

KALA ACADEMY GOA
Tender Notice
(E-Tender Mode Only)

Tender No: KA/Est/Canteen/2018/469

Date: 09/05/2018

Contract for Running Canteen of Kala Academy Goa.

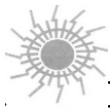
Last date of sale of Tender Document: **24/05/2018** at 14:30 Hrs.

Last date for submission of tender: **25/05/2018** upto 15:00 Hrs.

To be opened on : **28/05/2018** upto 16:00 Hrs

For detailed Document and participation please visit www.tenderwizard.com/GOA

For assistance on eTender please contact Mr. Dilip Pai B. - 8888636107.
Mr.Kiran - 8600651553, Mr. Rajesh - 8554878738



KALA ACADEMY GOA

Tender Notice

eTender No: KA/Estb./Canteen/2018/469

Date: 09/05/2018

Sealed Tenders are invited by Kala Academy Goa from reputed contractors for running the Kala Academy's Canteen at the Kala Academy Complex in two envelope system viz. (i) Technical Bid and (ii) Financial Bid.

Cost of the Tender Document: Rs. 500/-

eTender Processing Fee: Rs. 1500/-

E.M.D. - Rs. 25,000/-

Mode of Payment towards Tender Document Fee (TDF), eTender Processing Fee(TPF) & Earnest Money Deposit (EMD) to be paid online through e-Payment mode via:

- i) **National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS)/Axis Bank Over-the counter (OTC). Tenderer requires download pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of their Bank.**
- ii) **Internet Payment Gateway (Debit/ Credit Card of type VISA, MASTERCARD or RuPay.**
- iii) **Net Banking: Payment can be made through the Internet Banking of Any Bank.**

Note: Any Payments made through NEFT/RTGS/OTC will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS/OTC should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment.

The Tender document can be downloaded from the eTender website www.tenderwizard.com/GOA upon the payment of Tender Document and eTender Processing fee.

Last date of Sale of Tender **24/05/2018 upto 14:30 Hrs**

Last date for submission of Tender. **25/05/2018 upto 15:00 Hrs**

To be opened on **28/05/2018 upto 16:00 Hrs**

Contact Person for queries **Tulshidas P. Talawanekar**
Phone No: 08322420451/2/3/4

Addressee and Address at which
EOI to be submitted **Member Secretary**
Kala Academy Goa,
Campal,
Panaji, Goa- 403001

Sd/-
Member Secretary
Kala Academy Goa

**KALA ACADEMY GOA
CAMPAL, PANAJI-GOA**

TENDER FORM

Tender for running Kala Academy's canteen at Kala Academy Complex,
Campal, Panaji, Goa:

1. Full name/s of the Tenderer:

2. Whether individual, partnership firm etc. (for other than individuals,
please give details) of partners/composition of management, if any) :

3. Full Address :

Telephone Nos. _____ Mobile No. _____

4. Experience in the line. (Please attach testimonials/certificates).

5. E.M.D. of Rs. 25,000/- **To be paid online through e-payment mode only.**

I/We do hereby accept the terms and conditions attached to this Tender Form in
Annexure - I. I also agree to abide by the changes in the terms and conditions, if any, as
may be decided by the Kala Academy from time to time.

Signature and Seal of the Tenderer

Date:-

Encl: Terms and conditions duly signed.

ANNEXURE - I

KALA ACADEMY GOA

TERMS AND CONDITIONS ATTACHED TO THE TENDER FOR RUNNING KALA ACADEMY'S CANTEEN AT KALA ACADEMY COMPLEX, CAMPAL, PANAJI-GOA.

1.
 - a) The tenderer should have minimum three years experience as proprietor or partner in running a canteen of reputed organization, running of own Hotel, Restaurant or providing of catering services.
 - b) In case of partnership firm, an attested copy of the partnership deed should be furnished along with the tender document, failing which the tender will be summarily rejected.
 - c) Dissolution of the partnership will summarily be liable for termination of the contract.
 - d) The tenderer should furnish testimonies/certificate regarding qualifications and experience in the field of catering, which will be the main criteria for awarding the Canteen contract.
 - e) Due weightage will be given to the tenderer with experience in the field with relevant proof, participation in national and international events and list of clients served.
2.
 - (a) The tender should be accompanied by an Earnest Money deposit of Rs.25,000/- **To be paid online through e-payment mode only.**
 - (b) The tender offer should be firm and conditional offers will not be considered.

Signature of the Tenderer

Seal :

3. The E.M.D. of the unsuccessful tenderers will be refunded, whereas the same of the successful Tenderer will be adjusted against the Security Deposit.
4. **The tenderer shall quote his highest bid towards the monthly rent payable by them for the premises used to run Kala Academy's canteen. The minimum bid should be Rs. 70,000/- per month. Offer below Rs.70,000/- will be treated as disqualified and no correspondence will be entertained against such offer.**
5. The successful tenderer will have to remit interest free Security Deposit equivalent to three months rent by way of Demand Draft which will be retained with Kala Academy till the period of the contract is over. The successful tenderer has to pay the rent in advance on first working day of every month. An amount of Rs.50/- shall be charged extra for each day of delay thereafter. If the delay exceeds more than 50 days, Kala Academy reserves the right to terminate the contract summarily, the Member Secretary shall be the competent authority to decide in the matter.
6. Rates of the items provided in the Canteen shall be charged as per the enclosed Annexure V, to the staff and students of the Academy and to the public as may be applicable. **The approved rates charged as per the tariff should be inclusive of all taxes.** Any items other than those mentioned in the said Annexure may be supplied only with written prior approval of Kala Academy regarding item and its rate.
- 7 a) The Contractor shall keep open the Canteen from 8.30 a.m. to 8.30 p.m. and should remain open till the end of the programme and also adjust the timing to coincide with any function/programmes to be organised in Kala Academy.
- b) The Canteen Contractor will adopt the Q system for service during the programmes and separate coupon counter will be set away from servicing area.

Signature of the Tenderer

Seal :

8. Water will be supplied by Kala Academy for which Rs.1500/- will be charged per month, in advance on the first working day of the month along with the monthly canteen rent. Electricity charges as per actual (separate meter provided) will also have to be paid separately by the Contractor to Kala Academy.
9. a) The Contractor will have to provide uniforms to his staff as approved by Kala Academy. The Contractor shall ensure that all his staff in the Kala Academy is in uniform. Similarly the biodata along with the photograph of all the employees shall be furnished immediately to Kala Academy by the successful tenderer.
 - b) The Contractor shall obtain Health Cards of all his employees from the Health Department.
 - c) The tenderer shall obtain Character Certificate of all his employees from the Police Department.
 - d) The Contractor shall at all times during the continuancy of the contract period comply with all the formalities required to be fulfilled by the Industries and Labour Rules, Regulations and Recommendations as prescribed by the State Govt. or Central Govt. or other local authorities.
10. Tables and chairs for the customers will be provided by Kala Academy. The Contractor will be responsible for its proper cleanliness and maintenance. He/she shall make good of any breakage/damage or loss to the furniture or any other items/material provided to him
11. One room behind the Canteen will be provided to store the canteen material i.e. soft drink crates etc.

Signature of the Tenderer

Seal :

- 12.a) The tenderer will give paramount importance for cleanliness and hygiene in the canteen and kitchen premises. As per the guideline issued by Health Department from time to time. The furniture and utensils shall be kept neat and clean and the tenderer will provide pesticide treatment/pest control regularly every month at his own expenses. **However, in case of failure on the part of the tenderer, Kala Academy reserves the right to treat the Canteen premises with pesticides and recover the said amount plus damages of Rs.2000/- per treatment from the Canteen Contractor.**
- b) **The Tenderers shall be responsible for waste management and its disposal as per rules.**
13. **No person either the Contractor or any of the persons employed by him shall be allowed to stay overnight in the Kala Academy premises.**
14. The approach of the Contractor and his employees to the staff members/students of the Kala Academy, as well as to the public should be polite and courteous.
15. The Contractor is bound to offer comments on the complaints lodged against him. He should display a complaints/suggestions register at a prominent place which shall be shown to authority by canteen contractor on weekly basis (i.e. every Monday) for inspection.
- 16.a) Food/snacks and other items supplied by the Contractor in the Canteen should be fresh wholesome prepared under hygienic condition.
- b) All the eatables should be prepared/cooked in refined vegetable edible oils and not in palmoline oil.
17. The contract shall be for a period of two year/s at the first instance and the same may be renewed for further period of one year with due concurrence by both the parties at the same or new terms and conditions. The renewal can be considered based on the overall performance of the Canteen Contractor.
18. The Member Secretary, Kala Academy Goa or any authority of the Kala Academy may at any time, inspect the Canteen to ensure the cleanliness maintained and the quality of the items supplied. The Contractor shall allow such persons to take any samples and also show the suggestion register, if any, kept by the Contractor.

Signature of the Tenderer
Seal :

19. The Kala Academy may advise the Contractor any suggestions towards cleanliness, hygiene and quality of the items served, as also complaints against him regarding services rendered in the Canteen. He shall be bound to follow such suggestions and/or rectify the causes of complaints.
20. The Contractor shall supply tea/coffee/snacks in the Office to the staff twice a day from 10.30 a.m. to 11.30 a.m. in the morning and from 2.30 p.m. to 3.30 p.m. in the evening sessions as per concessional rates. However, if orders are placed at any time, besides the time mentioned above, for guests or staff, the same shall be served by the Canteen Contractor.
21. Proper crockery and other utensils should be used while serving VIPs/Officers and for the staff of Kala Academy.
22. Considering the rush during the show intervals, the Contractor should open the Counter Services of tea, soft drinks etc. on different counters to facilitate the customers to purchase refreshments within the interval timings through coupons and queue system.
23. The canteen contractor shall not store or serve any alcoholic drinks within the premises of the canteen, nor shall allow his any employee to have an alcoholic drink in the canteen premises. The Canteen contractor shall not sell tobacco products/cigarettes, Beedies, Pan Masala etc and the products which are prohibited for sale by the Government.
24. Once the tender is accepted, under any circumstances **no concession will be given in the monthly rent including reasons like slack/rainy season, closure of auditoriums, premises for maintenance or other work etc.**
25. Breach of any of the conditions of the contract shall lead to the termination of the same at any stage with one month's notice.
26. **The Contractor shall display boards indicating tariff of menu to be served at a prominent place, for the knowledge of the staff, students and others.**
27. The rates for staff and students are made applicable only for self use.

Signature of the Tenderer

Seal :

28. The Contractor should run the Canteen himself. Under no circumstances permission will be given to sublet the Canteen.
29. **The Member Secretary, Kala Academy reserves the right of granting the permission to the organizers for the events like conferences, meetings, seminars, festivals, cultural programmes etc. to host lunch/ dinner/ refreshments etc. at his own discretion and the canteen contractor will not have any claim over any amount towards service charges etc. from Kala Academy or the organizers.**
30. Kala Academy Goa reserves the right to levy a fine of Rs.1000/- per day in case of violation of any rules/terms and conditions prescribed in the contract/tender and which should be paid by the contractor within 24 hours.
31. **The Canteen premises shall not be utilized, for serving lunch/dinner/refreshments etc. for the performance held outside the Complex premises, neither the kitchen for cooking to cater outside orders by contractor.**
32. The Caterer shall serve meals, snacks/refreshments only within the Canteen area. However, the Member Secretary reserves the right to grant such permission to organizer/booking parties to avail services of outside caterer in exceptional cases at his discretion.
33. For cooking purpose, the Canteen Contractor should use only gas stove. Use of kerosene stove is strictly prohibited.
34. The Canteen Contractor should possess the necessary licenses from Food & Drug Administration and Directorate of Health Services or any other Statutory Body required by law for his present venture and should obtain the necessary License from FDA to run Kala Academy canteen immediately on issue of letter of acceptance of tender by Kala Academy.
35. The Member Secretary may introduce any other terms and conditions in the agreement to be entered into/executed with the successful Canteen Operator.

Signature of the Tenderer
Seal

36. The successful tenderer shall submit Notarized Declaration on Rs.100/- Stamp Paper, before signing the agreement, stating that the premises will be vacated in good condition within fifteen days from the date of issue of the directives from the authorities allotting the premises, failing which the tender will be rejected.
37. Kala Academy reserves the right to revise rates of any item, if found necessary.
38. The canteen contractor shall not proceed against the Kala Academy in any court of Law, arbitration etc, on any ground and shall be held responsible and liable for breach of contract, loss or damage by way of wages for his employees compensation for his staff, cost of equipment etc.
39. Without assigning any reasons thereof the Kala Academy reserves the right to accept or reject any or all the tenders. The tenderer shall not proceed against Kala Academy in any Court of Law, Arbitration, etc. on any grounds and shall be held responsible and liable for breach of contract, loss or damage by way of wages/compensation for the tenderers employees, cost of equipments etc.
40. The canteen contractor shall not damage or deface any surface, property, appliances of Kala Academy. For display of any board/advertisement material, he should take prior written permission from the Member Secretary.
41. The tenderer should sign each and every page, forming part of the tender as token of his acceptance to the terms and conditions mentioned therein (including annexures)
42. The work order issued will come in force only on signing of the agreement. The cost of stamp paper will have to be borne by the Contractor.
43. The Member Secretary reserve the right to terminate the contract without any prior intimation/notice incase the contractor violets any of the terms and conditions of the Agreement.

I have noted all the terms and conditions numbered from 1 to 43 and agree to abide all the conditions.

Name: _____

Signature : _____

ANNEXURE - II

INSTRUCTIONS TO THE TENDERER

TENDER SPECIFICATIONS/CONDITIONS FOR RUNNING THE KALA ACADEMY'S CANTEEN AT KALA ACADEMY COMPLEX, PANAJI-GOA.

1. The tender should be submitted in two bid system superscripted as (1) Technical bid (2) Financial bid. These two envelopes should be placed in one envelope duly sealed and superscribed as "Tender for Canteen of Kala Academy". The Tender document can be downloaded from the eTender website www.tenderwizard.com/GOA upon the payment of Tender Document and eTender Processing fee Costs. The mode of submission of tender is through eTender mode only. The tenders will be opened on 28/05/2018 at 4.00 p.m. in the presence of the tenderers or their authorized representatives in case they wish to be present. The date of opening the financial bid will be intimated to the qualified tenderers

2. **The technical bid should include the following documents :-**
 - a) Earnest Money Deposit amounting to **Rs.25,000/-** is **To be paid online through e-payment mode only**. E.M.D. of the unsuccessful tenderers will be refunded, as soon as, the matter is finalized, whereas the same of the successful one will be adjusted with the Security Deposit. The request by the tenderer for refund of E.M.D. prior to finalization of tender will be treated as withdrawal from tender.
 - b) IT Returns of last two years.
 - c) Attested copies of the Certificates of Registration from (i) Sales Tax (ii) ESI (if required) (iii) PF (if required) (iv) Labour Inspector (v) Food & Drug Administration (of present organization), requires to be furnished

Signature and Seal of the Tenderer

- d) Attested copies of the certificates of experience in past immediate three years for running of Canteen of reputed organizations/own hotel, Restaurant or catering services.
 - e) Details regarding constitution of firm (whether individual or partnership firm etc.). Please give details of partners/composition of management, if any.
 - f) Annexure I, Annexure II and the check-list in the prescribed format in Annexure III and Annexure IV.
 - g) Copy of the Income Tax PAN Card.
3. Testimonials from the existing customers as to the quality of service rendered will be given preference.
4. The rates quoted in the tender should be valid for 90 days from the date of opening of the tender.
5. **The financial bid should include the price bid in Annexure IV.**

Sd/-

MEMBER SECRETARY
KALA ACADEMY GOA

(Signature and Seal of the Tenderer)

ANNEXURE III

Check List

Tender for running of Kala Academy's Canteen at Kala Academy Complex.

<u>Sr. No.</u>	<u>Particulars</u>	<u>Remarks</u>
1.	Name of the Tenderer	
2.	Address	
3.	Status of the Firm (whether individual or partnership)	
4.	Whether the technical bid is accompanied with E.M.D.	
5.	Attested Certificate copy of E.S.I. Registration (if any).	
6.	Attested Certificate copy of P.F. Registration (if any).	
7.	Attested Registration Certificate copy from the Labour Dept.	
8.	Attested Certificate copy of Sales Tax Registration	
9.	Attested copy of licence obtained from Food & Drug Administration for present catering venture (if any).	
10.	Attested Certificate copies from reputed organizations/institutions for running the canteen contract/own hotel or restaurant for a minimum period of five years.	
11.	Attested copy of PAN Card.	

The tenderer is required to tick mark (✓) in the remark column if he complies to the requirements in the check list.

Signature and Seal of the Tenderer

KALA ACADEMY GOA

FINANCIAL BID (Online Mode Only)

1) FULL NAME/S OF THE TENDERER : _____

2) FULL ADDRESS : _____

3) TELEPHONE NO. : _____
(Office, Residence and Mobile)

4) FINANCIAL BID FOR RUNNING THE KALA ACADEMY'S CANTEEN
AT KALA ACADEMY COMPLEX.

i) Monthly contract fees of Rs. _____

in words (Rupees _____)

_____)

The above contract fee will be exclusive of all taxes payable like GST, service tax, luxury tax etc. applicable from time to time.