



OFFICE OF THE PRINCIPAL COMMISSIONER  
CENTRAL EXCISE, CUSTOMS & SERVICE TAX, VADODARA-I.  
CENTRAL EXCISE BUILDING, RACE COURSE, VADODARA- 390007.




F.No. I/04-12/2011-Adm

Dated.30.03.2017

### TENDER FOR THE AWARD OF CANTEEN CONTRACT

Sealed tenders are invited from the reputed person/contractors for running a canteen for a period of ONE YEAR in the Central Excise Building, Race course circle, Vadodara for the staff members. Tender should reach to the undersigned up **to 17.00 Hrs. on 10.04.2017** and will be opened on **11.04.2017 at 11.00** hrs. Tenders submitted after due date and time will not be accepted under any circumstances. The tenders must be submitted in sealed envelope with clear marking **'TENDER FOR CANTEEN'** on the envelope. The Tenderer(s) or their authorized representative may be present at the time of opening of the tenders. The undersigned reserves the right to accept or reject any tender/tenders without assigning any reason. Terms and conditions for award of contract can also be downloaded from the Central Excise, Customs Vadodara Govt. Web Site [www.excisevadodara1.nic.in](http://www.excisevadodara1.nic.in).

  
(Surfil Kumar Singh)  
Additional Commissioner (P&V)  
Vadodara-I

## **Terms & Conditions for Canteen service on contract**

- 1.0 The applicant should have experience of running the canteen in a Govt./Semi Govt./reputed Private organization. Suitable documentary evidence to be submitted along with the application.
- 2.0 The office shall provide free water for drinking and washing of the utensils and free electricity for general illumination, refrigeration and aeration of the kitchen /canteen / store but no electricity will be permitted for cooking.
- 3.0 The office will provide suitable space for Kitchen & eating within the office campus alongwith the good quality furniture for the canteen.
- 4.0 Canteen shall be meant for serving refreshments, snacks, tea, meals etc. and such other items and at such prices, as may be settled between the contractor and the office authority. Besides, the contractor shall also provide tea/snacks/food arrangement for the various office meetings/ functions on mutually agreed rates.
- 5.0 The services of the staff canteen will be at the disposal of the staff of this office including officers, staff, etc. and bonafide visitors. The users of the canteen shall be paying for the services directly to the contractor.
- 6.0 The staff canteen will run on all working days (Monday to Friday from 8:00AM to 7:00PM) and Saturdays (8:00 AM to 5:00 PM) and shall remain open during such days/hours as may be decided by the office.
- 7.0 The contractor selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his Employment and utensils for serving the food.
- 8.0 The personnel appointed by the contractor must have proper and clean uniform for their identification. The personnel so appointed should have the basic knowledge of personal hygiene and safe & clean methods of food handling.
- 9.0 The quality of the raw materials to be used for preparation of food in the staff Canteen should be of highest standard and fresh.
- 10.0 The fuel to be used for cooking will only be LPG and shall be arranged by the contractor.
- 11.0 The contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food and disposal of garbage and left over food.
- 12.0 The contractor should keep the staff canteen complex clean. If, at any point the Canteen & it's premises are found to be unclean, the contractor shall be held responsible and action deemed fit shall be taken by the competent authority.
- 13.0 The contractor shall bear all the expenses for running the canteen and the Office shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen during discharging their duty.
- 14.0 The contractor shall not be entitled to use the accommodation allotted by the office for any other purpose or business other than staff canteen.
- 15.0 The contractor shall not use the name of the office in business dealing with other persons or traders.

- 16.0. The contractor preference may be given to who possess the requisite valid license issued by the competent authority for carrying out the business. Contractor shall be responsible for complying all laws pertaining to the services in question as well as those pertaining to employment of persons under him.
- 17.0. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups to rule out the possibilities of Communicable disease / infection diseases and anybody found suffering from such has to be kept out of engagement till he / she is fully recovered.
- 18.0. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time.
- 19.0. There shall be no compromise on the quality of food supplied by the contractor and if any such incidence or food adulteration is found, action deemed fit, including termination of the contract/ black listing of the firm/ forfeiting of the security money shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
- 20.0. In case of failing to fulfil any of the obligations of the contract at any time during the contract period, action deemed fit including termination of the contract/ black listing of the firm/ forfeiting of the security money shall be taken against the contractor.
- 21.0. The contractor will be responsible for complying with payment of minimum wages (State or Central whichever is higher) and other Social Security benefits including prescribed number of leave / holidays and prescribed hours of work Schedule as per Labour Laws in force from time to time to its employees deployed in the office, all laws related to Social Security (ESI & P.F, etc,), Service Tax wherever applicable & other Labour legislations, pollution control and such statutory orders from time to time as regards to treatment & disposal of garbage, and the contractor will be liable for any consequences resulting from violation of any such rule / provision.
- 22.0. The contractor will be responsible for such conduct of the persons engaged by him in the office, which will be conducive for maintaining the harmonious atmosphere in the office and will be responsible for any act commission & omission of such persons. The police verification of all the engaged persons shall be mandatory.
- 23.0. The contractor while submitting their application shall enclose certified Photostat copies of experience, trade license essential for carrying out the activities under reference, license under contract Labour Act, and any other documents in support of carrying out the activities under reference from Competent Authority. The list of various eatables to be served alongwith the rates also need to be enclosed with the application.
- 24.0. Raw materials, cooking medium, fruits, biscuits and other eatables should be as desired.
- 25.0. The departmental committee will call all the applicants to verify the genuineness of the proposals and the capability of the applicant in providing quality food and service at competitive prices.
- 26.0. The contractor has to deposit a licence fee of Rs. 1000/- per month for First six month for running the canteen in the office premises. After six month the amount of licence fee shall be refixed keeping in view the quantam of business of cateen. The contractor shall also deposit an amount of Rs.20,000/- as security money in favour of The Principal Commissioner, Central Excise, Customs & Service Tax, Vadodara-I.

- 27.0 The successful bidder will signed the contract agreement on Rs.100/- Non Judicial Stamp Paper before start of canteen contract.
- 28.0. The contract, if awarded, will be initially for one year from the date of award of Contract subject to continuous satisfactory performance and on failure on this aspect, the office reserve the right to terminate the contract. The period of one year can be extended for a further period at the discretion of the office authority, but not more than one year at a time with the existing terms and conditions.
- 29.0. The Office Campus is a "NO SMOKING ZONE", hence sale and use of tobacco is prohibited.