

TENDER FORM: CAFETERIA

Cost of Form-Rs 300/- each
(Deposit Rs 300/- incase downloaded from website)
E-mail aiedelhi@gmail.com

Serial No _____

ARMY INSTITUTE OF EDUCATION (AIE) **GREATER NOIDA**

Tender to be deposited by 4.00 PM on 19 Jun 2015
At Army Institute of Education (AIE)
Plot No M-I, Pocket P-5, Sector CHI, (Near AWHO Township) Greater Noida (U.P.)-201306

TENDER FOR CAFETERIA SERVICES IN AIMT- AIE CAMPUS

Sir/Madam

1. Sealed quotations are hereby invited from registered & approved agencies for providing cafeteria services in AIMT-AIE Campus, Greater Noida. Prescribed tender forms can be obtained from office of the Estate Supervisor, Army Institute of Education, Greater Noida between 10.00 AM to 04.00 PM on all working days till 16 Jun 15. Tender form duly completed in all respects must be sent by post or by hand or by mail to reach this office by **4 PM on 19 Jun 2015**. Tender form will be accompanied by a Demand draft of Rs 5,000/- in favour of Army Institute of Education, Greater Noida as 'Earnest Money'. Tender form without bank draft will be rejected. Earnest Money of the selected vendor will be adjusted in the Security Deposit while Earnest Money Drafts of other applicants will be returned after the selection process is over. Tender will be opened at **3 PM on 20 Jun 2015** in the office of the Registrar in the presence of the contractors or their authorized representatives who may like to attend.

General Terms and Conditions

2. The contract for running the cafeteria in the Institution shall be for one year duration.
3. The contract may be extended for one more year in case the services are found to be satisfactory.

Terms and Conditions Related to Running of Cafeteria

4. The contractor shall provide adequate variety of snacks/beverages & fast food type items to students & staff in the Campus.
5. Contractor will ensure that all items directly prepared in the cafeteria are of high standard from quality & hygiene point of view & quote the rate of all items.

6. On approval of contract by board of officers the rates as approved by board of officers will be binding on the contractor for the period of the contract. The contractor will deposit a **Security Amount of Rs 25,000/-** , which will be released on termination of contract after one year, or whenever contract is terminated.

7. The Contractor shall use cafeteria kitchen, kitchen store, two dining halls and two covered enclosures for providing services for cafeteria inmates.

NOTE: Cooking Oil & Condiments should be branded, clean and free from any dirt and adulteration.

8. Crockery/Cutlery/Disposable plates & glasses etc. and all utensils including containers for keeping provision will be supplied by the Contractor.

9. The cafeteria shall use the cafeteria kitchen for preparation of items required for campus inmates only and shall not use the same for any other purpose whatsoever.

10. The cafeteria will ensure that adequate number of staff (cooks, billing supervisor, helpers, safaiwala) are employed for running the cafeteria service. He will be responsible for their discipline and conduct.

11. The contractor will ensure that the catering and other staff employed are checked periodically and at intervals not exceeding three months for their medical fitness for food handling and also ensure that they are free from any infectious disease or any other diseases likely to cause any health hazard to the inmates.

12. The contractor shall ensure that the cooks use clean white caps and aprons while on duty.

13. The contractor shall ensure that the waiters while at work are properly trained and dressed, with appropriate shoes.

14. Gas connection with stoves, fridges, deep freezer, microwave/oven etc will be provided by the contractor. Cost of fuel and repair to these items will be borne by the contractor. Fire fighting appliance will be made available at the kitchen by the contractor. The contractor should ensure his staff takes adequate fire precautions. Utmost care is to be exercised in the use of gas burner to prevent outbreak for fire. All possible safety precautions will be observed. Any outbreak of fire caused by negligence of catering staff resulting in the damage of hostel building utilities will be made good by the contractor.

15. The contractor and the staff will always carry on their person the valid security passes issued by AIE failing which the entry to the campus will be denied by the main gate sentry. Security passes will be issued by the Registrar, AIE.

16. The contractor and the catering staff/servants shall comply with the instructions issued from time to time by the Mgmt AIE through the Registrar to ensure compliance of security instruction and conduct of his personnel as also cleanliness and hygiene of the cafeteria.

17. In the event of any food complaint by any inmate or if it otherwise comes to the notice of the management AIE that the caterer has violated any of the instructions given by the AIE authorities, investigation shall be done by a representative of AIE and should any lapses on the part of the caterer or any of their staff is revealed the caterer will be issued a show cause notice and may be liable to pay damage/compensation at the rate to be determined by the management, AIE. In case of premature termination of contract due to inadequate services or serious complaint about the cafeteria catering the Earnest Money will be forfeited. If damage is not made good it will be adjusted against the security amount.
18. The contractor or his representative with their staff will be available in the Cafeteria from 0730 h till 2130 h or such time as specified by the mgmt, AIE from time to time.
19. The contractor shall maintain at all times high standard of cleanliness and hygiene in kitchen & Cafeteria halls. The snacks/meals served shall be as per the list approved and displayed in the cafeteria.
20. The caterer shall ensure that the snacks/meals served are nutritive, tasty and wholesome and shall in no way be hazardous to health of inmates.
21. All the snack and meals will be regularly checked for their quality and standard of preparation by the Registrar AIE. It shall be binding on the caterer to implement suggestions made by the Registrar, AIE.
22. Notwithstanding any clause contained herein before, the mgmt AIE shall be at liberty to terminate this agreement at any time, for any act of negligence, misconduct or breach of terms and conditions which involves security of the inmates or good name or prestige of AIMT or AIE.
23. All disputes and difference of any kind, whatsoever, arising out of or in connection with this agreement, shall be referred to for arbitration to Principal, AIE, whose decision and declaration shall be conclusive and binding on both the parties to this agreement.
24. The caterer's supervisor will have to be present during cafeteria timing. It will be ensured that no item is sold from cafeteria which has not been approved by the AIE Mgmt.
25. Sub letting of the contract to another party by the contractor is strictly prohibited. A Certificate to this effect will be rendered by the contractor before commencement of the functioning of the cafeteria.
26. Drinking and Smoking is strictly prohibited in the cafeteria complex. Any staff of caterer found in an inebriated state will invite financial penalty and may even be the cause for show cause notice for termination of contract. The contractor/his supervisor will report any such breach of conduct by any student/user to Registrar/Estate Supervisor AIE immediately on occurrence.

27. The contractor shall be required to pay electricity charges every month as per actual meter readings and Rs 100/- per month for water. Delay in payment of monthly electricity and water charges by more than 10 days will attract a penalty of Rs 10/-per day in addition to actual bill for that month. Furniture will be provided by the institute, however, cutlery & crockery will be provided by the contractor.

28. The contractor shall maintain a suggestion / complaint book to be placed at a prominent place in the Cafeteria and shall make it available to any visitor who wishes to record a suggestion / complaint. He shall present the same for inspection by the Registrar on the same day and at least once in a week even if there are no complaints for remedial action.

29. The contractor will pay a sum of Rs 15,000/- as rebate for one year (10 months only, less Jun/July) on award of contract which will be recovered in three installments from the first three monthly bills.

Dated: 09 Jun 15

Sd/x x x x
(Col YPS Wadhwa)
Registrar

LIST OF ITEMS/SERVICES FOR CAFETERIA

ARMY INSTITUTE OF EDUCATION, GREATER NOIDA
RATES TO BE QUOTED BY THE CONTRACTOR

Sr. No.	Item	Rate	Remarks
1.	Samosa		
2.	Bread Pakoda with stuffed potatoes		
3.	2 Egg Omlette		
4.	2 Egg omlette with 04 Toast		
5.	2 Egg Bhujia		
6.	Paneer Tikka		
7.	Puri Sabji		
8.	Pasta Plate		
9.	Burger Veg		
10.	Pau-Bhaji		
11.	Branded Chips/Kurkure/Biscuits	MRP	
12.	Soft Drink/Juices/Water bottles- Branded	MRP	
13.	Tea – per cup		
14.	Coffee – per cup		
15.	Lemon Soda		
16.	Cold Coffee – per glass		
17.	Hakka Noodles (Plate)		
18.	Other Noodles (Plate)		
19.	Chowmin (Plate)		
20.	Momos (Veg) – 6 pc		
21.	Idli		
22.	Wada		
23.	Dosa		
24.	ALU Parantha with pickle		
25.	GOBI Parantha with pickle		
26.	MULI Parantha with pickle		
27.	Paneer Parantha with pickle		
28.	Ajwain/Jeera Parantha		
29.	Patties one pc		
30.	Pop corn		
31.	Mater Paneer (Plate)		
32.	Shahi/ Paneer Kadai		
33.	Chicken Kari – Plate		
34.	Chicken Masala – Plate		
35.	Chicken Tikka – 6 pc		
36.	Fish Kari – Plate		
37.	Ice Cream – Branded	MRP	
38.	Alu Tikki (2 pc)		
39.	Alu Bonda – 1 pc		
40.	Pani Puri (6 pc)		
41.	Pastries		

❖ List of additional items may be added.

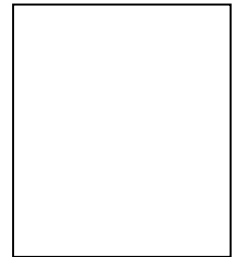
1
ARMY INSTITUTE OF EDUCATION, GREATER NOIDA
TENDER FORM FOR PROVIDING CAFETERIA SERVICE

Cost of Tender Form: Rs 300/- (Non Refundable)

Ser No _____

(Deposit Rs 300/- (Non Refundable) in case of downloaded from website)

Note 1. Last date for depositing Tender Form
On 19 **Jun 2015** up to 4.00 PM at
Army Institute of Education,
Plot No M-1, Pocket P-5, Sector CHI Greater Noida (U.P.)



Note 2. Tender will be opened on 20 **Jun 2015 at 3.00 PM**
in the office of Registrar AIE Greater Noida

1. Name, Address of Firm/ Agency and Telephone Number. _____

2. Name, Designation, Address and Telephone Number of Authorized person of Firm/
Agency to deal with _____

3. Please specify as to whether tenderer is a sole proprietor/ partnership Firm Name,
Address and Telephone Number of Director/ Partners should be specified.

(a) _____ (b) _____

(c) _____ (d) _____

(e) _____ (f) _____

4. PAN No of Income Tax Deptt & Clearance Certificate _____

5. Provident Fund Account No _____

6. ESI No _____

7. Licence No under Contract Labour (R&A) Act _____

8. Service Tax Registration No _____

9. Details of Earnest Money deposited: -

(a) Amount: Rs _____/- Rs _____
_____ (in words)

(b) Bank Draft/ Pay Order/No _____

(c) Date of issue of DD/PO/ _____

(d) Name of issuing authority _____

10. Details of experience with regard to running of Cafeteria (with full details of agency to whom such contracts awarded). Copies of the satisfactory reports should be attached. In case number of agencies, are much then separate sheet may be used for indicating experience etc.

(a)

(b)

(c)

(d)

11. I undertake to pay Rs. 15000/- (Rupees _____
_____ only) per annum as rebate to the Institute as per terms and condition as laid down.

12. Rate list of items for providing cafeteria services as per item list enclosed in tender form is attached (Additional items may be included)

13. I, Shri _____ S/O, W/O Shri _____
resident of (local Address) _____

_____ solemnly state that I have not so far been black listed by any of the Institutions/ Offices in which I have worked.

14. Declaration by the Contractor:-

“This is certify that I/We before signing the tender have read and fully understood all the terms and conditions contained herein and give an undertaking that I myself/ourselves will abide by them.

(Signature of tenderer)

NAME:

DESIGNATION:

ADDRESS:

TELEPHONE NO (O):

(R):

Dates : Jun 2015