweets and snacks.

12. Utmost cleanliness should be observed in various processes of preparing and serving the eatables etc., and no inferior or rotten or damaged articles or adulterated foodstuffs, food materials should be used in the preparation of articles intended for consumption. The contractor should use good quality raw materials for preparation of all food items failing which penalty of Rs. **1000/-** per day will be levied. Repetition of penalty tends to imposition of double the rate of penalty per instance and upon repetition of the same for more than three instances may tend imposition additional fine recommended by CCC and also lead to cancellation of tender including forfeiture of Security Deposit and debarring to participate in future tenders.

13. The contractor should be in a position to supply vegetarian/non-vegetarian meals of good quality as per the schedule of items approved by the Central Canteen Committee /VPT. If the meals served are not as per standards approved and communicated to Contractor, Central canteen committee takes appropriate action as cited at above clause and the contractor should abide to the action and no claim shall be entertained. The decision of the CCC/VPT is final and cannot be questioned.

14. The Contractor should make available a weighing machine during the working hours of the canteen and also ensure to supply standard quality and approved quantity.

15. The Canteen committee also desires to introduce Tea/Coffee Tray system to serve in other nearing Offices. The Contractor is responsible for the maintenance of the crockery and should supply Tea/Coffee in the tray as per the schedule of items from the day it would be decided upon and communicated by the Central Canteen Committee/VPT to introduce the Tea/Coffee tray system.

16. After awarding contract the tenderer should observe that either the contractor or his authorized representative who is approved by the Central Canteen Committee/VPT (in prior) should be available in canteen during the period of Canteen working hours(24 HOURS)i.e Round the clock in case of M.F.Canteen and shall communicate any discrepancy, wanting and complaints etc.

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17. The Contractor will be required to post skilled manpower as may be needed to supervise and guide the workers – skilled, semi-skilled as well as unskilled for proper completion of the work. The contractor shall issue the identity card, after approving from the Central Canteen Committee/VPT for the employees engaged by him and their nameplates should be exhibited on the uniform. The contractor shall deploy adequate manpower to carry out the following jobs (at least 05 canteen workers M.F. Canteen):

- a) To cook the food items as per the requirements
- b) For distribution of coupon, collection of money and to serve lunch
- c) To provide clean drinking water at the table and collect used plates and glasses.
- d) To clean the tables, furniture items, floors and work areas and kitchen and all cafeteria areas.
- e) To wash the dishes with clean hot water and with branded detergent powder only.
- f) To dispose the canteen wastes regularly in an approved garbage bag, which will be obtained by the contractor at his own expenses. The contractor shall ensure that adequate stock of garbage bags are maintained by him. The contractor shall ensure all internal and external drains are cleaned regularly including silt trap and also ensure that no food material is entered into the drains or silt trap.

18. The contractor shall arrange payment of minimum wages to the workers and staff appointed by him in the canteen, as per the rules / acts applied to the Canteen workers and no labour/worker below the age of 14 years shall be employed and also ensure that no Child labour is employed.

19. The Contractor should provide uniforms and acceptable footwear to the canteen staff / workers. He should also ensure that the staff / workers wear neat uniform during working hours of the canteen. The employees of the contractor shall be in neat uniform and the contractor should supply at least two sets per year. Food handling staff shall wear caps & gloves. Fine up to Rs.500/- may be imposed for dirty uniform/deviation of this clause, if found during surprise check.

20. The contractor and the staff should abide by the various Acts, Rules and Regulations of Port / Central Government and State Government and should not violate the same and submit the necessary compliance every month failing which the contract will be terminated.

21. At the time of closing of the Contract and after the expiry of the contract or earlier during the stipulated period the contractor should handover the building with all the furniture, utensils, all other equipment etc., in proper and good condition, failure of which will entail forfeiture of security and other deposits, besides taking such action against the contractor as determined by the canteen committee.

22. The contractor shall make adequate arrangements to store water for drinking and washing purpose etc. including a towel/napkin at the convenient place near the washbasin. He should also provide receptacles of standard pattern for the storage of drinking water and fix thereon at convenient and easily accessible places.

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23. All plates and cups etc., should be immersed in Clean Hot water and thoroughly cleaned before their use each time. The contractor has to make his own arrangements for hot water system if the system provided by VPT fails.
24. The contractor should not employ unhealthy persons suffering from any contagious or infectious diseases in any capacity. Before providing employment to a worker/person the contractor in canteen, should submit the fitness certificate of his staff to be deployed. The contractor should ensure to send the staff/workers to health check up as directed by the Canteen Committee.
25. The contractor should be able to supply the required items, if ordered, for parties, functions etc., in the Port within a reasonable time, the rates of such items are mutually agreed upon.
26. The Central Canteen committee or the Port Trust are in no way responsible for the acts or omissions or commissions of the contractor or his workmen which are against the law.
27. The Contractor shall strictly comply with all Acts, Rules and Regulations of Government regarding payment of wages to the workmen and staff employed in the Canteen, Sales Tax, Income-Tax, VAT, GST and any other taxes already payable or to be paid during the currency of the contract.
28. The Contractor shall not, without the prior permission of the President, CCC/VPT in writing, sell, transfer or bequeath interest of the canteen, which he acquired by virtue of this contract. Such unauthorized sale, transfer or bequeath would automatically terminate the contract, forfeiting all the amounts such as Security Deposit and other deposits and the contractor is liable for suitable action at the discretion of the canteen committee. The decision of the President, CCC is final and cannot be questioned.
29. The Central Canteen Committee/VPT is competent to terminate the contract during its currency at his discretion, if the conditions stipulated are not followed or followed at variance by the contractor.
30. In case the contractor express his inability to run the canteen at anytime during the contract period, three months advance notice has to be given to the President, CCC/VPT by him for consideration, similarly if the CCC/VPT is not satisfied of the Canteen services etc., the Contractor shall vacate the Canteen premises within three months from the date of notice issued by the Central Canteen Committee/VPT, failing which necessary appropriate action will be taken as per extent rules of VPT Estates.
31. The contractor shall be responsible for taking all the precautionary and safety measures for lives of the workers working under him and any person working in and around the area and the contractor shall be responsible for any miss-happening during the term of the contract and payment of any compensation etc., to them.
32. The contractor shall pay all fees including charges, taxes etc., and payable either to the State, Central Government or any other authority in addition to the charges payable to the VPT Canteen Committee.
33. Notwithstanding the receipt of the payment, the Central Canteen Committee is not liable for payment of any fees including any charges, taxes etc., to the State or Central Government or to any other authority and to obtain permission if any required from any authority.
34. The Central Canteen committee reserves the right to implement remedial measures as deemed fit at the sole discretion wherever omissions, non-compliance of terms and conditions of the contract by the contractor at his cost, risk and responsibility.

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35. The tender Schedule-B clearly given the items to be supplied and also offered the rate against each items and the contractor should offer the item rates excess/less on the unit rate for Schedule –B items furnished by Central Canteen Committee /VPT.

36. The item rate offered will remain good during the currency of the contract and no claim for increase in the cost shall be entertained.

**37. The Contractor shall use Brook bond / Taj Mahal / Nescafe brands for tea/coffee. No other brand should be used. (1)The Tea preparation must be a composition of 20 ml Decaution (composition made of boiling of tea powder with water) shall be added to 40 ml of pure milk (without adding any water) and required sugar. (2) Coffee must be prepared with coffee powder with pure milk only with out adding any water. Deviation in this shall not be tolerated and deviation noticed, a penalty of Rs. 500/- will be imposed and no claim or correspondence in this regard will be entertained**

38. The Contractor shall use Good quality of Rice, Vegetables, Curd, pulses and other raw food materials. Any complaint on usage of inferior quality of food materials and also if found during surprise visit of the Central Canteen Committee on any day, a penalty of Rs. 1000/- (Rupees One Thousand only) will be charged. No claim or correspondence in this regard will be entertained.

39. All repairs i.e. repairs to steam boiler unit, wet grinder, refrigerator, LP Gas stoves, LP Gas pipe line and other items etc., should be borne by the contractor and handover the same intact/good condition while relinquishing the contract. No claim in this account or correspondence will be entertained.

40. The contractor has to maintain LP Gas maintenance register duly certified by an authorized LP Gas agent / dealer once in a fortnight. The cost / expenses for maintenance of LP Gas system has to be borne by the contractor only. No claim in this account or correspondence will be entertained.

41. The contractor should not use plastic/polythene bags, cups and other such things etc., which are against / harm to the environment and EMS policy of VPT.

42. The contractor should follow all norms of QMS, EMS, OHSAS, ISPS of VPT and timely instructions pertaining to these systems by the Central Canteen Committee or VPT Management etc.,

43. The contractor is solely and fully responsible for any violation of any Labour Legislations, Acts, Rules and Statutory provisions including payment of wages under minimum wages Act.

44. The Contractor and his staff should be polite with the employees / customers and others, failing which suitable action will be initiated along with imposing of penalty / fine up to Rs.500/- for each occasion.

45. The contractor should identify any leakage of water in and around the canteen premises and inform to the Junior Engineer (Civil maintenance), similarly for Electrical Problems to the Junior Engineer (Elec. Maintenance) respectively and also intimate the same to Secretary,/President/Treasurer/ Central Canteen Committee/VPT.

46. The contract period may be extended, if necessary, on the same terms and conditions, if the CCC/VPT considers on a mutually agreeable terms and conditions.

47. The contractor should also ensure to make available the Tiffin, tea / coffee even during the lunchtime and other such items as directed by the Central canteen Committee on such times as well as office hours and on occasions depends on requirement.

## VISAKHAPATNAM PORT TRUST : CENTRAL CANTEEN COMMITTEE

48. Industrial Canteen being a highly sensitive area, the Contractor should exhibit a spirit of cooperation and mature understanding in solving canteen problems whenever they arise, with the Management Committee and the Management Committee will extend same cooperation also.
49. **Arbitration:** Notwithstanding anything contained in any document under this contract, all disputes and claims whatsoever arising out of the contract between the parties including those that may arise shall be referred to sole Arbitrator who shall be appointed by the VPT management at its sole discretion and his decision shall be final and binding.
50. In case of any disputes arise the same shall be dealt within the premises and jurisdiction of Visakhapatnam only.
51. Sales Tax, VAT/GST or any other taxes on materials or on any item as applicable in respect of this contract should be payable by the contractor and Central Canteen Committee/VPT will not entertain any claims whatsoever in this respect.
52. The contractor should maintain and monitor one complaint cum suggestion register at cash counter of the canteen and the same will be reviewed periodically by the Central Canteen Committee and the contents will be taken into consideration. The complaint/Suggestion register shall be handed over to Central CANTEEN COMMITTEE/VPT by the Contractor on completion/Termination of the contract period.
53. The Contractor shall produce a license, if applicable, in the prescribed form from GST/PF/ESI/VAT/ST authorities within 15 days from the date of award of contract and on his failure to do so the contract is liable to be terminated and the Earnest Money Deposit or Security Deposit whichever is to his credit shall be forfeited and the Contract shall have no claim whatsoever on this account.
54. The successful tenderer (s) shall execute an agreement with CCC/VPT on a Non-judicial stamp paper in the prescribed form.
55. The rate to be quoted should be inclusive of service Tax./VAT/GST etc.

**VISAKHAPATNAM PORT TRUST : CENTRAL CANTEEN COMMITTEE**

**ITEM RATE - TENDER FOR WORKS**

I / We hereby tender for execution for *CENTRAL CANTEEN COMMITTEE* of the Visakhapatnam Port Trust of the works specified in the tender memorandum within the time specified in such memorandum at the rates specified therein and in accordance in all respects with the specifications and instructions in writing referred to the conditions of contract and with such materials as are provided for by end in all other respects in accordance with such conditions so far as applicable.

**MEMORANDUM (GENERAL DESCRIPTION)**

- a) If several sub works are included they : “Running and maintaining Canteen at should be detailed in a separate list **M.F. SECTION** for a period of 2 years” in VPT.
- b) Earnest Money : Rs. **15,000** /- (Rupees fifteen thousand only)
- c) Time allowed for the above work from : 2 (Two) years date of written order.

Item No.	Item of Work	Unit Per	Rs. Ps	Rate Tendered
1	2	3	4	5

Should this tender be accepted I/We hereby agreed to abide by and fulfil all the terms and provisions of the conditions contained in the pamphlet named " CONDITIONS OF CONTRACT" which have been read by me, read and explained to me so far as applicable, or in default there of to forfeit and pay to the Central Canteen Committee or its successors in office the sums of money mentioned in the said conditions:

Give particulars and Nos. strike out (a) if no cash security deposit is to be taken

Strikeout (b) if any Cash Security Deposit Security Deposit is taken

The sum of **Rs. 15,000/- (Rupees fifteen thousand only)** is deposit with the Secretary, CCC/VPT and full value of which is to be absolutely forfeited by the Committee or its successors, in Office, without prejudice to any other rights or remedies of the said Committee or it successors in office should I / We fail to commence the work specified in the above memorandum of should I / we not deposit the full amount of SECURITY DEPOSIT specified in the above memorandum in accordance with Clause

**VISAKHAPATNAM PORT TRUST : CENTRAL CANTEEN COMMITTEE**

Receipt attached as Earnest Money (A)

I(a) of the said conditions of Contract, otherwise the said sum of Rs.15,000/- (Rupees Fifteen thousand only) shall be retained by Government as on account of such SECURITY DEPOSIT as aforesaid or (b) the full value of which shall be retained by BOARD on account of the SECURITY DEPOSIT specified in Clause I (b) of the said conditions of contract.

Signature of contractor before submission dated the ----- day of -----2016 of tender.

Signature of witness to Contractor's Signature

Witness:

Address:

Occupation:

The above tender is here by accepted by me on behalf of the Board of Trustees of Visakhapatnam Port Trust.

Signature of the Officer by whom accepted. Dated the ----- day of -----2016

CENTRAL CANTEEN COMMITTEE/VPT

The common seal of the BOARD OF TRUSTEES of the Port of Visakhapatnam has been affixed in the presence of Sri -----, CHAIRMAN of the Board of Trustees has signed on behalf of the Board in the presence of

**VISAKHAPATNAM PORT TRUST : CENTRAL CANTEEN COMMITTEE**

**SCHEDULE ' A'**

Schedule showing (approximately) the materials to be supplied by the Central Canteen Committee, Visakhapatnam Port Trust to run and maintain the canteens at various locations

**NAME OF WORK: "Running and maintaining Canteen at M.F. SECTION for a period of 2 years" in VPT area.**

Sl. No.	Description of materials	Approx. quantity	Unit	Rate at which the materials will be charged to the contractor	Place of delivery
	All the available kitchen utensils, serving materials etc.,	--	No.	Will be given free however if the same are not handed over as per inventory at the time of termination of contract charges will be recovered at inventory book cost.	At location of the canteen

**CONTRACTOR**

Note: Central Canteen Committee/Visakhapatnam Port Trust will supply water and Electrical power supply as required for the Running and maintaining Canteens at respective places for permanent establishment at free of cost and for temporary works and on accessional when VPT Could not supply Water, Electricity due to un-avoidable situation the contractor himself shall procure the required items. And no claim in this regard shall be entertained.



**VISAKHAPATNAM PORT TRUST : CENTRAL CANTEEN COMMITTEE**

NAME OF WORK: "Running and maintaining Canteen at **M.F. CANTEEN** for a period of 2 years" in VPT  
**SCHEDULE - B (ITEMS)**

Sl. No	Description of food item	QUANTITY		Rate		Item rates to be quoted by bidder both in figures and words.	
		Proposed	Estimated	Estimated		In-Rs	Words
01.	Coffee (Bru or Nescafe)	60 ml		07.00			
02.	Tea (3 Roses,Taj,Nestle/ Chakra)	60 ml		07.00			
03.	Milk	100 ml		07.00			
04.	Idly (2 Nos.)	100 g.		11.00			
05.	Vegetable Vada (2 Nos.)	80 g.		13.00			
06.	Upma	80 g.		10.00			
07.	Ravva Dosa	80 g.		14.00			
08.	Plain Dosa	80 g.		14.00			
09.	Plain Pesara	80 g.		14.00			
10.	Plain Uthappam	80 g.		14.00			
11.	Ulli Ravva	100 g.		17.00			
12.	Ulli Pesara	100 g.		17.00			
13.	Ulli Minapa	100 g.		17.00			
14.	Masala Dosa	100 g.		17.00			
15.	Ulli Uthappam	100 g.		17.00			
16.	Poori (Two)	80 g.		17.00			
17.	Chapathi (Two)	150 g.		17.00			
18.	Pakodi / Mixture	60 g.		11.00			
19.	Samosa (2 Nos.)	120 g.		11.00			
20.	Bajji (2 Nos.)	80 g.		13.00			
21.	Mysore Bonda (2 Nos.)	100 g.		13.00			
22.	Masala Gari (2 Nos.)	60 g.		11.00			
23.	Nimki (2 Nos.)	60 g.		09.00			
24.	Sweet	60 g.		09.00			
25.	Meals(Boiled rice)	400 g.		28.00			
	1 Curry (Wet)	60 g.					
	1 Curry (Fry)	60 g.					
	1 Dal	50 g.					
	1 Papad	1 No.					
	1 Curd	100 ml					
	1 Pickle / Chutny	Acceptable/ Sufficient for meals					
	1 Sambar						
	1 Rasam						
26.	Extra Rice	150 g.		11.00			
27.	Extra Curd	100 ml		10.00			
28.	Fried Rice / Veg. Biryani with Kurma / Kachambar	300 g.		33.00			
29.	Biscuits, Chocolates, Cool Drinks, Butter Milk will be made available etc. (Packed items only). Sale of banned items such as tobacco products, gutka, khainee etc., are strictly prohibited)			As per MRP	As per MRP	As per MRP	As per MRP

**Note: Items 1,2,3,4,5,7,8,9,11,14,16,17,18,19,20,21,24&25 are must be made available as regular items in the canteen.**

**Note:-1 ) These 13 items i.e 1,2 4,5,7,8,11,14,16.17,18,24,25 are must be available daily.**

**2) The preparation of Tea &Coffee must be kept at Visible locations.**

**VISAKHAPATNAM PORT TRUST : CENTRAL CANTEEN COMMITTEE**

**NAME OF THE COMPANY / FIRM**

**Experience: Works completed.**

Please fill information on about the works completed over the past seven years.

Sl. No.	Name of the Organization	Name of the work and its location	Contract price and Date of award	Target date of completion	Actual date of completion
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CONTRACTOR

CONTRACTOR

CENTRAL CANTEEN COMMITTEE

**VISAKHAPATNAM PORT TRUST : CENTRAL CANTEEN COMMITTEE**

**NAME OF THE COMPANY / FIRM**

**Experience: Works on hand.**

Sl. No.	Name of the Organization	Location and description of work	Value of Contract	Value completed and certified	Percentage of practical completion	Scheduled date of completion of work

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CONTRACTOR

CONTRACTOR

CENTRAL CANTEEN COMMITTEE

**VISAKHAPATNAM PORT TRUST : CENTRAL CANTEEN COMMITTEE**

**NAME OF THE COMPANY / FIRM**

**SOURCES: Plant and Machinery**

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Please indicate the main plant and equipment considered by the Contractor / Firm to be necessary for undertaking the work and whether this plant is ready in their ownership or will be purchased or hired.  
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CONTRACTOR

CONTRACTOR

CENTRAL CANTEEN COMMITTEE

**VISAKHAPATNAM PORT TRUST : CENTRAL CANTEEN COMMITTEE**

**NAME OF THE COMPANY / FIRM**

**RESOURCES: List of staff/workmen & supervisors**

S.No.	Name & Designation	Qualification	Experience in relevant filed

CONTRACTOR

**CHECK LIST TO THE TENDER SCHEDULE**

(For documents to be submitted by the tenderers for acceptance of the tender)

- |    |  |    |                |
|----|--|----|----------------|
| 1. | EMD (by DD)<br>(For Rs.15,000/- as mentioned in the NIT)   | -- | Submitted / NA |
| 2. | Cost of tender schedule<br>(In case of tender schedule down loading from VPT Website)  | -- | Submitted / NA |
| 3. | Proof of experience  | -- | Submitted / NA |
| 4. | Proof of AP VAT/GST Registrations.<br>(For works costing more than Rs.5.00 lakhs)  | -- | Submitted / NA |
| 5. | Annexure-I, II, III & IV<br>(Tenders invited in two-bid system)<br>Annexure-I - list of works completed during last 7 years.<br>Annexure-II - list of works on hand.<br>Annexure – III - list of plant and machinery<br>Annexure – IV - list of Staff/Workmen & Supervisors. | -- | Submitted / NA |

Signature of the Tenderer

**NOTE:**

- (1) The Check List should be signed and submitted by the Tenderers along with their Tenders, duly confirming that they submit the above-mentioned documents.
- (2) The tenders received without Check List duly signing & enclosing and required documents as per the Check List will be liable for rejection.