



Jarbom Gamlin Government Law College,
Jote-791123, Papumpare District Arunachal Pradesh
*affiliated to Rajiv Gandhi University (RGU), Arunachal Pradesh and Approved by Bar Council of
India (BCI), New Delhi)*

TERMS AND CONDITIONS FOR RUNNING CANTEEN

GENERAL

At present, approximately 300 students are enrolled and about 25 teaching and non-teaching staff members are contributing their services to the college. Out of 300 there are 90 students residing in the hostel. The period of proposed contract will be for one year which may be extended further on satisfactory performance of services.

AREA OF OPERATION:

The successful bidder shall run the college canteen.

FACILITIES TO BE PROVIDED FROM COLLEGE

1. Kitchen with store room
2. Separate washing area
3. Open space
4. Fan

REQUIREMENT FROM THE CONTRACTOR:

CLEANLINESS AND HYGIENE

The contractor will ensure highest standards of cleanliness, hygiene and safety in the kitchen and canteen. The contractor will ensure that all eatables are kept in safe and clean enclosures free from flies and insects. Adequate number of dustbins will be placed by the contractor in the canteen for proper disposal of garbage and the food waste in an eco-friendly manner. There should not be any littering of unused food or vegetables within the canteen.

The contractor and its staff will ensure that no used utensils viz. cups, trays, trolleys etc. are lying in the campus and the same should be removed immediately. The contractor should have his/her own dedicated staff for washing and cleaning. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils will be required to maintain sparkling clean at all times. Separate set of utensils will be used for cooking and serving of items including eggs.



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The kitchen staff and serving staff shall use hand gloves, head cover and apron to maintain hygienic conditions of the eatables.

The contractor shall ensure good personal hygiene of its staff.

QUALITY

The contractor shall procure all food articles, vegetable oil, ingredients, spices etc. of the best quality/brand/make (ISI mark) to the satisfaction of the canteen committee of the college. The canteen committee will have the right to ask the contractor to change any brand of material used for cooking if the same is not found satisfactory.

The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only fresh cooked food is served and stale food is not recycled. Stale and/or rest over food or food material shall be removed from the canteen premises in an eco-friendly manner as soon as possible.

The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of students and staff members. The oil which remains from deep frying at the end of the day shall have to be destroyed/disposed off and shall not be allowed to be recycled for the purpose of cooking next day. The canteen contractor will be required to use preferably the following brands of raw materials:

- Fortune/ Naturefresh, sunflower/soyabean refined oil
- MDH/Everest/Catch brands of Spices
- Rajdhani/Ashirwad/Shaktibhog brands of Atta, maida, besan,sooji
- Brooke Bond/Taj Mahal/ Tata Gold/Red Label brands of tea
- Nescafe/bru/ Tata Grand brands of coffee
- Milk, Paneer, curd by Mother Dairy/Amul
- Butter by Amul/Mother Dairy
- Britannia/Harvest or good local brands of bread
- Fruit juices by real/Safal/frooty/slice
- Sona/Lal Quila/India Gate/lakhibhog/KRT brands of Basmati rice
- Other items/brands strictly subject to written approval by the committee.



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SERVICE

The contractor will be required to provide service in the canteen premises and also in various rooms of the college such as the Principal's office, Staff Room, and other departmental rooms. The service would be free of any charge.

The food served in the departments/out of the canteen should be well packed with Aluminium foil or saran wraps/cling films.

Crockery used should be of good quality like bone china etc. Special arrangements should be made for meetings of the Principal, Staff Councils, Associations or other such Departments/units etc.

RATES

The contractor will be required to sell only approved food items at the rates mentioned in the rate list as per Annexure-I. The same list of items (Menu) along with the price will be required to be displayed prominently in the canteen dining hall. The canteen contractor shall not tamper with the rates once agreed to. If any such complaint is received the canteen committee may impose fine on the contractor up to Rs.1000/- upon due verification. Introduction of new items in the Menu can also be done with prior approval of the canteen committee at the rates approved by it.



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1. Applications must be submitted in sealed envelopes.
2. It may be noted that the lowest quoted rates of a tender does not entitle him to claim the said contract. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the college canteen committee and finally recommended.
3. Contractors having experience of running canteen in colleges, govt. departments and other private sectors will be given weightage.
4. The contractor's firm/organization/individual must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954. A self-certification is required to be submitted by the contractor (on letter head if possible).
5. The contractor shall abide by all the prevailing laws for running of canteen and shall comply with all necessary formalities of obtaining license/permission etc. on his own. The college shall not take any responsibility for any legal provision not met by the contractor and on account of this the contractor shall solely be responsible.
6. The contractor shall ensure that applicable labor laws and minimum wages act are complied with.
7. The contractor shall have to execute an appropriate agreement with the college on a non-judicial stamp of Rs. 100/- accepting all terms and conditions.
8. The contract shall remain valid for a period of 1 (one) year from the date of contract.
9. A non-refundable application fee of **Rs. 1000 (one thousand)** is to be paid through Demand Draft drawn in favour of the Principal, Jarbom Gamlin Govt. Law College, Jote at the time of submitting of tenders.
10. The contractor shall have to deposit security amount (Refundable after end of contract) of **Rs 10,000/-** to be paid through demand draft drawn in favour of the principal, Jarbom Gamlin Govt. Law College, Jote within 15 days from the date of issue of order to run the canteen, failing which order shall be cancelled and offered to second successful bidder.



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11. The contractor shall have to remit to the CMC (Canteen Management Committee) the canteen rent at the rate of **Rs. 1000 (one thousand)** per month on or before the last day of every month.
12. The canteen shall remain open on all working days during the college working hours and beyond college working hours if required.
13. The canteen employee shall have proper uniform with identity card, which shall be issued by the contractor.
14. Proper cleanliness and hygiene shall be maintained in and around the canteen as per the laid norms of State Government and the contractor shall obtain necessary clearance etc.
15. The contractor shall have to ensure that the canteen staff employed by him wears full dress with proper gloves, head cover, apron etc. The contractor shall have to take all the measures to maintain good hygiene during the preparation and serving.
16. The contractor shall have to make his own arrangements to remove / dispose-of garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed-off by the contractor outside the college
17. All employees of canteen must undergo regular medical checkup as and when decided by the respective committees.
18. The contractor shall take all the precautions to maintain quality of food. In no case, he/she shall sell stale/old stuff/preparations.
19. The contractor must not use / store any hazardous chemical / dangerous element/ banned or expired products in the canteen which may pose threat to the health and safety of the people.
20. The contractor shall use the good quality branded cooking medium and should ensure that only standard material / ingredients for cooking and serving are used. No local/ sub-standard material/ingredient shall be allowed.
21. The contractor shall not use the canteen / college premises for residential purposes for self or his staff.



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22. The contractor shall not sublet the contract to any vendor further. Similarly, no part of the menu/ items agreed upon shall be sublet to any other party. Subletting in any form shall not be allowed.
23. The contractor will keep the detailed record of the employee working in the canteen and will have to update details to the Convenor, Canteen Management Committee. The contractor shall provide the list of the workers along with their identification & residential proof and police verification, who are working in the canteen. (a) Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behavior of the staff employed by him/her in the college canteen and shall solely be responsible for any miss happening or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor. (b) A list of staff working in canteen shall be forwarded to the police station concerned. (c) The staff of the contractor shall abide by the instructions issued by the college authorities from time to time and their movement in the college shall be restricted.
24. The maintenance of discipline in and around the canteen shall be the responsibility of the contractor.
25. Contractor shall take responsibility to take care of items in the canteen. In the event of any damage to the property provided in the canteen by the authority or non-payment of rent etc. the same shall be recovered from the contractor.
26. The contractor shall ensure to keep all his/her belongings under lock and key. The contractor shall be solely responsible for any loss, damage, theft etc. occurring in canteen and no compensation of any kind shall be made by the college.
27. The approved rates of food items as accepted by the Canteen Management Committee shall not be increased by the contractor. Similarly, no other item shall be sold by the contractor outside the approved list without the permission of the Committee.
28. The contractor shall display the rates of items, as approved upon by the Canteen Management Committee at prominent places of canteen and staff room. The contractor shall display the menu everyday on the notice board of the canteen.



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29. The contractor shall have to provide “Complaint and Suggestion Book” and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the Principal’s Office/ Convener, canteen committee for inspection every month.
30. The contract may be terminated by giving one month’s notice by the college. However, if it has been found/ reported that there has been a gross misconduct, negligence, noncompliance of orders requiring immediate action, the Principal shall have the rights to revoke the contract immediately without any notice.
31. After the termination / expiry of the contract, all the belongings of the college should be handed over to the college, including those items for which the college has undergone a separate agreement.
32. The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him/her also. He/she shall have to ensure that no competitive product is being sold in the canteen for which the college has undertaken separate & exclusive tie-up.
33. The Convener and members of canteen committee / Administrative Officer or any other staff as deputed by the Principal can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct etc
34. The contractor should ensure all safety measures while running and operating the canteen. This includes necessary precautions against fire hazards. The contractor will have to arrange and periodically refill at least 2 numbers of fire-extinguishers.
35. Contractor shall take responsibility to take care of items in the canteen. In the event of any damage to the property provided in the canteen by the authority or non-payment of rent etc. the same shall be recovered from the contractor from deposit money.
36. The college will not undertake any responsibility for credit sales to students, visitors or any of its staff members or any losses caused to the contractor due to pilferage or whatsoever.
37. Water and electricity shall be provided by the college authority but contractor shall pay the bill and be responsible for their judicious use.



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38. College reserves the right to change any terms and conditions governing the operation of canteen as and when circumstances so warrant.
39. Any breach of the Clause/Clauses will render the contract null and void.

Date:

Principal
Jarbom Gamlin Govt. Law College, Jote



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UNDERTAKING FOR RUNNING CANTEEN

1. I/We the undersigned (hereinafter known as "the contractor") hereby apply for grant of contract for running the canteen at Jarbom Gamlin Govt. Law College, Jote.
2. I/We have gone through all the terms and conditions and also the schedule of items as enlisted by you in your notice inviting tender for the subject under reference.
3. I/We, hereby confirm that I/We have understood all the terms and conditions and confirm my/our commitment to abide by them. In case of any discrepancy / dispute or wrong / incorrect nomenclature in the schedule, the decision of College Authority shall be final.
4. I/We also confirm my / our commitment to provide the material as enlisted in the schedule of items with your notice inviting tender under reference.
5. I/We have experience of _____years providing Canteen / mess in a Govt. Sector/PSUs/Educational Institutions including schools & colleges / Private Institutions of repute.
6. I/We enclose herewith experience certificate duly signed by Principal/Director/Manager of
7. I am/we are enclosing herewith a DD bearing No DatedBank Branchfor Rs. 1000/-(One Thousand) drawn in favour of "Principal, Jarbom Gamlin Govt. Law , Jote being the charges of application fees.
8. I/We understand that the amount will be forfeited, if the applicant who is awarded the contract refuses to accept the contract.
9. I/We understand that I/We shall have to deposit a security deposit of Rs. 10,000/-Rupees (Ten Thousand only) as refundable security deposit as prescribed above. This deposit will not bear any interest and shall be refunded on termination of the contract after adjusting dues, if any.



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10. In case the contract is awarded to me/us, I/We shall sign an agreement within 10 days (on a non-judicial stamp paper of prescribed value) of the receipt of the letter awarding the contract.

Signature of the Tenderer
Date with Rubber Stamp



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ANNEXURE I - A

CERTIFICATION

I/we do hereby solemnly affirm and state that I/We have not so far been black listed by any of the institutions/offices in which I/We have worked/run canteen / by any Governments, Semi-Government Department or any other organisation.

Signature of contractor (Full signature of the Tenderer with seal of the Agency)

Date:

Place:



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ANNEXURE II

CANTEEN MENU LIST

Sl. No	Items	Rate/-
1.	Milk Tea	
2.	Red Tea	
3.	Coffee	
4.	Vegetable Sandwich	
5.	Butter Toast	
6.	Samosa	
7.	Noodles (maggie) per plate	
8.	Aloo- Paratha with vegetable per plate	
9.	Plain Paratha (Per Piece)	
10.	Stuffed paratha (Onion/Egg) with vegetables per plate	
11.	Roti (two pieces) with vegetable	
12.	Thali-Non-Veg (Rice+Dal+veg+pappad+pickle+meat(chicken or fish) per plate	
13.	Thali- Veg (Rice+Dal+veg+pappad+pickle) per plate	
14.	Omlette – 1 egg	
15.	Egg boiled – 1 piece	
16.	Momo- Veg (Half and Full)	
17.	Momo Non-Veg (Half and full)	
18.	Chowmein Veg (Half/Full)	
19.	Chowmein Non-Veg (Half and Full)	
20.	Fried Rice Veg(Half /full)	
21.	Fried Rice non-veg (Half /full)	
22.	Rasgolla (Per –piece)	
23.	Gulabjamun (Per-piece)	

***All packed items shall be sold as per MRP rate.**