

**QUOTATION FOR RUNNING CAFETERIA AT COLLEGE OF ENGINEERING, MUTTATHARA**

To

The Principal  
College of Engineering,  
Muttathara

Sub: Submission of an offer to run Cafeteria at College of Engineering, Muttathara-reg:

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1. Name of the applicant.....

2. Address of Self & Firm.....

(Permanent&Temporary).....

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3. PhoneNo./Mobile No.....

**4. Declaration**

a. I,.....(Proprietor/Partner/Director) authorized signatory of  
.....(Name of Firm/Agency) sign this  
declaration and execute this quotation document.

b. I have carefully read and understood all the terms and conditions of the agreement and hereby  
convey my acceptance of the same.

c. The information/documents furnished along with the above application are true and authentic to  
the best of my knowledge and belief.

d. I shall bear all the expenses, if there is any damage to the said premises during the period of  
management of Cafeteria if entrusted to me.

e. I shall vacate the Cafeteria premises and handover it to the office whenever a notice is served.

f. I bind myself to the terms and condition of the agreement.

Place:

Date:

Signature of the Applicant:

Name of the Applicant:

Full Address:

**MINIMUM QUALIFICATION CRITERIA (MQC)**

1) Minimum Qualification Criteria (MQC) to run Cafeteria at College of Engineering, Muttathara

Minimum two years experience in running Hotels/ Restaurants/Bakeries/Cafeteria during the last four years.

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### **Terms & Conditions of the Contract**

- 1) The Cafeteria should be kept open from 9.00 AM to 4.30 PM on all working days. However there should be basic facilities to supply tea/coffee and snacks in a limited manner whenever required. The contractor should open the Cafeteria on holidays also on prior intimation if any, by the designated officer of the College/ Committee members.
- 2) The Cafeteria is intended for supply of tea/coffee/ refreshment for meetings held in the conference halls/Board Room/Offices of Heads of dept. of the college and for the staff working in the offices. Outsiders should be not be allowed.
- 3) Serving of food items in office rooms is not intended, except for the meeting convened by Principal or Heads of Department 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.
- 5) Water(1 Kl/day), electricity(250 Units/ month) for the equipment will be provided free of charge and utility space as earmarked in front of the Administrative Block.
- 6) Safety of staff employed and security of the premises shall be the responsibility of the contractor. The College shall be indemnified from the losses/damages, including third party claims, occurred during the operation of Cafeteria.
- 7) The contractor should have valid FSSAI, GST & statutory licenses, if necessary for operating Cafeteria.
- 8) 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.
- 9) 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 for all purpose.
- 10) The contractor should keep the cafeteria and surroundings clean. The food waste should be disposed off in proper manner, either through Harithakarma Sena Unit, who collects the food waste for disposal or by making alternate arrangement, as per instructions.
- 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) The cups, plastics, & other utensils used for serving foods should be made of disposable, biodegrade materials.
- 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.
- 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. 10,000/- as security deposit by way of DD in favour of the Principal College of Engineering, Muttathara before executing the agreement. The security deposit will be refunded on successful completion of contract period, after adjusting dues if any.
- 16) The successful bidder shall remit the Security Deposit, Premium and shall 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.
- 17) 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 favour of the Principal, College of Engineering, Muttathara. The Premium is non-refundable.
- 18) Only commercial LPG cylinder shall be used in Cafeteria as cooking medium at the expense of the contractor.
- 19) The contract is for a period of one year and would be extendable at the discretion of College Authorities for 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.
- 20) Either party may terminate the contract by giving 30 day's notice to the other party without assigning any reasons, whatsoever.
- 21) The premises, all utensils, furniture and appliances entrusted to the Contractor shall be returned on the date of such termination of the Agreement intact and in good condition.
- 22) Any dispute out of contract would be referred to the Principal, College of Engineering, Muttathara and decision of the concerned shall be final.

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### 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/ Uzhunnuvada/ Parippuvada/ Sugiyam/Samosa/	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 College		As per MRP

**PRICE BID**

I.....S/O,D/O.....hereby  
declare that a sum of Rs..... (Rupees.....  
.....only) shall be paid towards non-refundable annual premium for running  
Cafeteria at College of Engineering, Muttathara and the quoted amount will be deposited in advance  
by me if the contract is awarded to me.

This amount is exclusive of all taxes and levies as applicable to the contract as on date.

Signature of the Quotee : .....

Name of the Quotee: .....

Address of the Quotee: .....

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Contact Mobile No. ....

Seal