

Sardar Patel College of Engineering

(Government – Aided Autonomous Institute)

Munshi Nagar, Andheri (West), Mumbai – 400 058

Request for Quotation for Running Institute Canteen

Bharatiya Vidya Bhavan's Sardar Patel College of Engineering is a government aided autonomous engineering institute under Mumbai University established in the year 1962. Institute offers approximately 2000 sq. ft. furnished space for running the canteen in the Institute Workshop Building. The Institute also provides electricity and water connection in this premise; however **the charges for usage of Canteen Electricity are to be paid separately** as mentioned in the terms & conditions given below.

The Institute invites the **sealed quotations** from licensed Catering Services Providers for running the Institute Canteen from **01st March, 2025 to 28th Feb, 2028** w.r.t. following Terms & Conditions:

Terms & Conditions to run the Institute Canteen:

- 1) The food service company should have existence for last 10 years and should be registered with government.
- 2) The company should have all relevant licenses to provide healthy food and catering services.
- 3) A security deposit of INR 2, 00,000 is to be done in bank guarantee format. Additionally, the company will also have to bear the water charges and electricity charges at actual per month.
- 4) The food service company will need to execute an agreement with the format provided by the institute herewith.
- 5) **The food service company has to submit their competitive quote for providing the food items listed in the following format before -10th February, 2025 at 05:00 p.m in the Institute Stores Room No. 48.** If the company is interested to provide any additional items, the list may be added separately. However, to allow offering these items in the Institute Canteen, is at the discretion of the Canteen Management Committee (CMC). Alongwith the list of food items and their rates, the company also needs to specify the brand/ quality standard of the raw material that will be used for food preparation.
- 6) For any further details contact "Registrar" of the institute in the any working days **(Monday to Friday) between 09:00am to 05:00pm.**
- 7) Though this work contract to run the Institute canteen is valid for 3 years, it will be reviewed every 6 months and the decision to continue or discontinue will be solely at the discretion of the Institute.
- 8) The interested vendors have to submit the following documents alongwith their bid document: (a) IT Return for last 2 years, (b) PAN Card, (c) GSTIN (d) License from FSSAI (e) Company Registration Document (f) License from MCGM (g) Address of the place where the vendor is running similar canteen/mess.
- 9) The CMC may confidentially visit the place where the participating vendors are running similar canteen/mess and consider taste and overall quality of the food items offered, the cleanliness in the kitchen and canteen area and other relevant points at that premises, in addition to the cost of the food items offered by the vendor to take the final decision of awarding the work contract to run the Institute Canteen. The CMC reserves

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the right to cancel the entire process of bidding to award the contract to run the Institute Canteen. The decision of the CMC will be final in this process.



Dr Hansa Jeswani

Chairperson

Canteen Management Committee

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FORMAT FOR TENDER DOCUMENT SUBMISSION

Tender Document for Catering Services for SPCE Canteen

SPCE is in the process of selecting a catering contractor for the canteen in the SPCE Canteen on the campus. The terms and conditions on which the contract is to be awarded are given in the following pages and are divided under the following headings.

1. Catering contract for SPCE Canteen terms and conditions along with responsibilities of caterer.
2. Rules pertaining to the daily functioning of the canteen.
3. General structure of the menu.
4. Representative canteen menu.
5. Penalties for violation of canteen rules.
6. Application for Contract for SPCE canteen to be submitted on or before 10th February 2025 to the undersigned on separate sealed envelope mentioning SPCE canteen quotation.

Caterers interested in the above canteen contract are requested to submit the following:

- a) Technical bid in the proforma provided.
- b) Commercial bid containing the rates to be charged.

These should be submitted in two SEPARATE envelopes superscribed as “Technical Bid for contract for SPCE Canteen” and “Commercial Bid for SPCE canteen”. Both these envelopes must reach the office SPCE Andheri, Mumbai-400 058 **Submission of technical and commercial bids in a single envelope shall lead to disqualification.**

Enclosures in technical bid:

1. Resume / Biodata of Caterer with full postal address and email address, telephone no. Mobile no. Fax. no. etc.
2. Details of Experience of handling large institutional/corporate cafeteria/food outlet – Current and Earlier (during last 10 year)
3. Any other pertinent information.
4. Two References.
5. Xerox copy of the following documents:
 - a) Bank solvency certificate, b) Income tax clearance certificate –last three years c) Catering, food outlet & labor license, d) Municipal license e) Registration Certificate. J) Shop &

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Establishment Registration k) Municipal Certificate, i) copy of work orders from other organizations.

TECHNICAL BID**CANTEEN CATERING CONTRACT FOR SPCE CANTEEN– TERMS & CONDITIONS**

The SPCE CANTEEN on the campus consists of a kitchen and dining area The important terms and Conditions are listed below.

1.	The catering Contractor agrees to provide an interest free Bank Guarantee of Rs.2.00 lakh valid for a period of one year from a scheduled nationalized bank.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	The Catering contractor agrees to submit all necessary statutory documents, as stated.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	In the event of award of the contract, the catering contractor agrees to register himself with the Regional Labour Commissioner (Central) Mumbai as a contractor under the Contract Labour Regulation Act and obtain a Labour License and complete all required formalities. The catering contractor agrees to procure valid eatery license from relevant authorities.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	(a) The catering contractor agrees to adhere to the provisions of the provident Fund Act, the Minimum Wages Act and other such acts which are applicable. (b) The catering contractor agrees not to employ child labour and upon violation contract will be terminated with immediate effect and bank guarantee shall be encashed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	The catering contractor agrees to engagement of required staff, providing uniforms etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	The catering contractor agrees to the timings and the menu as stated by SPCE and is subject to certain changes as suggested during meetings of the CMC with the caterer.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	The catering contractor agrees to maintain adequate stocks of food grain, grocery at his cost.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	The catering contractor agrees not to take any outside contract of preparing/ cooking any food in the canteen premises. The catering contractor agrees not to use canteen premise for any activity other than preparing, cooking and serving food to members of the canteen	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	The catering contractor agrees to carry out minor maintenance jobs such as replacement of light bulbs, tube lights etc. Expenses on repairs and maintenance of equipment, if any, shall be borne by the caterer.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	The catering contractor agrees for replacement of gas cylinders and procurement of good quality provisions and other consumables.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.	The Catering contractor agrees to security of licensed premises, equipment, fittings and fixtures, furniture etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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12.	(a) The catering contractor agrees to Cleaning and Housekeeping of Kitchen and dining area. (b) The catering contractor agrees for cleaning of utensils, cutlery, crockery, kitchen equipment, furniture. (c) The catering contractor agrees for disposal of garbage hygienically as per BMC norms. (d) The catering contractor agrees for taking enough precautions to prevent the choking of drainage lines relate to the canteen and the catering contractor agrees to take the responsibility of any maintenance required in this regard.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13.	The catering contractor agrees to authorities of SPCE having all rights to check on cleanliness and upkeep of premises and quality of provisions, and quality of the food.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.	The catering contractor agrees to attend the meeting with the CMC whenever called, failing which, is ready to pay a penalty which will be imposed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15.	At least two supervisors/workers must be available at all times in the canteen premises.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16.	The catering contractor has submitted proof of experience of catering in an establishment of capacity of at least two hundred persons.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17.	The catering contractor has submitted all relevant photocopies of the documents required.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18.	The catering contractor agrees to all the items of the menu on page 6 of tender document.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19.	The catering contractor agrees that authorities of SPCE will not be made liable to answer any official under Government Shops and Establishment Act or any other Act. It shall be the sole responsibility of the caterer to satisfy any of the officials of any Government authorities.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20.	The catering contractor agrees that under no circumstances, employees of catering contractor shall be treated, regarded or considered deemed to be the employees of SPCE and the catering contractor alone shall be responsible for their remuneration, wages and their benefits and service condition of all the employees deployed by them. The catering contractor agrees to indemnify SPCE against any claim that they may have to meet towards their employees.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21.	The catering contractor agrees that upon violation of above mentioned terms, Principal SPCE has the absolute right to terminate the contract forthwith without notice and will not be liable for any damages and/or loss or compensation, which may be suffered by the catering contractor on account of termination of the contract. The bank guarantee will be encashed upon termination of contract.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Notes:

1. The Contract Agreement would be valid for a period of one year and subsequently, may be renewed for an additional period of one year or part thereof, subject to satisfactory

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performance. However, the Principal SPCE shall have right to terminate the contract at any point of time, without any prior notice.

2. Only vegetarian food will be cooked and served. Non vegetarian food is strictly not allowed.
3. Electricity, required for running of the canteen beared by contractor, as per sub meter units consumed and paid by the contractor monthly.
4. Dining room furniture i.e. tables and chairs will be provided by SPCE upkeep of which will be the sole responsibility of the caterer.
5. Only those catering contractors who have proper establishment in Mumbai and Navi Mumbai shall be considered.

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General Structure of the Canteen Menu

The following is the general structure of the menu. The detailed menu is provided in the table that follows.

Breakfast*

Sr.No.	Name of the Items	Rate/Plate
	Snack Items (Typical)	
1	Idli (2pcs) (Standard Size)	
2	Vermicilli	
3	Poha	
4	Upma	
5	Sada Dosa (Standard Size)	
6	Masala Dosa (Standard Size)	
7	Onion Uttapam (Standard Size)	
8	Masala Uttapam (Standard Size)	
9	Plain Uttapam (Standard Size)	
10	Bread Butter	
11	Bread Jam	
12	Toast Butter	
13	French Toast	
14	Corn Flakes	
15	Bread Omlette	
16	Boiled Egg	
17	Bread Pakoda	
18	Alu Paratha (Standard Size)	
19	Medu Wada (Standard Size)	
20	Egg Burji	
21	Veg. Sandwich	
22	Maggi	
23	Batata Wada(2Pcs) (Standard Size)	
24	Samosa (2Pcs) (Standard Size)	
25	Misal Pav	
26	Bournvita (Big Glass)	
27	Milk (Big Glass)	
28	Tea/Coffee	
	Additional Items if any can be added	

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COMMERCIAL BID

From:

Date:

To
The Principal,
SPCE Bhavan's Campus
Munshi Nager, Andheri (west)
Mumbai – 400 058

Sub : Catering contract for SPCE Canteen Mumbai

Sir,

With reference to your enquiry the following information is provided for your consideration:

1.Name of the Proprietor / Partner:

2.Contact Address:

3.Contact Phone No._____. Mobile Phone
No._____

Fax No._____. Email

_____The above quotation includes all
applicable taxes. (Note :- Justification of taxes and prices should be given.)

We have read and agree to

1. Terms and conditions of Canteen Catering Contract
2. Rules pertaining to the daily functioning of the Canteen
3. Rules pertaining to fines.

Signature of authorized person
contractor

Seal of the catering

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Penalties for violation or rules, terms and conditions The caterer will be fined in case of violation of the following rules:

1. Unavailability of complaint register on the counter / discouraging the complaint would lead to a fine of Rs. 1000/- on the caterer.
2. 2 or more complaints of insects /plastic/glass found in any meal would invite a fine of Rs.10000/- on the caterer.
3. 2 or more complaints of unclean utensils in a day would lead to a fine of Rs.2000/- on the caterer.
4. 2 or more complaints in a month that certain meal was not cooked properly then a fine of Rs. 1000/- would be imposed on the caterer.
5. Fine on any discrepancy (personal hygiene of workers, Kitchen area, dining area etc) will lead to fine of Rs. 2000/- on caterer.
6. For any rules stated in the agreement.
 - First violation of the rule implies fine as per the rule.
 - Second violation of the same rule in the same calendar month will attract triple the initial amount of fine for the caterer.
 - Further violation shall lead to termination of the contract.
9. As and when CMC imposes a fine it will inform the representative of the caterer or canteen manager.

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Brands of consumables permissible in Canteen, SPCE Mumbai

Item Brand

Salt	Tata, Annapurna, Nature fresh
Spices	M.D.H. Masala, Satyam, Badshah, Everest
Ketchup	Maggi, Kissan, Heinz
Oil	(Sunflower) Sundrop, Godrej, Fortune, Nature Fresh
Pickle	Mother's or Pravin or Priya or Bedekar or Nilon's
Atta	Ashirvad, Pillsbury, Annapurna, Nature Fresh
Instant Noodles	Maggi, Chings
Papad	Lijjat
Butter	Amul, Britannia, Mother Dairy
Bread	Modern, Kwaliti, Wibs
Jam	Kisan or Mapro or Mala
Ghee	Amul, Mother Dairy, Britannia, Gits, Everyday
Shrikhand	Warana or Amul
Cow Milk	Mahananda, Amul, Mother Dairy (Without Water)
Paneer	Amul or a good quality local paneer
Tea	Brook bond, Lipton, Tata
Rice /Dal / Pulses	Surti Kolam or Wada Kolam (bought from a standard market like sahakari bhandar)
Vegetables	Freshly bought from the local market

The contractor may use any other standard brands that are approved by the CMC.