



**GOA STATE POLLUTION CONTROL BOARD**  
Nr. Pilerne Industrial Estate, Opp. Saligao Seminary  
Saligao, Bardez Goa 403511

No. 1/94/18-PCB/Admn./2486

16/05/2022

**TENDER NOTICE**


Scaled Tenders are invited by the **Member Secretary, Goa State Pollution Control Board**, towards running of Canteen at the premises of the Office of the Goa State Pollution Control Board, Saligao-Goa

Scope of Service: Running of Canteen in the premises of the Goa State Pollution Control Board, Saligao-Goa.

**TENDER SCHEDULE**

1. The last date of issue of tender document is 24/05/2022 upto 3.00 pm
2. The last date of submission is 02/06/2022 upto 3.00 pm (to be dropped in the drop box kept at the entry section on the ground floor, Goa State Pollution Control Board)
3. The date and time of opening of sealed tender is 03/06/2022 at 3.00 pm in the office of the Goa State Pollution Control Board, Saligao Goa.

Tender document will be issued by the Entry Section of the Goa State Pollution Control Board, Saligao-Goa, further the entire tender Document may be downloaded directly from the website ([goaspcb.gov.in](http://goaspcb.gov.in)) of this office, free of cost.

  
(Dr Shamila Monteiro)  
Member Secretary  
Goa State Pollution Control Board



## GOA STATE POLLUTION CONTROL BOARD

Nr. Pilerne Industrial Estate, Opp. Saligao Seminary  
Saligao, Bardez Goa 403511

### TENDER TERMS AND CONDITIONS

(Subject to Legal Jurisdiction of Goa)

#### 1. REQUIREMENTS:

A reputed Contractor having sufficient experience for providing canteen/catering services to a Govt. Sector / PSUs / educational institutions/ private institutions of repute is eligible to apply, for providing services of Breakfast, Lunch, Snacks, Beverages, Tea/Coffee etc. to officers and staff of this office as per the items listed in “ Menu” of Annexure – ‘B’. Preference will be given to qualified and experienced contractors.

Separate Technical and Financial Bids should be submitted. The separate Technical and Financial bids should be clearly marked ‘Technical Bid’ and ‘Financial Bid’, strictly in the enclosed Proforma as the case may be. The Technical Bids will be opened on **03/06/2022 at 3.00 pm** in Goa State Pollution Control Board, Saligao –Goa. Tenderers who do not qualify/fulfil the requirement as specified in Technical Bid, their financial bids will not be opened or considered for finalization of award of Canteen contract and all their documents will be handed over to them under a proper dated receipt. Incomplete tenders and those without proper EMD shall be summarily rejected. There shall be no extension of the deadline for submission of the complete tenders along with EMD and all other required formalities.

#### **The contract will be awarded on the following basis:**

- a. In agreement with the terms and conditions enclosed in the tender notice and
- b. The Tender will be awarded to the tenderer for which the total amount quoted is the least based on the estimated item in the Financial bid.

The cooks deployed by the bidder should have expertise in cooking Goan, North Indian / South Indian / Chinese , Vegetarian & Non- Vegetarian dishes. Raw materials, food articles, cooking gas/fuel, cleaning/washing materials/tool and man power shall have to be arranged by the Contractor at his/their own without causing any damage to the Board Property in the building. The Contractor should be fully equipped to arrange for food, i.e., Breakfast / lunch/ evening snacks on daily basis

for approximately 25 Officers and staff (on an average) working in the Goa State Pollution Control Board, Saligao – Goa.

Successful tenderer has to sign a Contract Agreement with this department / authorized person of the department subsequent to awarding the contract. **The period of contract will be initially for one year and extendable on yearly basis subject to a maximum of three years on the basis of satisfactory services, to be decided by Canteen Committee, at the end of the Contract period.**

The contract once awarded can be terminated by either party after giving 3(three) months notice to the other party. Nevertheless, the Board may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. The decision of the Board that a breach has occurred will be final and shall be accepted without demur by the contractor.

Goa State Pollution Control Board, Saligao- Goa reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the highest maintenance charges offered, since due weightage shall be given to several factor besides the Commercial bid.

**Earnest Money Deposit:** The tender complete in all aspects is required to be submitted along with the E.M.D. of Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Draft drawn in favour of “**Goa State Pollution Control Board**” payable at **Saligao – Goa**. The EMD in the form of Demand Draft should be kept with the Technical Bid. The EMD of unsuccessful tender will be refunded only after completion of the tender process.

## **2. FACILITIES PROVIDED BY THE BOARD:**

The Canteen premises comprises an area of 66.72 m<sup>2</sup> approx. having a kitchen, store, washing bay, serving counter and a big size fully furnished dining hall with table and chairs. The kitchen will be provided with serving counter, racks for storage of raw material, Gas stove, Bio- gas, (as and when generated) etc. by the Department. No electricity bill will be charged from the service provider but no heater of any type will be permitted for cooking of any item.

## **3. TERMS AND CONDITIONS:**

1.	The contractor shall procure food articles and vegetables of good quality to the satisfaction of the Canteen Committee. The Canteen Committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the specified brand.
----	---

2.	The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and the stale food is not recycled. Stale food shall be removed from the Canteen premises as soon as possible. Un-refrigerated cooked food, not consumed within six hours in summer months and ten hours in winter months, shall be deemed to be stale and unfit for human consumption.
3.	The food items should be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the employees.. Food items shall not contain any artificial food preservative, taste enhancers and use of soda bicarbonate.
4.	The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking again.
5.	The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
6.	The contractor shall pay special attention to maintain the canteen in a neat and tidy condition at all times. For this purpose, used plates/ glasses should be removed from the dining table immediately as the person leaves the table after having his food, and the canteen shall be cleaned thoroughly after each meal regularly with phenyl etc.
7.	The contractor shall ensure that only hot and fresh food is served to the employees. Complaint, if any, in this regard shall be dealt with severely, which may include termination of the contract.
8.	The contractor shall ensure neat and clean clothes and aprons used by his / her employees handling food at all times. The contractor shall ensure that the cooks have proper shave and clipped nails while cooking food and should wear apron and head gear.
9.	The canteen shall remain open from 9.00 am to 6.00 pm from Monday to Friday. However, depending on the exigencies, the contractor may be required to keep the canteen open or closed on any working days / holidays as per requirement of this department. The closure of canteen will be permitted only on public Holidays or in the event of emergency which has to be communicated to the office.
10.	Use of single use plastic is banned.
11.	The contractor shall not sublet the contract or use any portion of the premises for residential purpose of the workmen of the caterer
12.	The contractor shall make good all damage/loss which may be caused by any act or default by his servants or workers to any property of department, with the option to have damage or loss otherwise made good by charging the

	Contractor with the expenses.
13.	The contractor should supply the items at the rates mentioned in the rate list. The same rate list should also be displayed in canteen at a prominent place along with menu.
14.	The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to its workers before deputing them to work at the canteen facility. The contractor should pay wages to the employees as per the Minimum Wages Act, as applicable.
15.	The contractor will be solely and exclusively responsible to adhere to and meet out all statutory obligations under Indian Law in respect of compliance of all the rules, regulations and directions given by any statutory authority / State Govt./ Central Govt. / Local bodies etc. The contractor will be responsible for payment of all taxes / statutory levies while quoting the rates they may take into account all such legal / statutory payments.
16.	The contractor shall ensure that sufficient man power is deployed for preparation, during serving of each meal and for cleaning, washing and overall upkeep of canteen assets and premises

  
**Member Secretary**  
**Goa State Pollution Control Board**

## Annexure 'A'

1. Estimated Money Deposit:
  
2. Experience: The tenderer should provide valid experience of at least one year in the previous 3 years for providing canteen facility / catering facility in an organisation
  
3. PAN card copy
  
4. Registration of existing proof:

**Annexure- B****FINANCIAL BID (PROFORMA FOR QUOTING RATES)**

**Name of Work: To run the office Canteen in Goa State Pollution Control Board, Saligao – Goa.**

1.	Name of the Organization/Firm:-	
2.	Address:- (with Tel. no. / Fax no.)	
3.	Name & Address of the Proprietors/Partners/Directors:- (with mobile no.)	

Sr. No	Name of the Items	Unit	Estimated consumption/month	Rate (Rs.)
1.	Tea	100 ml	250	
2.	Coffee	100 ml	100	
3.	Milk (Hot)	200 ml	30	
4.	Lassi	200 ml	30	
5.	Lunch (Thali) (Veg.)	2 sabji, 1 dal, rice, salad, sol kaddi, Veg. cappa, papad, sweet dish	150	
6.	Lunch (Special Thali) (Veg.)	2 sabji, 1 dal, 2 chapati/paratha, rice, salad, raita/dahi, mirchi/ veg. kappa, papad, sol kaddi, sweet dish	75	
7.	Lunch (Thali) (Non Veg.)	2 sabji, curry, fried fish, salad, sol kaddi, kismur, sweet dish	175	

8.	Lunch ( Special Thali) (Non Veg.)	2 sabji, fish / prawn curry, fried fish (special fish) salad, sol kaddi, kismur, ambot tik / crabs / tisreo, sweet dish	100	
9.	Lunch (Special Thali)	Chicken Thali	20	
10.	Lunch (Special Thali)	Prawn Thali	20	

**Quote / Rate**

Sr.	Item	Estimated per month	Rate (Rs.)
1.	Poha/Upma,	50	
2.	Pav Bhaji	200	
3.	Idli/ Medu Vada with Sambhar, chutney (2 nos.)	100	
4.	Veg. Sandwich	100	
5.	Samosa (per piece)	500	
6.	Veg Pakoda (per plate)	200	
7.	Sheera (per plate)	200	