



GOVERNMENT POLYTECHNIC COLLEGE ANANTNAG
Larkipora Dooru, Anantnag, J&K -192211
E-mail:- govtpolyanantnag@gmail.com Phone/Fax: 01932-24166
Website: www.govtpolyanantnag.org

Subject: Short Tender Notice For Running Institute Cafeteria for the year 2025.

NOTICE

It is hereby notified for all concerned that Sealed Tenders are invited from interested agencies/parties belonging to UT of J&K for running the cafeteria at the premises of Govt Polytechnic College Anantnag, which can be inspected on any working day. The duly filled tender document must reach the office of the undersigned by or before 28th of December 2024 up to 04.00 pm. Tender Document/Proforma can be collected from the institute establishment section or can be also downloaded from the institute website www.govtpolyanantnag.org. The bids received on any format other than the Prescribed Tender Proforma will be rejected as such. The various documents to be attached with the Tender Bid are as below:

- 1) Complete Filled Tender Proforma. Submission of Incomplete Tender Proforma shall lead to rejection of the bid.
- 2) Receipt of Earnest money Rs. 1000/- (in the form of Bank Demand Draft ,favouring Principal Govt Polytechnic Anantnag payable at Larkipora, Anantnag)
- 3) PAN Card of bidder.
- 4) Valid FSSAI License issued by the Commissioner of Food Safety.

The contract shall be awarded to the technically qualified bidder who quotes the maximum monthly rent . The minimum rent for quotation has been fixed as Rs 1000/month and any bidder quoting the rate less than the minimum shall be disqualified.

No: GPCA/F- /

Date: - 12- 2024


Principal
Govt Polytechnic College,
Anantnag


Copy to:

1. Director Skill Development , J&K for information
2. District Development Commissioner, Anantnag for information
3. Joint Director(Information) Kashmir Division with the request for publishing the said notice in leading newspapers of J&K .
4. District Information officer ,Anantnag with the request to get the notice published/displayed at prominent places of District Anantnag
5. I/c Institute Website
6. I/c Establishment with the direction to get the notice published in and around the college premises /larkipora main town prominent places.
7. Notice Board



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TENDER PROFORMA FOR CAFETERIA AT GOVT POLYTECHNIC COLLEGE ANANTNAG

The Principal
Government Polytechnic College
Anantnag

Subject: Tender for Running Cafeteria at Govt Polytechnic College Anantnag

Sir,

1. I/We hereby submit our tender for the Running Cafeteria at Govt Polytechnic College Anantnag.
2. I/we are enclosing herewith the Demand Draft No _____ dated _____ for Rs. 1,000-(Rs One thousand) as Earnest Money Deposit (EMD), only in favour of Principal, Govt. College Anantnag.
3. I / We have gone through all terms and conditions of the tender documents before submitting the same.
4. I/We hereby agree to abide by all the terms and conditions stipulated by the Govt Polytechnic College Anantnag in this connection.
5. I/We have noted that overwritten entries shall lead to disqualification of the bidder
6. I/We are ready to deposit Rs. 5000/- as security deposit amount (refundable) if contract is awarded to me/us within 10 days of the allotment of the tender.
7. I/We undertake to sign the contract/agreement, if required, within 10 (Ten days) from the date of issue of the letter of acceptance, failing which our/my EMD shall be forfeited.
8. I/ We have submitted a copy of PAN Card and Valid FSSAI License issued by the Commissioner of Food Safety.
9. I/We hereby accept that I will offer the items at the specified rates as per Terms and Conditions of the tender.
10. I/We HEREBY OFFER TO GIVE MONTHLY RENT FOR RUNNING CAFETERIA SERVICE AT GOVT POLYTECHNIC COLLEGE ANANTNAG ON the following rate:

_____ (in Words) PER MONTH

_____ (in Numbers) PER MONTH

Yours faithfully

(Signature)





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TENDER PROFORMA - LIST OF ITEMS TO BE PROVIDED ON THE FOLLOWING RATES

S.No	Item	Quantity	Rate (in Rs)
1.	Lipton Tea (01 Cup)	100 ml	10/-
2.	Samosa	1 pc	10/-
3.	Bread Pakora	150 gram	20/-
4.	Bread Butter	2 Slices of Bread with Butter	20/-
5.	Bread Jam	2 Slices of Bread with Jam	20/-
6.	Coffee	100ml	15/-
7.	Patty (Veg)	01 Pc	20/-
8.	Patty(Chicken/Mutton)	01 Pc	40/-
9.	Paratha (Aloo) +pickle/chutni	Per Piece	35/-
10.	Paratha (Paneer) +pickle/chutni	Per Piece	50/-
11.	Rice with Rajma/Sabzi	Per Plate	60/-
12.	Chicken Piece	1/8th (125g min)	60/-
13.	Mutton Piece	(100g Min)	100/-
14.	Kabab Mutton	01 Pc Plate Size	90/-
15.	Ommlette	02 Eggs	25/-
16.	Bread Omelette	02Eggs+02 Slides	35/-
17.	Chola Puri/Batura	02 Puris/Batora +01 Plate Chola with Pickle	50/-
18.	Maggi	01 plate	20/-
19.	Packed Items like biscuits etc	Not Exceeding MRP	



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**TENDER PROFORMA - TERMS AND CONDITIONS FOR RUNNING CAFETERIA AT
GOVT POLYTECHNIC COLLEGE ANANTNAG**

1. Contract Tenure

- The contract will initially be for one year and may be extended for an additional year, subject to the recommendation of the Institute Canteen Committee.
- The terms and conditions of the contract may be revised as deemed necessary.

2. Earnest Money

- An earnest money deposit (EMD) of ₹1,000/- in the form of demand draft is required, which will be refunded if the tender is not accepted. For the successful bidder, it will be adjusted in the rent.
- The EMD will be forfeited if the allottee fails to start the canteen in time.

3. Payment Collection

- The contractor will be solely responsible for collecting payments from staff and students for the services provided.

4. Monthly Rent and Utility Charges

- Monthly rent must be deposited by the 7th of every month, failing which the matter will be referred to the Canteen Committee for appropriate action.
- No rent will be charged for summer or winter vacations.
- Electricity charges will be paid by the contractor based on a separate meter installed for the canteen.

5. Security Deposit

- The contractor shall deposit a refundable security amount of ₹5,000/- before taking possession of the canteen.

6. Staff and Equipment

- The contractor must maintain sufficient staff and equipment to run the canteen efficiently.

7. Responsibility and Security

- The contractor will be responsible for the safety and security of the canteen. The Institute will not be liable for any theft or loss.

8. Prohibited Items

- Sale or consumption of liquor, tobacco, or related products is strictly prohibited.
- Violations will result in immediate contract termination.
- "No Smoking" boards must be prominently displayed.

9. Cleanliness and Discipline

- The contractor must ensure cleanliness, hygiene, and discipline in the canteen premises.

10. Pricing

- Approved rates for items must be displayed prominently in the canteen.
- Overcharging will lead to penalties or cancellation of the contract as decided





by the Canteen Committee.

- The rates of the items not in the list provided shall need to be approved by the Institute Cafeteria Working Committee.

11. Quality Monitoring

- The quality of food and beverages will be monitored and approved by the Institute's Canteen Committee.

12. Tender Document

- Tenders with cuttings or overwriting will not be entertained.

13. Committee's Rights

- The Cafeteria Working Committee reserves the right to cancel any tender without assigning a reason.

14. Currency of Bids

- The rates quoted must be in Indian Rupees (₹).

15. Labour Laws

- The contractor must adhere to all applicable labour laws and regulations.

16. Special Requirements

- The contractor must provide items as required during important institutional events.

17. Cooking Requirements

- In case of LPG, only commercial LPG cylinders shall be used for cooking purposes.

18. Employee Documentation

- Copies of Aadhar Cards and medical fitness certificates of all employees must be submitted before the commencement of operations.

19. Commencement of Services

- The successful bidder must commence canteen services within 15 days of contract award. Failure to do so may result in cancellation or reallocation of the contract.

20. FSSAI Registration

- Submission of a valid FSSAI registration certificate is mandatory before starting operations.

21. Night Stay Prohibition

- No member of the canteen staff is allowed to stay overnight on the college premises or canteen premises.

22. Room Service

- The contractor must provide room service to staff on campus as and when required.

23. Canteen Timings

- The canteen will operate from 9:00 AM to 4:00 PM, excluding Sundays, gazetted holidays, and vacations.

24. Restricted Use of Premises

- The contractor cannot use the premises for any purpose other than running the canteen. Advertising on walls or conducting other businesses is prohibited.



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25. **Liability for Injuries or Damages**
 - The contractor will be responsible for compensating any injuries to workers or damages to government property.
26. **No Subletting**
 - Subletting the canteen to another party is prohibited. Violation will result in immediate termination of the contract.
27. **Legal Agreement**
 - The contractor must sign an agreement with the Principal of Govt Polytechnic College Anantnag on non-judicial stamp paper of ₹100/-.
 - Possession of the canteen will be granted only after the agreement is signed.
28. **Miscellaneous**
 - The contractor must oblige any other condition as may be mandated by the law or may be decided by the Cafeteria Working Committee of the Institute
 - The Institute reserves the right to cancel the bid/contract at any point of time without assigning any reasons thereof.