



Meghalaya Information Technology Society

NIC Building, Secretariat Hill, Shillong 793 001.

No.MITS.12/2021/Pt/94

Dated Shillong the 26th June, 2024

NOTICE INVITING QUOTATION FOR SETTING UP AND OPERATE THE CAFETERIA/CANTEEN AT SHILLONG TECHNOLOGY PARK, UMSAWLI, NEW SHILLONG

Sealed quotations are invited from the Parties/Contractor/Agencies having adequate experience in running Canteen/Cafeteria/Fast Food Centre in Government Department/Public Undertakings/Renowned Institutions and public places for setting up and running the SHILLONG TECHNOLOGY PARK CAFETERIA located in the campus for the employees of the Park for a period of ONE YEAR (extendable based on performance) as per timeline below. Quotation/Tender Documents can be downloaded from the website www.ditmeghalaya.gov.in.

Scope of Work:

Setting up and Operate the Cafeteria at Shillong Technology Park for a period of 1 (one) year initially and may be extended based on performance of the contractor/agency. Furniture like tables and chairs, kitchen equipment, etc. are required to be brought and set up by the interested bidder. Furniture proposed to be installed should be of good quality. The contractor/agencies will take back all furniture and kitchen equipment on expiry of the contract.

Hours of Operation: 24x7 mostly night shift.

Area of the Canteen: 202 sq.m

Eligibility Criteria:

1. Bidders with at least 3 (three) years' experience of running a canteen/cafeteria in in Government Department/Public Undertakings/Renowned Institutions and public places. Experience Certificate from the employer has to be attached as per **Annexure-I**
2. Bidders shall enclose an Earnest Money Deposit (EMD) of Rs.10,000/- (Ten Thousand) in the form of Demand Draft in favour of Member Secretary, Meghalaya Information Technology Society.
3. A License from Food Safety and Standards Authority of India (FSSAI).
4. A Valid Trading License from Khasi Hills Autonomous District Council (KHADC), Shillong is mandatory for Non-Tribals.

Terms and Conditions:

The following term and conditions shall be in force for the canteen contract of Shillong Technology Park Cafeteria.

1. The successful bidder shall install/set up all necessary furniture required for the canteen, viz. tables, chairs, benches, cups, utensils, etc. Furniture and equipment to be installed at the cafeteria should be of desirable quality.
2. The successful bidder shall have to sign an agreement with the CEO, Shillong Technology Park within 15 (fifteen) days of winning the bid ensuring deposit of the Security Deposit amount of Rs.1 lakh (Rupees one lakh only) in the form of DD in favour of the Member Secretary, Meghalaya Information Technology Society (MITS). The Security Deposit shall be returned to the Contractor/Agency without interest at the end of the contract.
3. The Contractor who is awarded the contract of Cafeteria will have to start the Cafeteria within 30 days of signing the agreement failing which Security Deposit shall be forfeited.
4. The contract shall be operative (initially) for a period of twelve months from the date of signing of contract agreement.
5. The Contractor has to pay the rent of the cafeteria in a monthly basis as per the quotation to be quoted by the bidder. Electricity bills and water bills also have to be paid by the contractor on a monthly basis as per bills raised by the STP
6. The contract may be terminated at any time if services rendered by the contractor are found unsatisfactory without any notice on violation of any terms and conditions of the contract
7. The contractor shall keep the canteen open from 24x7 both in summer and winter. The canteen shall not be closed on any day without the written permission of the CEO/Management.
8. The contractor shall make the arrangements for keeping all eatables in glass cover show cases to protect from flies, insects, dust and other environmental factors. In addition, the contractor shall install Electronic Insect Traps inside the cafeteria.
9. The Cafeteria premises (inside and outside) should not be used for any other purpose except for running the canteen
10. The Contractor should not transfer the management to any other individual or agency or sub-contract the cafeteria service
11. The Cafeteria Committee of the Park shall conduct regular and surprise inspection of cafeteria in all respects including installation, stores, kitchen, preparation and supply of food items, hygienic conditions etc., at regular intervals. Food inspectors of Health Department shall be engaged for inspection.
12. The Cafeteria Contractor shall pay the cost of damage, if any, caused to the premises, fixture, fittings etc., during the period of contract
13. The contractor shall display the approved list of items and rates at the delivery counter in the Canteen on a board of minimum 4'x5' in size.

14. The contractor shall be responsible for cleanliness and maintain good sanitary and hygiene conditions in and around the Cafe including kitchen and sitting hall. No staff member of the Park will be engaged for the purpose and it will be the sole responsibility of the contractor.
15. The contractor shall run the cafeteria himself/herself and shall in no case enter into the partnership or sublet the contract to any other individual or party
16. The contractor will have to pay the electricity bills for the canteen regularly
17. The contractor will have to arrange his own kitchen equipment
18. The contractor must not employ any child labour and abide by all relevant laws of the State & country
19. The CEO/Canteen Committee will have the right to review the working of the contract from time to time. If at any time it is found that the contractor has failed to fulfil any of the conditions of this contract or that his working is unsatisfactory, the CEO/Canteen Committee may terminate the contract after giving the contractor one month's notice. No such notice will be necessary if the contract is terminated on the ground of service misconduct or any other act as the CEO / Canteen Committee may deem fit.
20. The Contractor is requested to visit the site of the cafeteria before submitting the quote.
21. Documents submitted are to be sealed and signed by the bidders/contractors.

Timelines:

Last date for submission of quotation/tender: at **2.00 PM on 12th July, 2024**

Opening of quotation/tender: **3.30 PM on 12th July, 2024**

Documents to be submitted to Shillong Technology Park

A. Technical Bids (in sealed envelope)

1. Experience Details (as per Annexure-I)
2. Earnest Money Deposit (EMD) of Rs.10,000/-
3. A License from Food Safety and Standards Authority of India (FSSAI).
4. A Valid Trading License from Khasi Hills Autonomous District Council (KHADC), Shillong is mandatory for Non-Tribals
5. Letter of Acceptance of above Terms and Conditions.

B. Financial Bids – to be submitted in a sealed envelope (as per Annexure –II)

Note: After fulfilling all the requirement as per (A), thereafter, (B) above and all terms and conditions, the Contractors/bidders with the Highest quote will be decided the successful bidder/L1

Query, if any, may be sent to the undersigned at the email ids:

kumbamut.nongbri@gov.in, shelter.war@nic.in

Sd/-
Member Secretary
Meghalaya Information Technology Society
Shillong

Annexure I:

Experience Details

Sl.No	From (date)	To (date)	Organization	Details of Canteen Services

Note: Duly sealed and signed experience certificate from the employer has to be submitted along with the quotation

Annexure-II:

Financial Format

Sl.No	Name of Bidders	Amount of Rent quoted per month (to be paid to the Shillong Technology Park) in Rupees