

Administrative Office
Cochin-09

No.SWO/Cafeteria/2022-S

Dated: 14-07-2022

NOTICE

Quotations are invited through GeM Portal for running Cafeteria at New Administrative Building, North End, Willingdon Island, for a period of one year, from the operators of reputed Hotels/Restaurants/Bakeries/ Canteens/ Cafeteria in Kerala with minimum one year experience in similar filed as per the terms and conditions given below.

Yours faithfully,

Sd/-
SECRETARY

MINIMUM QUALIFICATION CRITERIA (MQC)

1) Minimum Qualification Criteria (MQC) to run Cafeteria at Cochin Port Authority

- i. Minimum one year experience in running Hotels/ Restaurants/ Bakeries/ Canteens/Cafeterias in Kerala during the previous four years.
- ii. Valid FSSAI, GST, ESIC registrations. (Copy of relevant certificate should be submitted along with quotation document).

GENERAL CONDITIONS

1. The Cafeteria should be kept open from 9.00 AM to 6.00 PM on all working days and there should be basic facilities to supply tea/coffee and snacks in a limited manner up to 7.00 PM on all working days of the Port. The contractor should open the Cafeteria on holidays also on prior intimation if any, by the designated officer of the Port/Cafeteria Management Committee.
2. The Cafeteria is intended to supply of tea/coffee/ refreshment for meetings held in the conference halls/Board Room/Offices of Heads of dept. of the Port and for the staff working in the offices. Outsiders should be entertained only as guests of Port officials.
3. Serving of food items in office rooms is not intended, except for the meeting convened by Chairman/Dy.Chairman or Heads of Departments in their cabin or Board Room/ Conference Hall etc.
4. Items as stated in the Menu/Price List shall be supplied by the Contractor at the rate indicated in the menu. If the H1 Bidder is presently running any Canteen in Cochin Port Authority, the food items prepared at Canteen may be sold at Cafeteria at the same rate of Menu/Price list of the Canteen. In such case the rates for such items included in the attached menu will not be applicable for the H1 bidder.
5. Water(1 Kl/day), electricity(250 Units/ month) for the equipments and utility space as earmarked in the ground floor of New Administrative Building along with utensils/furniture as available will be provided free of charge to the contractor.
6. Charges towards electricity/water used over and above the quantity specified at Sl.No. 5 above shall be payable by the contractor at the notified rates.The list of items available in the Cafeteria is attached.
7. Safety of staff employed and security of the premises shall be the responsibility of the contractor. CoPT shall be indemnified from the losses/damages, including third party claims, occurred during the operation of Cafeteria.
8. The contractor should have valid FSSAI, GST & ESI Registrations and obtain other statutory licenses, if necessary for operating Cafeteria.
9. Cooking for making tea/coffee will be permitted inside the Cafeteria. Other items can be prepared in the main kitchen of the hotel/restaurant/bakery etc., located in Contractor's premises, and brought in ready to eat condition. Bain Marie/Oven for keeping the food items warm and fridge for keeping juice, etc in cool condition, juicer, water filter etc will be allowed to be placed in the Cafeteria. For cooking any other item, permission from the Canteen Management Committee has to be taken in advance.

10. The staff deployed should be in proper uniform with head cap, apron, mask etc. The contractor shall be responsible for the safety, security, remunerations & contributions and allowance payable to the staff placed at Cafeteria and shall be the employer to such staff for all purpose. The contractor should keep the cafeteria and surroundings clean. The food waste should be disposed off in proper manner as per instructions in force in the Port.
11. Packed food items sold through the Cafeteria, with the approval of Cafeteria Managing Committee, should be of good quality and the price should not be more than MRP.
12. No single use plastic items to be used at the Cafeteria.
13. Items in the menu attached to the terms & conditions of the contract can be updated periodically with the written permission of the Cafeteria Managing Committee/Competent Authority. However the rates fixed as per the attached menu will be applicable for the entire contract period without any change.
14. Only filtered water should be provided for drinking purpose and be used for making beverages in the menu.
15. The contractor shall make a payment of Rs. 5,000/- as security deposit by way of DD in favour of FA & CAO Cochin Port Authority before executing the agreement. The security deposit will be refunded on successful completion of contract period, after adjusting dues, if any.
16. The minimum non-refundable annual premium payable to Cochin Port Authority will be Rs.10,000/-. The bidder may quote the amount he/she agrees to pay over and above annual premium (Price Bid).
17. The successful bidder will be required to execute an agreement at his expense on non-judicial stamp paper worth Rs.200/-, in the prescribed form for the due and proper fulfilment of the contract within 5 working days, on receipt of intimation regarding acceptance of his quotation.
18. The successful bidder shall deposit the premium amount quoted in the attached Price Bid at the time of executing the agreement by way of DD in favor of FA & CAO, Cochin Port Authority. The Premium is non-refundable.
19. Pre-employment medical examination should be done for the Cafeteria staff.
20. Only commercial LPG cylinder shall be used in Cafeteria as cooking medium at the expense of the contractor.
21. Adequate fire extinguisher should be placed in the kitchen area.
22. The contract is for a period of one year and would be extendable at the discretion of Cochin Port Authority upto a further period of one year, on the same terms & conditions. And, if extended for further period of one year, the Contractor shall pay the same premium amount as he/she agreed in the initial period of contract, within 5 days of receipt of notice of extension.

23. Either party may terminate the contract by giving 30 day's notice to the other party without assigning any reasons, whatsoever.
24. Violation of the terms and condition would tantamount to termination of contract and forfeiture of security deposit.
25. The premises, all utensils, furniture and appliances entrusted to shall be returned on the date of such termination of the Agreement intact and in good condition.
26. The security deposit will be returned on completion of contract after deduction of suitable amount towards damages caused/ items missing from the cafeteria.
27. Any dispute out of contract would be referred to the Chairman, Cochin Port Authority and the decision of the Chairman, Cochin Port Authority, shall be final.

Menu/Price List

Sl. No.	Refreshment Items	Quantity /Size	Price in Rs.
1	Tea/Coffee	200 ml	10.00
2	Bru Coffee	180 ml	15.00
3	Banana Fry/ Dal Vada/ Bonda/ Samosa/Ada/Kozhukkatta UlliVada/ Uzhunuvada/ Parippuvada/ Sugiyam/Samosa/ Vattayappam small	75 gm	10.00
4	Veg Cutlet/Veg Puffs/Pancake	80 gm	13.00
5	Veg Sandwich/Veg Mayonnaise Sandwich/Paneer & Cheese Sandwich/Spring Roll/ Veg Cutlet/Veg Puffs/Veg Burger/	180 gm	20.00
6	Lime juice with water	300ml	10.00
7	Lime juice with soda/Mint Lime	300ml	15.00
8	Fresh fruit Juice	300ml	30.00
9	Soft Drinks/packed food items, as allowed by the Cafeteria Management Committee/ approved by CoPA.		As per MRP

AGREEMENT FORMAT

THIS AGREEMENT made on theday of, Two Thousand and Twenty Two between the Cafeteria Managing Committee (hereinafter referred as the “Committee”) represented by its Convener Shri/Smt.....
.....S/o.....
.....AND

Shri/Smt.....S/o.....
.....(hereinafter referred to as “The Contractor”).

WHEREAS THE Contractor has agreed to operate a Cafeteria at New Administration Building of Cochin Port Authority, Willingdon Island, Cochin-9.

AND WHEREAS the Contractor deposited a sum of Rs. 5,000/- Rupees five thousand only) as security deposit.

AND WHEREAS the Contractor agreed to deposit a sum of Rs.....
(Rupees.....
..... only) as non-refundable premium per annum to operate the Cafeteria.

NOW THESE PRESENTS WITNESS AS FOLLOWS:-

1. The Contractor shall run a Cafeteria on the terms and conditions mentioned in general conditions of contract appended to this agreement.
2. The Contractor shall charge for the various items supplied by him in the Cafeteria to the workers/staff of the Cochin Port Authority at the rates and quantity mentioned in the Menu to this agreement and shall not make any variations in the rates except in accordance with the terms of this agreement.

3 The Cafeteria shall be liable to be inspected at any time during working hours by the CoPA Officials/Convener and Members of Cafeteria Managing Committee/ WO/WI.

4 The Committee shall have the right to alter, amend or annul any of the conditions governing this contract and the decision of the Committee in all disputes concerning the interpretations of the terms of the contract shall be final and binding on the Contractor.

5 The following documents will form part of the agreement:-

i) General Conditions

iii) Menu/Price List.

4) The letter containing offer of award of quotation issued by the Cochin Port Authority to the successful quotee shall be integral part of this contract.

IN WITNESS WHEREOF the parties here to have signed these present on the day and year first above written.

a. Contractor's name and address

b. Convener

(For and on behalf of the Cafeteria Managing Committee)

Witness: 1.

Witness: 2.