



**THE GOA STATE CO-OPERATIVE MILK PRODUCERS UNION LTD.,  
CURTI, PONDA GOA.**

**SHORT TENDER DOCUMENT**  
**FOR PROVIDING CANTEEN SERVICE**

**Last Date of Tender Submission: 27/01/2025 up to 1:00 pm**

**Date of Tender opening: 27/01/2025 at 3:00 pm**



**THE GOA STATE CO-OPERATIVE MILK PRODUCERS UNION LTD., CURTI PONDA GOA**

**GENERAL CONDITIONS FOR SUBMITTING TENDER:**

1. Tender is to be submitted in the sealed cover superscribed 'Sealed tender for Canteen Service to Goa Milk Union at Curti' only without stating additional conditions.
2. The Tenderers/Bidders are to submit **TWO PART TENDER** (Technical bid as per **Annexure-I** and Commercial Bid as **Annexure-II**).
3. Earnest Money Deposit (EMD): Tenderes / Bidders should submit "Earnest Money Deposit" (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) by Demand Draft of any Nationalized Bank in favour of "THE GOA STATE CO-OPERATIVE MILK PRODUCERS' UNION LTD" payable at Curti, Ponda Goa. If the Tenderer is entitled for EMD exemption then necessary documents to be annexed/produced. In the event of bidder backing out before actual award or execution of agreement, Union will have right to forfeit the EMD. Incase the successful tenderer declines the offer of contract for whatsoever reason(s) his /her EMD will be forfeited.
4. Upon awarding contract, Security deposit of Rs.25,000/- shall be deposited by successful Tenderer before execution of an Agreement on the stamp paper of Rs. 1000/-, the cost of which to be borne by the successful Tenderer/Bidder and the Security Deposit shall be refundable to the contractor only after satisfactory completion of the contract with due procedure. The General/Special terms and conditions of the contract shall be as per the **Annexure -III**.
5. No Interest will be paid either on EMD or Security Deposit.
6. Financial Bids of only those bidders will be opened whose technical bids qualify the Technical bid eligibility criteria and are found suitable. Date of opening of Financial Bids will be decided after technical bids have been evaluated by the Union and successful bidder will be informed.

7. The Union reserve the right to recover losses or damages if any, to the Union on account of any other non-compliance of the General Terms and Conditions of the contracts.
8. The Contract is liable to cancellation by forfeiting the security deposit as per discretion of management, if the contractor is found to be indulging in unethical practices, theft or doing any malpractices which is against the rules and regulations of the Union.
9. Tender documents received without Earnest Money Deposit (EMD) shall be rejected.
- 10 The Milk Union reserves right to accept or reject any or all tender documents without assigning any reason thereof.

Managing Director  
For The Goa State Co-op Milk Producers Union Ltd.

Place :-Curti, Ponda Goa



**THE GOA STATE CO-OPERATIVE MILK PRODUCERS UNION LTD., CURTI PONDA GOA**

**ANNEXURE II**

**TECHNICAL BID**

<b>SR. NO.</b>	<b>Particulars of Technical Bid</b>	<b>Details as per requirement of Tender Conditions</b>
1	Name of the Bidder	
2	Full Address of the Bidder and its Mobile No./ E-mail address etc	
3	Tender cost payment details /Receipt No. and Date:	
4	E.M.D. amount remitted( Details of DD)	
5	Food Safety (FSSAI) Reg. No. for running Canteen/ Similar Establishments. (Attested copies of FSSAI License to be attached)	
6	GST Registration No. (Attach copy)	
7	PAN No. (Attach Copy)	
8	Minimum 2 years of experience certificate of providing canteen services to be attached	
9	Attested Copy of Aadhar Card of the Bidder to be attached	
10	Bank Account details of the Bidder to be attached.	

THE BIDDERS / TENDERERS NEED TO ATTACH THE RELEVANT DOCUMENTS/CERTIFICATES DULY SIGNED, SEALED AND SERIALLY NUMBERED PERTAINING TO ABOVE REQUIREMENT WHEREVER APPLICABLE AND FAILURE TO COMPLY WITH THE SAME SHALL ATTRACT REJECTION OF TENDER.

**“It is certified that all above information’s are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.**

**NAME & SIGNATURE OF THE TENDERER**

**Date:**



**THE GOA STATE CO-OPERATIVE MILK PRODUCERS UNION LTD., CURTI PONDA GOA**

**ANNEXURE II**  
**PART II –COMMERCIAL BID**

The Goa Milk Union shall open the financial bids of only those bidders who have been declared technically qualified by the Tender Evaluation Committee. The bidder must submit their financial bid in the prescribed format and no other format is acceptable.

<b>Sr No</b>	<b>ITEMS</b>	<b>TENDER FOR DAIRY CANTEEN</b>
	<b>A. MEALS(THALI)</b>	<b>Rate Rs.(Unit)</b>
1	Veg	
2	Sp. Veg	
3	Non Veg	
4	Sp. Non Veg	
	<b>B. BREAK FAST</b>	
1	PatalBhaji	
2	SukhiBhaji	
3	Mixed Bhaji	
4	Pav/Bread	
5	Batat Wada	
6	Samosa	
7	Pattice	
8	Sheera	
9	Upit	
10	Fried Mirchi	
11	Kanda Bhajii	
12	Soft Drinks	
13	Buns	
14	Egg Omlet (S) &Pav	
15	Egg Omlet (D) &Pav	
	<b>C. TEA/COFFEE</b>	
1	Tea	
2	Sp. Tea	
3	Coffee	
4	Nescafe	



**THE GOA STATE CO-OPERATIVE MILK PRODUCERS UNION LTD., CURTI PONDA GOA**  
(MEAL)

VEG. THALI	EXTR ITEM CHARGES (RS.)	NON-VEG. THALI	EXTR A ITEM CHARGES (RS.)
2 RICE		2 RICE	
2 CHAPPATI/ROTI/PURI		2 CHAPPATI/ROTI	
1 DAL		1 CURRY WITH FISH PIECE	
1 PATAL BHAJI		1 PATAL BHAJI	
1 DRY BHAJI		1 DRY BHAJI	
1 PAPAD		1 PAPAD	
1 PICKLE		1 PICKLE	
1 SALAD		1 FRIED FISH	
1 CURD		1 CURD	
1 SOLKADI		1 SOLKADI	

SPCL. VEG. THALI	EXTR ITEM CHARGES (RS.)	SPL. NON VEG. THALI	EXTR ITEM CHARGES (RS.)
2 FLAVOURED RICE		2 RICE	
2 CHAPPATI/ROTI/PURI		2 CHAPPATI/ROTI	
1 SPCL. VEG DISH		1 SPL. CHICKEN DISH	
1 GREEN SALAD		1 GREEN SALAD	
1 PAPAD		1 PAPAD	
1 SWEET DISH		1 SWEET DISH	
1 SEASONAL FRUIT		1 SEASONAL FRUIT	
		1 MIX/FRIED RICE	

IF ANY ITEMS ARE TO BE ADDED MAY BE SPECIFIED.

**NOTE:** The above template must not be modified/replaced by the bidder and the same should be ***submitted as it is*** after filling the relevant columns, else the bidder is liable to be rejected for this tender.

**NAME & SIGNATURE OF THE TENDERER**

**Date:**



**THE GOA STATE CO-OPERATIVE MILK PRODUCERS UNION LTD., CURTI PONDA GOA**

**ANNEXURE-III**

**TERMS AND CONDITIONS**

1. This agreement shall remain in force for a period of one year from \_\_\_\_ to \_\_\_\_ and is renewable further if agreed mutually between both the parties.
2. The Contractor shall arrange through his/her own personal resources to provide catering services to Dairy Canteen at Curti, Ponda of GMU.
3. The Contractor shall pay Rs.2000/- as a monthly rent to the Goa Milk Union towards occupying and running the Dairy Canteen.
4. The payment shall be made on fortnightly basis to the Contractor upon prior submission of Bills on every month as per rate mentioned in the Annexure subject to the production of Bill/Invoice duly supported by the Coupon/Slip upon certification by the designated person of the Union..
5. The Contractor agrees to keep the canteen open and provide the requisite catering facility as specified by the Union from time to time
6. The contractor requires to make arrangement of tea/refreshment/lunch/dinner etc. Considering the rate as per list of items mentioned in **Annexure-A** to the Management/Employees/guest in the office premises of Admn. Office and Dairy Plant of the GMU or at any other place as per the direction of the Officer assigned by the Union of the GMU. However the contractor may raise the bill as per the market rate for providing any other item not included in **Annexure A** including Paav/Bread & softdrink.
7. The Contractor shall be wholly and exclusively responsible for payment of wages and providing of other allied benefits like Leave, Provident Funds, ESI, Gratuity, Bonus, etc., as applicable to the staff employed by the Contractor and the Union shall not incur any liability or additional expenditure whatsoever for the said staff deployed by the Contractor on account of any of the above mentioned obligations. If under any law the Union has to pay any contribution in respect of any employees of the Contractor, the Union shall be entitled to recover such amount from the Contractor.
8. The Contractor Shall be responsible for Compliance of the Contract Labour Act, Factories Act, Workmen Compensation Act, Minimum Wages Act, Provident Fund Act, ESI Act and other rules and regulations made applicable/issued by Government from time to time.
9. The Contractor shall ensure that canteen premises are used for only the purpose of running the canteen services and not for other purpose in any manner.
10. The Contractor shall have required Licence of the appropriate Authority to run Industrial Canteen/Restaurant/Hotels under Food and Safety Standard Act 2006 and accordingly shall follow and comply all the required provisions and Rules in this regard.
11. The Contractor shall be responsible to dispose the Garbage towards running the Dairy Canteen of the Union in a Scientist manner and as per the Goa Solid Waste Management Rules 2016.



12. The Contractor shall resolve the complaints or grievances immediately related to the Dairy Canteen functioning as and when reported by the authorised Official of the Goa Milk Union.
13. The Goa Milk Union reserve the right to amend or add the clause to the Agreement if required.
14. There shall be periodic/random inspection of the Dairy Canteen Unit by the authorised Officials of the Goa Milk Union and as such said Officials shall have free access to visit and inspect any place of the Dairy Canteen and accordingly as per the report of the Inspection Team if there is any objectionable issue in the working of the Dairy Canteen including services provided or materials used for consumption or other issues, maintenance of Hygiene, Sanitation, Garbage etc then the Contractor shall be required to resolve the said issues within the required time limit failing which Security Deposit shall be forfeited and even contract may be terminated without any further notice as per the discretion of the Union.
15. EMD of unsuccessful bidders shall be returned without interest after the completion of tender process and allotment of contract to Successful Tenderer.
16. The Contractor shall provide neat and clean Uniform to his/her staff.
17. The Contractor shall be responsible for cleanliness of crockery and utensils.
18. The Contractor or his/her authorised representative shall be available in the canteen at all times to attend the complaint if any.
19. The Contractor shall maintain good hygiene and cleanliness in kitchen and serving and shall be responsible for disposal of refuse and waste.
20. The Contractor shall keep open the Canteen for all 365 days and shall strictly observe timings of the Office of GMU. He/She shall also provide the Canteen Service on Holidays or late hours in the Office. However, Workmen shall not be allowed to work continuously for more than 6 days in a week and more than 4 Hours continuously in a day without break as such their work schedule be adjusted accordingly by the Contractor so that Service to the GMU shall not be affected. In case of sudden emergency of whatsoever in nature, the Contractor shall see that service to the GMU is not affected at any point of time and it shall be his/her responsibility to continue the service to the GMU by making alternate arrangement so that GMU will not face any hardships and inconvenience.
21. The Contractor shall see that canteen remains open during the Contract period for all days right from 8:00 a.m. in the morning till 10:00 p.m. in the night. However required break of 15 to 30 minutes may be taken after serving the Staff/Employees/management in between in each shift so as to prepare the required items and in order to carry out the cleanliness and other work. However, in case of urgent need the Contractor irrespective of the aforesaid time schedule shall arrange to provide the required food items/snacks/tea/coffee/lunch/dinner etc to the GMU as per the direction of the Official/s to whom power has been assigned by the GMU.
22. The Contractor shall not take out any article from Union premises without gate pass.
23. The Contractor shall procure and use fresh and of standard/good quality of eatables, raw materials such as cooking oil, masala, vegetables and all other ingredients. The Oil/Ghee to be used shall be with ISI /FSSAI Mark.
24. The Union shall have right to inspect raw materials and cooked food.

25. The Contractor shall display approved price list of all food items and He/She shall not charge more than approved price. In case of package food/drink He/She shall not charge more than printed MRP.
26. The Contractor shall take all the Licence/s as per Government Rule for running of Canteen.
27. It is clearly understood that the employees or any person deputed by the Contractor shall not be deemed to be employees of the Union and shall have no relationship of employer/employee or master / servant.
28. That the Milk Union shall not be liable to any claim or damages or compensation that might become payable to employees of the Contractor in the event of an accident resulting in any disability, injury or death of a member of the Contractor while performing their duty or outside the premises referred to above or damage of any other kind.
29. That the personnel of the Contractor shall not interfere with the duties of the workmen of the Union and will confine only to catering and allied services.
30. That the Contractor shall carry out the assigned job by keeping sufficient number of labour/personnel as per the direction of the Officer assigned by Union and the workmen employed by the Contractor will conduct themselves in such a way so as to ensure a harmonious and good relationship with the employees of the Union.
31. The Contractor shall safeguard and use with cares all properties of the Union placed at his disposal for providing the necessary services.
32. The Contractor before signing contract shall ensure that he receives all the materials mentioned in **Annexure-B** in an undamaged condition. It is further understood that the time of the contract being terminated or concluded, the materials as per the Annexure A would be returned to the Union in proper condition.
33. The Contractor shall deposit with the Milk Union a sum of Rs 25,000/ (Rupees Twenty Five thousand only) as Security Deposit which shall not carry any interest and shall not be returned in the event of termination of the Contract. However the same will be refunded subject to the successful completion of the Contract and in case of non compliance of the requisite within the required time frame as and when reported by the Inspection Team of the Goa Milk Union at the time of inspection of the of Dairy Canteen or otherwise, the said Deposit shall also be liable for forfeiture and in that case fresh Deposit shall be made by contractor to continue with the balance period of contract in case permitted to do so.
34. The Contractor agrees to meet the cost of replacement of all the damaged and lost articles provided by the Union.
35. That the Contractor shall observe all laws, rules/regulations, order and Directions issued by the Central or State Govt or Local Authorities concerning the discharge of duties under this agreement. Any contravention of such laws, regulations, orders or directions will be liable for all such consequences and in case of any such breach, if the Union incurs any obligation then the Contractor shall be responsible to reimburse the unit any loss, monetary or otherwise so occasioned on account of any such breach or contravention.
36. It is clearly understood by the both the parties that this agreement is a commercial agreement and not one of the creating any employment.

37. That the Contractor will not assign, transfer, change, hypothecate or in any manner make over this agreement without the consent in writing of the Union.
38. The Contractor shall maintain hygiene condition while working in the Canteen and his/her Workmen shall also maintain personal hygiene and said workmen shall be free from communicable diseases.
39. The Contractor shall have to pay the wages to the Workmen every month before 7<sup>th</sup> of Calendar month and shall submit the payment register for inspection.
40. The Contractor shall deduct the amount of Provident Fund / ESI and other applicable deduction from the wages of workers engaged for present service and the proof of such deduction shall be submitted along with Bill subject to the applicability of said provision.
41. The Workmen to be engaged by the Contractor shall be at least 18 years of age and the said workmen shall be medically examined periodically at the expense of Contractor if required by Union.
42. The Contractor shall be solely responsible for any accident to his/her Workmen and He / She shall take insurance policy as per Workmen Compensation Act.
43. The Workmen/Contractor shall not do any activity that may damage the property of the Union and in case and damage is done then cost in this regard shall be recovered from the Contractor.
44. That in consideration of the services undertaken and the terms and condition of this agreement the Union will pay to the Contractor as per item supplied as per the rates specified in the **Annexure-A**.
44. It is understood that the Contractor would maintain the highest standards of hygiene in the store and kitchen and meet the all requirement set under the Food Safety and Standard Act 2006 and its Rules.
45. It is understood that the Contractor would use ingredients of good quality avoiding adulterated raw materials and ensures compliance to all laws applicable to the preparation and sale of foodstuffs in the country.
46. The Contract is for a period of one year and can be terminated by either party on giving one months advance notice in writing even prior to the expiry of the period of the Contract. However if the work or conduct of the Contractor is found unsatisfactory or if the Contractor is found disinterested in performing the contract, then the Union shall terminate the contract within 24 hrs. without any further notice in the interest of GMU and Security deposited shall be forfeited.
47. That if the Contractor commits a breach of any of the conditions of this agreement, the Union shall be at liberty to terminate this agreement without any notice and further the Union may withhold the “ The Amount of security and/ or any dues which might have become payable to the Contractor, to reimburse any loss or damage that the Union may have suffered or may be likely to suffer for such breach.
48. The Contractor shall borne the monthly Electricity and Water charges for the contracted period .
49. The Furniture (Tables and Chairs) will be provided by the Milk Union. Cooking Utensils, Crockery and other required material for running the canteen will have to arrange by the Contractor.
50. It is clearly understood that only those people authorized by the Union will

served food in the canteen.

51. In case of any failure of canteen equipment the Contractor shall make his own alternate arrangement to serve the normal menu in time for which no extra payment will be made by the Union.
52. In case of any dispute or difference arising out of or under this contract the matter would be referred to the higher authority of the Union whose decision shall be final and binding on both the parties.

Managing Director  
For The Goa State Co-op Milk Producers Union Ltd.