



GAPL/PUR/ ADMN-CANT/2024-25

DT.10.03.2025

BID DOCUMENT
TENDER FOR CANTEEN SERVICES AT GAPL FACTORY
TENDER PERIOD - 01.04.2025 to 31.03.2026



GOA ANTIBIOTICS & PHARMACEUTICALS LTD
SUBSIDIARY OF HLL LIFECARE LIMITED
A GOVERNMENT OF INDIA ENTERPRISE
NEAR TUEM INDUSTRIAL ESTATE
TUEM, PERNEM-GOA. 403512
PH NO. 0832 2201416/7
FAX NO. 0832 2201278
MAIL ID: pur@gpalgoa.com.
WEBSITE : www.gaplgoa.com



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NOTICE INVITING TENDER

Sealed Tenders are invited from competent & experienced Bidders to provide catering services for preparation and supply of cooked food/tea etc. round the clock in our factory premises at GOA ANTIBIOTICS & PHARMACEUTICALS LTD, Tuem Pernem - Goa for a period of 12 Months from the date of work order.

Blank Tender forms may be collected in person from our office at Tuem at Free of Cost. The duly furnished, super scribed and completed tenders shall submit along with E.M.D. of Rs.5,000/- by D.D. drawn in favour of Goa Antibiotics & Pharmaceuticals Ltd., payable at SBI, Pernem should reach the undersigned on or before due date for submission.

Tenders submitted after the due date will not be considered. The Management reserves the right to accept or reject any tender at any stage without assigning any reason and also to negotiate with the lowest quoted party and the same will be binding on all the bidders. If the Tenderer/s back out from the commitment their EMD will be forfeited followed by Blacklisting. The bidders should be ready to attend negotiation meeting at their own cost at GAPL office at Tuem.

Tender Documents can be downloaded from GAPLL website: www.gaplgoa.com

LAST DATE FOR SUBMISSION OF TENDERS : 20.03.2025 at 14:00 Hrs.

BID OPENING : 20.03.2025 at 15:00 Hrs.

ASST. MANAGER - PURCHASE

1. GAPL will provide:

- I. Canteen Building, Electricity, water, sitting arrangement without any cost.
- II. Required Utensils, Gas Stoves/Burners and Tandoor Bhatti.
- III. Liquid soap for hand wash and Phenyl & Nirma /Surf/Vim for floor cleaning as
per norms fixed by us. (In case any extra materials are required the contractor has to arrange at his own cost).
- IV. Monthly Subsidy amount(to be quoted by the party)

2. Financial Implications (Approx):

The canteen contractor is eligible for the following reimbursements per month.

- I. Reimbursement of expenses towards preparing and serving of Tea/Coffee/Milk, Breakfast, Lunch, Dinner, Cold Drinks, Special Food Items etc. to Company Guests or at the Training Sessions or on any other Occasions on monthly basis at actual, against submission of the claim duly certified by concerned controlling officers.
- II. Reimbursement of cost of Tea served to our employees during Night Shift, against submission of the claim with necessary documents.
- III. Reimbursement of expenses on monthly basis for the tea/Snacks/Meals etc. provided to the Company guests

3. Procedure for deciding L1 party.

Approximate quantities per month are mentioned against the major items. The rates quoted shall be multiplied with the quantities (except for RO (rate only) items) and the overall monthly financial commitment will be worked out. The L1 party shall be decided based on the overall monthly financial commitment. Only the L1 party shall be called for further negotiations.

Annexure-B

INSTRUCTION TO BIDDERS & GENERAL TERMS AND CONDITIONS.

1. The completely furnished Bid should accompany a D.D for Rs.5,000/- towards Earnest Money Deposit drawn in favour of Goa Antibiotics & Pharmaceuticals Ltd., and payable at SBI, Pernem- Goa, failing which the Tender will summarily be rejected.
2. The Bids shall be submitted in sealed cover. The Tender number of the Bid shall be super scribed on the cover super scribed with the respective Tender No. Complete in all respects, addressed to the Manager (Purchase) should reach us on or before the due date and time mentioned in the Tender Notification. GAPL shall not be responsible for any delay, if any, in the delivery of the bidding documents or non-receipt of the same.
3. Payment will be released on monthly basis.
4. Any other Taxes & duties if applicable are to be borne by the contractor only.
5. The contractor will have to submit an affidavit at the time of signing the agreement indicating that all employees of the contractor are paid the minimum wage as per Minimum Wages Act.
6. Contractor should have independent ESI and PF code number / **PAN number** and **GST** registration allotted by the concerned authorities (if required). The contractor will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by a statutory authority with regard to safety, labour laws, PF&ESI remittance or any other prevalent laws both of Central and State Enactments.
7. Contractor will comply with all the statutory norms including hours of work and Holidays / Rest etc.
8. The contractor shall also submit a **medical certificate** on half yearly basis that all his/her employees handling food are not having any contiguous diseases.
9. The Contractor should take license under the **Contract Labour (R & A) Act 1970** & other statutory licenses if any before commencement of work and should be produced, if required.
10. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by GAPL is to be implemented and the contractor shall supervise the work.

11. GAPL has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said contract.
12. The contractor will ensure that his/her employees handling food at all times use neat and clean clothes and aprons. Every employee so appointed by the contractor shall wear the prescribed uniform.
13. GAPL reserves the right to ask & require the contractor to remove any person deployed by the contractor without assigning any reason or notice.
14. The contractor will ensure high standard of cleanliness, hygiene and sanitation in the kitchen and canteen. The contractor will make the arrangements for keeping all eatables in covered showcase, free from flies and insects. The contractor has to ensure proper disposal of garbage will provide adequate number of dustbins. There should not be any littering of unused food or any other articles within the canteen. The contractor will also ensure that no used utensils viz Cups, Thales are lying in the GAPL campus and these should be removed immediately.
15. Experienced cook only should carry out cooking. The contractor will ensure the good hygiene of the cook and the cooking area.
16. The contractor will ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the contractor will be held solely responsible and will be penalized besides legal action.
17. GAPL officials can check the raw materials used for cooking at any time and if substandard / unauthorized materials are found, the contractor will be penalized at the discretion of GAPL and contractor will have to abide by it.
18. In the event of unsatisfactory services rendered by the contractor, the contract may be cancelled by the GAPL by giving one month's notice. In case the contractor is having any difficulty to continue the contract he should give a two-month notice in writing to GAPL for short closing the contract. In case the contract is short closed GAPL may forfeit the Security deposit / levy penalty as decided by the GAPL authority.
19. GAPL will not be responsible for any credit sale to employees.
20. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in GAPL nor the contractor's workers shall have any right whatsoever to claim the benefit and/or emoluments that may be permissible or paid to the employees of GAPL. The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to his/her workers before deputing them to work at GAPL.

21. The contractor shall not engage the services of any sub contractor or transfer the contract to any other person. If, it is found at any time that the contractor is unable to provide the canteen services and has sub contracted to any other party, GAPL has right to terminate the contract and to forfeit all security deposits by giving one months notice.
22. The total GAPL Campus is 'NO SMOKING ZONE'. Smoking, chewing tobacco / pan masala, consuming liquor etc is strictly prohibited inside the premises. Violation of the same shall attract a penalty up to Rs.1000/- for each instance. Such penalty shall be recovered from the contractor's Bills.
23. GAPL will not be liable for any accident happened to Contractors' workmen while on work during the contract period.
24. The contractor has to deposit an amount of Rs. 10,000/- towards Security Deposit, which will be refunded without any interest on satisfactory Completion of the contract.
25. In case of any damages caused to GAPL property by contractor / his men while executing the job, the cost of the same shall be recovered from the contractor.
26. The rates quoted should be valid till the completion of contract and will not be enhanced during any period of the contract on any account. Sub contract is not allowed.
27. The contractor is bound to follow the suggestion/instruction given by the authorized persons of GAPL.
28. Entries to the Kitchen should be restricted and the employees working at kitchen should not use the street foot wares / shoes inside the kitchen.
29. Minor repair works of Burners, Stoves, Mixers, Fridge etc. to be get done by the contractor himself at his own cost.
30. Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative solely entitled to instruct such workers about the manner of carrying out the work as per the prescribed specifications and quality plan. However, any day the number of Man hour should not be less than 96 including supervisor man hour to execute the day to day work.
31. Contractor to ensure that the employees deployed in the premises of GAPL are physically & mentally fit & do not have any criminal record. Such employees should posses requisite skill, proficiency, qualification, experience etc. acceptable to concerned department.
32. The contractor shall arrange for the Medical checkup of his employees and produce the fitness certificate from the authorized hospital/Doctor before reporting for the work.

33. The safety & quality policy of the Company shall be complied by the contractor
34. GAPL reserves the right to cancel the contract at any time during the contract period without paying any compensation and the decision of GAPL with regard to termination of contractual provision will be final. In the event of contractor abandoning the work OR GAPL revoking the contract GAPL reserves the right to get incomplete work completed at contractor's RISK & COST. GAPL shall have a right to terminate the contract at any time without assigning any reason thereof.
35. Season wise available Fruits like Banana, Apple, Grapes, Mangoes, Chikku etc are to be made available at par with market rates.
36. Cold Drinks, readymade Snacks, Biscuits, Chocolates etc also required to be kept in the Canteen for Sale at M.R.P
37. Any other dishes not reflected in the list are to be prepared in demand for which advance intimation will be given and reasonable rate to be charged.
38. The quoted rates should be inclusive of Taxes, as applicable.
39. Tea with light snack like Bhajji / Samosa / wada / bun etc. etc should be served at the dining hall inside factory and Office two times in a day .To facilitate the same you should have sufficient man power for serving.
40. Contractor shall indemnify GAPL against all claims by statutory authorities & losses under various labour laws, statutes OR any civil or criminal law in connection with the employees employed by him.
41. The contractor shall not employ any person who has not completed his 18 years of age & person who attained 60 year of age.

42. LEGAL COMPLIANCE

The Contractor will comply with all the provisions regarding licensing, welfare & health procedures, maintenance of various records & registers etc. as provided under the Contract Labour (Regulation & Abolition) Act 1970, rules amendments, orders, notifications there under issued by the Appropriate Govt. from time to time.

For non-compliance of any provisions, statutory compliances under law, the contractor shall be responsible for penalties levied by the appropriate authorities under the Act. The contractor shall also be liable to comply with all other labour & Industrial Laws and such other Act, payment of Bonus Act, Minimum Wages Act etc. Depositing ESI, PF Contributions as may be applicable is the responsibility of the contractor for any default in compliance the contractor shall be held responsible.



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43. The contractor shall make good all damage/loss which may be caused by any act or default of the contractor, his agents or servants or workers to any property of the Institute GAPL reserves the option to make good the damage or loss by charging the contractor with the expenses.
44. Without prejudice to right under any other clause of the contract, the GAPL may in the event any breach of the conditions on the part of the contractor cancel the contract and charge the contractor with any loss arising from such cancellation.
45. The contractor shall inform to the administration department of GAPL any changes of Canteen workers, if required, made by him along with their police verification and medical report.
46. The contractor shall submit duly signed undertaking enclosed with the tender document.

Name of the Bidder :

Address of Agency :

I accept the above condition

(Full signature of the Bidder with seal of the Agency)



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UNDERTAKING

I, Shri. _____ resident
of

_____ hereby solemnly agree to abide by the Terms and Conditions and the rates enumerated above. Any break of the Clause/Clauses will render my contract null and void. I have understood completely about this tender document and the terms and conditions therein. I agree to sell the eatables/ Lunch on the rates mentioned in the tender rate list annexed with. I have also understood that I have to maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items with the tender.

Date:

Signature of the Bidder

Witness No. 1

(Name and full address)

Witness No. 2

(Name and full address)

I accept the above condition
(Full signature of the Bidder with seal of the Agency)



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To,
Goa Antibiotics & Pharmaceuticals Ltd
Tuem, Pernem Goa
403512
Ref. Your tender No.

Dated:

Sir/Madam,

1. I/We the undersigned (hereinafter known as "the contractor") hereby apply for grant of contract for running the GAPL canteen at Tuem Pernem Goa.
2. I/We have gone through all the terms and conditions and also the schedule of items as enlisted by you in your notice inviting tender for the subject under reference.
3. I/We, hereby confirm that we have understood all the terms and conditions and confirm my/our commitment to abide by them. In case of any discrepancy/dispute or wrong/incorrect nomenclature in the schedule, the decision of GAPL shall be final.
4. I/We also confirm my/our commitment to provide the material as enlisted in the schedule of items with your notice inviting tender under reference.
5. I/We have experience of years for running canteen as detailed below.

Sl. No.	Details of previous experience.



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6. I/We enclose herewith experience certificate **YES / NO**
7. I am/we are enclosing herewith a DD No. _____
Dated _____ (Bank
Branch _____ for Rs. 5,000/- drawn in favour of "Goa Antibiotics
& Pharmaceuticals Ltd. Payable at SBI GAPL", towards EMD
8. I/We understand that the amount will be forfeited, if the applicant
who is awarded the contract refuses to accept the contract.
9. I/We understand that I/We shall have to deposit a security deposit
of Rs.10,000/- as refundable security deposit in favor of Goa
Antibiotics & Pharmaceuticals Ltd. before signing the "Agreement"
in case I am/We are awarded the contract. This deposit will not
bear any interest and shall be refunded on termination of the
contract after adjusting dues, if any.
10. In case the contract is awarded to me/us, I/We shall sign an
agreement within 15 days (on a non-judicial stamp of paper
prescribed value) of the receipt of the letter awarding the
contract.

I/We

S/o

R/o (local address)

Permanent address

solemnly state that I/We have not so far been black listed by any
of the institutions/offices in which I/We have worked/run canteen.

Date :

Signature of Bidder
Name & Complete Address with seal

Questionnaire - General Information of the Bidder.

(If required separate sheet can be enclosed)

Sl. No.	Subject	Details
1	Name of Bidder	
2	Address of Bidder	
3	Contact Telephone No	
4	GST No	
5	PAN No/PF registration code	
6	Labour License No under Contract Labour(R&A)Act.1970	
7	Experience in running Canteen in Industry/Big Hospitals/Colleges/Mess/Establishments where minimum 300-400 people/employees are engaged. Give details with no. of years of experience. Experience certificate to be attached.	
8	Details of canteens now operating	
9	No. of Manpower now employed	
10	Maximum no. of Manpower that can be arranged at a time within short notice	



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11	Turn over details for last 03 Years	
12	Banker Details	
13	Are you ready to follow the terms and conditions of tender notification?	Yes/No
14	Details of EMD	D.D. No. Dt. AMT:

Signature of Bidder
Name with seal



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DECLARATION

I / we confirm having read and understood all the specifications, instruction, forms, terms and conditions and all relevant information regarding the above canteen Tender and agree to abide by all without any deviation from what are stated above.

Date:

Signature

Name, Address & Seal of Bidder

PRICE LIST

Menu

Sl	Item	Approx Qty per Month	Quoted Rate
1	Rice Plate Veg - (Chapatti , Rice, Dal, Gravy, Vegetable (Sabji) , salad Papad, Pickle)	100	
2	Meals as above Menu (Except rice)	150	
3	Meals as above Menu with Chicken	80	
4	Rice Plate Fish - (Chapatti, Rice, Fish Curry, Fried Fish, Vegetable (Sabji), salad, Papad, Pickle)	180	
5	Meals as above Menu (Except rice)	100	
6	Rice Plate (Special Thali Veg)- (Chapatti, Rice, Dal, Gravy Vegetable (Sabji) -2 spl Sabjis Salad, Papad, Pickle)	20	
7	Rice Plate (Special Fish Thali) - (Chapatti, Rice, Fish Curry Fried Fish (King fish/ Modso) Vegetable (Sabji), salad, Papad Pickle)	100	
8	Paav & Bhaji	1500	
9	Sheera	100	
10	Uppit	50	
11	Phohe (Avalakki)	25	
12	Egg Omlet (One egg)	80	
13	Egg Omlet (Two egg)	60	
14	Boiled Egg single	4000	
15	II Shift Refreshment		
16	III Shift Refreshment		
17	Potato vada	400	
18	Samosa	400	
19	Bhaji (Pakode) Plate	400	
20	Mirchi	400	
21	Bun	300	
22	Tea Normal	12500	
23	Tea Special	100	
24	Nescafe	50	
25	Milk (Hot)	100	



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PRICE LIST -PAGE-2

Sl	Item	Approx Qty per Month	Quoted Rate
26	Coffee	50	
27	Lime juice	50	
28	Lime Soda	50	

NB: The quantities of above items are tentative and may vary during the contract period.

Subsidy amount required per month: Rs. _____

NB: For Preparation of the food items, good quality coconut oil / refined sunflower oil to be used.

Place:

Date:

Signature

Name, Address & Seal of Bidder