



Haffkine Bio-Pharmaceuticals Corporation Limited

(A Government of Maharashtra Undertaking)

Regd Office:- Acharya Donde Marg, Parel, Mumbai 400 012.

Tel.No. +91-22-24147564

Website: <https://www.vaccinehaffkine.com>

Materials Management Department

E-mail: mm@vaccinehaffkine.com

Tender Website: <https://mahatenders.gov.in>

**E-Tender for Running & Managing a Canteen for employees of
Haffkine Bio-Pharmaceutical Corpn. Ltd. (HBPCL), Anti Toxin &
Sera Department (ATS), Pimpri, Pune 411018**

Tender No. HBPCL/M-07/Canteen-Pimpri/2026-27



Haffkine Bio-Pharmaceutical Corpn Ltd.

(A Government of Maharashtra Undertaking)

(Materials Management Department)

E-Tender Notice

Tender reference No: HBPCCL/M-07/Canteen-Pimpri/2026-27

Managing Director, Haffkine Bio-Pharmaceutical Corporation Ltd., Parel, Mumbai 400012 invites online TENDER for the year **2026-27** in two envelope system from the genuine contractor/supplier for providing staff canteen service for HBPCCL, Pimpri Pune 411018 unit.

Sr.No.	Items	Description
1	Scope of work	To run and manage the Canteen for employees of HBPCCL, Pimpri, Pune 411018
2	Cost of bid document	Rs.3900/- (Non Refundable)
3	Availability of bid document	HBPCCL website www.vaccinehaffkine.com https://mahatenders.gov.in
4	Earnest Money Deposit	Rs.65,000/- (No fee for MSME holder) (Refundable)
5	Security Deposit	Rs.2,00,000/- (Refundable and Interest Free) by NEFT/RTGS with HBPCCL
6	Date of Pre-bid meeting	11/06/2026 @ 11.00 A.M.
7	Period of sale of Tender document/Download	05/06/2026 @ 04.00 P.M.
8	Date for uploading the tender documents	05/06/2026 @ 04.00 P.M.
9	Last date and time for submission of tender	18/06/2026 @ 04.00 P.M.
10	Date of opening of Technical Bids	19/06/2026 @ 04.00 P.M.
11	Date of opening of Financial Bids	AFTER TECHNICAL EVALUATION COMPLETED
12	Place for opening of bids	Materials Management Department, Parel Mumbai 12
13	Contract Period	The contract shall initially be valid for a period of 1 Year, extended for a further period of up to 2 Years on a year-to-year basis. The total contract period shall not exceed 3Years.

Interested eligible tenderers may obtain further information of technical specifications, and other terms and conditions applicable for procurement of above services from the tendering website <https://mahatenders.gov.in>

NOTE 1) Tenders will not be sent and received by post or courier

- 2) HBPCCL reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- 3) No tender will be accepted after due date and time given above.

Materials Manager, HBPCCL, Parel, Mumbai-12

Address for communication: Office of the Materials Manager, Haffkine Bio-Pharmaceutical Corporation Ltd., Acharya Donde Marg, Parel, Mumbai 400012 email – mm@vaccinehaffkine.com



Instructions to bidder

1. The Managing Director, Haffkine Bio-Pharmaceuticals Corporation Ltd (HBPCL), Mumbai-400012, hereinafter referred to as a “HBPCL“ invites online tender in two Envelope systems for Running and Managing a Canteen for Employees of HBPCL, Pimpri, Pune 411018.
2. Interested eligible Tenderer may obtain further information and other terms and conditions applicable from Government of Maharashtra E-tendering website <https://mahatenders.gov.in>
3. All tender related activities (Process) like Tender Document Download, Tender Preparation, Tender submission, submission of EMD & Tender Fee and other documents will be governed by the time schedule.
4. All activities of this tender are carried out online on Website <https://mahatenders.gov.in> The tender document is uploaded / Released on Government of Maharashtra, (GOM) e- tendering website <https://mahatenders.gov.in> and has to be downloaded as well as filled up and submitted online only. In no case, the tender cost/fee should be mixed with EMD amount. Tender shall liable to be rejected summarily upon failure to follow procedure prescribed in the Tender document.
5. Terms and conditions mentioned in this Tender is only approximate. The Managing Director, Haffkine Bio-Pharmaceuticals Corporation Ltd., Mumbai-400012 reserves the right to make necessary corrections in the same without assigning any reason thereof.
6. If any tenderer wishes to lodge any complaint against the other tenderer regarding submission of false documents, information etc. The tenderer has to submit the complaint before price bid opening along with a deposit of Rs.50,000 (Rupees Fifty Thousand only) in the form of Cash to Haffkine Bio- Pharmaceuticals Corporation Ltd (HBPCL), Mumbai-400012 payable at Mumbai in terms of deposit. This issue will be submitted to Appeal Committee along with facts. The amount so deposited shall be refunded if after scrutiny the complaint is found to be true by the Appeal Committee. However, if the complaint found to be false and malafide the deposit will be forfeited. No interest shall be paid against this deposit. Any complaint received after price bid opening will not be entertained.
7. **The tenders must be submitted by uploading on <https://mahatenders.gov.in> superscribing as below for tender:**
 - a. **Tender fee of Rs. 3900/- (Non-refundable)**
 - b. **EMD of Rs. 65000/- (No fee for MSME holder)**
 - c. **Technical Bid**
 - d. **Financial Bid**
8. Please read the terms and conditions carefully before filling up/uploading the document. Incomplete tender documents and late submission after due date will be summarily rejected.

9. Each bidder shall submit only one tender.
10. All pages of the tender document must be signed by the authorised signatory with seal and stamp of bidding firm as token of having accepted all the terms and conditions of this tender document. Person (authorised signatory) signing their bid or any other document connected with the tender must clearly write his/her name and also specify the capacity in which he/she is signing.
11. Before participating in the tender the respective canteen bidder are advised and directed to visit the canteen space location and it's surrounding and safety measure to be required for the operation canteen services as per local bye-laws.
 - i. The Canteen bidder should assess the volume of business by them. The HBPCCL will not commit for any guarantee of minimum/maximum business and subsidy.
 - ii. The respective canteen bidder must fill the 'Site Survey Report' (**Annexure-I**) after visiting HBPCCL canteen during office hours. The Site Survey Report must be signed and stamped from In-charge Manager ATS Pimpri Pune. Bid without site survey report will be summarily rejected.
12. HBPCCL reserves the right to obtain feedback from previous/present clients of the tenderer and may also depute its team (before or after opening of financial bids) to inspect the site(s) for first-hand information regarding the quality of foods and services provided by the tenderer. The awarding the contract by HBPCCL will be based on the feedback received. The decision made by HBPCCL in this matter will be final and binding on all bidders.
13. The name and address of the bidder shall clearly written in the space provided for the purpose and no over writing, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted/uploaded strictly in accordance with instructions contained herein otherwise the tender is liable to be rejected.

14. Technical and Financial Bid

14.1 Envelope No. 1 (Technical Bid)

Technical offer must be submitted online at <https://mahatenders.gov.in> as per the instructions on the portal. The tenderer must upload the following documents as per e- tendering schedule

- 1) Company Profile (Not more than 2 page)
- 2) Company Registration Certificate / Incorporation/Partnership Registration Certificate
- 3) PAN Card copy
- 4) GST Registration Certificate
- 5) EPF & ESIC Registration if any
- 6) Entire Tender Document with company's seal & Sign (Including Filled all required Annexure (except Financial bid))

- 7) GST paid receipts (consecutive 3 Latest receipts)
- 8) IT Return (consecutive Last 3 Years)
- 9) CA certified Balance sheet And Profit & Loss statement (consecutive Last 3 Years)
- 10) Shops and Establishments Act, 1948 Registration Certificate
- 11) Catering Firm Registration Certificate
- 12) FSSAI Licence
- 13) Proof of having an account in nationalized bank or bank statement
- 14) Power of Attorney if applicable
- 15) Proof of Residence (Ration card, driving licence, voter identity, adhaar card)
- 16) MSME certificate if applicable
- 17) Labour Licence
- 18) Solvency Certificate
- 19) Proofs of residence / correspondence, i.e. ration card / passport / driving license / voter identity card / Aadhaar card.
- 20) **Annexure- I** - Site Survey Certificate
- 21) **Annexure- II** List of client (Name, address, contact number)
- 22) **Annexure – III** Performance/ Experience Certificate (as per format)
- 23) **Annexure- IV** Black Listing / non debarment certificate
- 24) **Annexure- V** Annual Turnover Certificate

(Note : All the above documents are mandatory, any missing documents will be treated as technical disqualification.) **Please note that no price shall be indicated in the technical bid otherwise the bid will be disqualified.**

14.2 Financial bid

1. All Financial (Commercial) offers must be submitted online at <https://mahatenders.gov.in> as per the instructions on the portal.
 2. **Annexure F** –Financial bid (Price Bid) - The agency/party has to submit all-inclusive cost (tax may be mentioned separately) of respective items as per financial bid (BOQ Format only).
 3. E-Tenderers are strictly prohibited to change/alter specifications or unit size given in Annexure-F Schedule of requirements while quoting.
15. All technical annexures/documents to be signed and stamped & uploaded in .rar format in Technical Bid. (Without any Financial (commercial) bid/offer details) and Financial (Commercial) offer to be uploaded in the Financial (Commercial) Bid.
16. **Submission of Tender:**

Tender should be submitted on or before last date of submission.

Tender should be submitted through website <https://mahatenders.gov.in> and online only in two envelopes i.e. **Technical Bid in envelop no.1 & Financial (Commercial (Price) bid in Envelop no.2**

To prepare and submit the tender/offer online all bidders are required to have e-token based DIGITAL CERTIFICATE. Digital signature certificate should be obtained from



competent authority. However the e-tender website or helpline numbers may guide you for obtaining the same. The tender received after the due date and time shall not be accepted under any circumstances whatsoever.

For Submission of tender, tenderer must complete the online bid submission stage as per online schedule of the tender.

The Purchaser may, at his discretion, extend the deadline for the submission of tenders by amending the tender document in which case all rights and obligations of the Purchaser and Tenderer previously subject to the deadline will thereafter be subject to the deadline as extended.

Tenders not submitted online will not be entertained.

17. Opening of tender: On the date and time specified in the tender notice following procedure will be adopted for opening of tender.

17.1 Opening of Envelope No.1 (Technical bid)

Envelope No.1 (Technical bid) of the tenderer will be opened online in the presence of tender opening authority of HBPCL. It is e-tendering online procedure, hence bidders can check this process online by doing their log in on <https://mahatenders.gov.in>

17.2 Opening of Envelope No.2

This envelope shall be opened as per e-tendering procedure after opening of Envelope No.1 (Technical bid). **Please note envelope no.2 will be opened only of those bidders who are technically qualified as per envelope no.1. It will be opened after technical bid approval from our technical committee.**

18. Before submitting the filled in tender document the bidders may seek clarifications if any during the pre-bid meeting

19. Successful bidder will have to enter into an agreement with the HBPCL within 7 days from the date of issue of Purchase Order and expenses towards the same will be borne by the bidder.

20. Canvassing in any form will make the tender liable for rejection

21. Conditional tender will not be accepted and shall be rejected outright



General Terms and Conditions

1. Online Tenders are invited from experienced private contractor's/business owners doing business in partnership/private business owners/canteen operators (hereinafter referred to as a "Contractor/Canteen Contractor/Bidder") for the supply of food and beverages to run and manage the canteen of Haffkine Bio-Pharmaceutical Corporation Ltd (HBPCL) at Pimpri, Pune 411018 for a initially period of One (1) Year from the date of commencement and may, subject to satisfactory performance of the Contractor and approval of the Competent Authority, be extended for a further period of up to Two (2) Years on a year-to-year basis. The total contract period shall not exceed Three (3) Years on a contractual basis, subject to the following conditions. The e-tenders will be available online on the website of the Government of Maharashtra <http://mahaetenders.gov.in> from 04.00 PM on 05/06/2026 to 04.00 PM on 18/06/2026. The cost of the tender application is Rs. 3,900/- and it will be non-refundable. The Earnest Money Deposit is Rs. 65,000/- and MSME certificate holders are exempted from paying the said amount. A Pre-Bid Meeting has been scheduled on 11/06/2026 at 11.00 AM for the contractors interested in submitting e-tenders to provide information about the e-tender and to clear any doubts they may have. The contractors should attend the meeting at the Manager, Anti Toxin & Sera Department, Haffkine Biopharmaceutical Corporation Limited, Pimpri, Pune 411018. (**Contact Dr.Kurhe-9552530267**)

2. The canteen contractor will have to supply the food and beverages mentioned in List '1' and List '2' to an estimated total of 150 employees of the HBPCL. Lunch will have to be supplied to an estimated total of 50 employees, morning and evening snacks and tea to an estimated total of 120 employees. Also, Every morning, all permanent employees are provided with one boiled egg and 100 ml of hot buffalo milk to an estimated total of 60 employees.

3. The bidders from private contractor's / business owners in partnership / private business owners company / canteen operators should give their full name, address, telephone number, partners should attach their list as well as Power of Attorney of other partners. Similarly, it will be mandatory to submit one of the following official proofs of residence / correspondence, i.e. ration card / passport / driving license / voter identity card / Aadhaar card.

Canteen Rules:

1. Tea will be served from 06.45 AM to 07.00 AM every day and breakfast will be served from 09.00 to 09.30 AM and lunch will be served from 12.30 to 2.00 PM. Tea will be served only at 3.00 PM and tea and breakfast will be served as per the demand from 6.00 to 6.30 PM. For this, the contractor will have to maintain sufficient staff and sufficient food items will have to be available. For this, the contractor will have to maintain sufficient staff and sufficient food items will have to be available.

2. A register will be kept in the canteen for the initial 3 months only. In this register, it is mandatory for each employee to write his/her name, ticket number and signature in his/her own handwriting before availing tea, breakfast and meal facilities daily. At the end of the month, a subsidy will be given to the canteen contractor by the HBPCL according to the number of employees registered in this register. Contractor has to maintain separate register for Breakfast + Tea and Meal. If an employee does not register his/her name in the register, the contractor will not be given the subsidy for that employee by the HBPCL. Contractor to ensure proper entry of employee. After the completion of 3 months, their average amount will be calculated and accordingly, the canteen contractor will be given the monthly subsidy for the following months by the HBPCL. Contractor shall treat all employee data as confidential; use only for service/subsidy purposes; comply with applicable data protection norms. All expenses towards printing, maintaining and preserving the aforesaid registers, including stationery and related record-keeping costs, shall be borne solely by the Contractor and no separate reimbursement shall be payable by HBPCL.
3. At Pimpri Division, a single type of breakfast will be prepared in the morning and two plates will be served to each employee and approximately 120 plates of breakfast will be served to the employees daily at subsidized rates. If production is in progress, evening breakfast will be served at Pimpri Division as per demand. Also, tea will be served twice in the morning and evening daily. A breakfast+ tea register will be maintained in the canteen. At the end of the month, the canteen contractor will be given a subsidy for breakfast+ tea by the HBPCL based on the number of employees registered in the breakfast register. Every day, before taking breakfast and tea, each employee will enter his/her name, ticket number, signature and the number of plates of breakfast taken in this register. The monthly subsidy will be given to the Canteen Contractor by the HBPCL based on the number of employees registered in the Breakfast and Tea register at the end of the month and the number of plates of breakfast and tea consumed. If an employee does not register his name in the register, the contractor will not be given the subsidy for that employee by the HBPCL. It is the responsibility of the contractor to ensure every employee shall register his/her name in each register.
4. Temporary employees and contractual employees of the HBPCL will not be provided with canteen facilities at subsidized rates. They will receive services at market rates.
5. Since the work at ATS Pimpri is continuous throughout the year (365 days), the contractor will be obliged to provide canteen services.
6. The sale of food in the canteen is to be done in cash. The contractor will be solely responsible for collecting money from the employees.
7. The work of HBPCL is carried out in all three shifts. Therefore, the canteen service should be available in all three shifts. Also, on Saturdays/Sundays, weekly holidays and other holidays, when employees come to some departments for essential work, the

contractor will be responsible for providing them with food and tea/coffee from the canteen. There should be no complaint that food was not received at such times.

8. The canteen contractor himself or a manager appointed by him shall be present in the canteen for the whole day every day to manage the canteen and resolve any problems. The contractor shall submit to the HBPCCL a list of the servants working in the canteen. The contractor will have to ensure that no other person/servant is found in the canteen other than the employees in the list submitted to the HBPCCL. After appointing the servants in the canteen, it is mandatory for the contractor to submit a medical certificate to the HBPCCL stating that all the servants concerned are fit and free from any contagious disease. Also, the contractor should keep his own cook and other servants working.
9. The contractor will have to employ his own staff to prepare the food in the canteen and to increase the staff. The contractor will have to pay attention to their cleanliness and their service. The canteen staff should not have any contagious disease. The contractor will have to pay the salary of the staff appointed by the contractor, and the workers' state insurance scheme, provident fund, Maharashtra Labour welfare board, and other labor laws will have to be followed and contributions will have to be made for them. Also, the contractor will be solely responsible for sending the various returns under those laws on time, if the rules are not followed, the contractor's monthly payments will not be passed by the HBPCCL.
10. The contractor should follow the rules made by the government or the municipal corporation regarding the operation of the canteen. Other labor laws should be followed. The contractor should not employ child laborers as servants.
11. The contractor shall maintain a high standard of cleanliness, etiquette and discipline in the dining room as well as the kitchen. Tables and chairs shall be neatly arranged and the kitchen floor, wash basins, cooking utensils, cups, drinking glasses etc. shall be kept clean and tidy on a daily basis. The contractor should bring the cleaning materials, e.g. phenyl, detergent powder, etc. himself. The contractor should keep drinking glasses in a dish on each table in the canteen. Also, keep water jars with lids closed. Also, the dining tables should be clean.
12. The canteen contractor shall keep separate large containers outside the canteen for keeping food plates, spoons, bowls, water glasses, and plates; so that after eating, each employee shall place his/her own plate in the large container kept outside the canteen. The contractor shall ensure that adequate hand-wash facilities, including soap/liquid hand wash and water, are available and maintained in a clean and hygienic condition at the wash basin area at all times.



13. The contractor should take proper care of every aspect of food preparation, storage and growing and should bring his own expenses for the same. The contractor should take care that food items are not left open and that flies, insects etc. do not settle on them, and also there should be no complaints from the employees that there is not enough food available in the canteen.
14. Under no circumstances should the contractor take full care not to use the food left over from the previous day on the next day. Also, once heated oil should be used only once and not reused. Also, once heated tea should not be reheated again and again after it cools down. If the said rule is found to be violated and if there is a complaint of providing substandard food and if it is proved, the contractor will be fined a maximum of Rs. 10,000/- per day. In this matter, the decision of the Haffkine Canteen Committee will be final, the said fine amount will be deducted from his monthly bill payment.
15. The contractor shall provide uniforms, gloves, aprons, head caps, good quality hand wash and other hygiene and safety related items and identity cards to the employees appointed by the contractor for preparing and serving food items. If the above items are not provided, the contractor will be fined Rs. 10,000/- per month. The amount of the said fine will be deducted from his monthly subsidy bill.
16. If the canteen contractor is unable to prepare the food mentioned in the attached food item list on any given day for any reason, the canteen contractor may prepare another food item after prior discussion with the canteen committee members. If the canteen contractor, without consulting the members of the canteen committee, prepares a food item other than a food item from the specified menu, on his own initiative or in consultation with a person other than the canteen committee, a fine of at least Rs. 1000/- per day will be imposed on the canteen contractor and the amount of the fine will be deducted from his monthly subsidy bill.
17. The canteen contractor shall be responsible for displaying the price list of food items in the canteen, both subsidized and non-subsidized, on the notice board and accordingly, the canteen contractor shall be fully responsible for providing canteen facilities at subsidized rates to permanent employees of HBPCL and non-subsidized rates to other than permanent employees.
18. In addition to the menu determined and subsidized by HBPCL, the contractor may provide other types of food and non-alcoholic/non-alcoholic beverages during office hours at a rate determined with the permission of the Canteen Committee.
19. Oiled, good quality wheat chapatis should be prepared in the canteen kitchen; chapatis made from outside should not be brought.

Rules regarding Labor Laws:

1. The contractor shall be bound to pay the salary of the previous month to the employees appointed by the contractor within the 7th of every month and the monthly salary determined in accordance with The Minimum Wages Act, 1948 shall not be less than the Minimum Wages. It is mandatory for the canteen contractor to pay monthly salaries to its employees as per the Minimum Wages rates as notified by the Labor Department every six months. The contractor's monthly payment will be released only after this is complied with.
2. The canteen contractor is required to comply with the provisions of The Contract Labour (Regulation & Abolition) Act, 1970, The Payment of Wages Act, 1947, The Employees Provident Fund Act, 1956, The Employees State Insurance Act, 1947, The Maharashtra Labour Welfare Fund Act, etc. It is also required to comply with the provisions of other labour laws.

Rules for Remittance of Monthly Payments:-

1. The canteen contractor must attach the following documents while submitting the monthly bill after providing the services, otherwise the payment will not be processed.

Bank statements regarding the monthly salary paid to all contract employees of the canteen should be attached. The monthly salary should be as per the Minimum Wages Act. The contractor should have paid the monthly salary to the contract employees by the 7th of every month. Provident Fund and Employees' State Insurance Scheme and Maharashtra Labour Welfare Board subscription challan for all contractual employees of the canteen, Provident Fund Number (UAN number), Employees' State Insurance Scheme Number (ESIC Pehchaan Card number), Maharashtra Labour Welfare Board Number (LIN number) of all contractual employees of the canteen should be provided.

2. Payment will be made within 45 days of the completion of the service provided by the canteen contractor.
3. The contractor must have at least 2 (two) years of experience in running a canteen. The contractor's experience in running a canteen where at least 100 people are availing the facility of dining per day will be considered. The contractor should submit appropriate proof and experience certificate for the same.
4. The Contractor shall note that payments under this contract shall be released subject to availability of funds and completion of all contractual formalities. While HBPCCL shall make every effort to ensure timely payment of monthly bills, no claim for interest, damages, or compensation shall be entertained on account of any delay in payment arising due to administrative or financial constraints.



Facilities provided by HBPCL to the Canteen Contractor

1. HBPCL will provide free water, electricity and canteen space to the contractor; these items should not be misused under any circumstances. All types of utensils, grinders, mixers, juicers, industrial cylinders, etc. required to run and manage the canteen should be provided by the contractor on his own. And the responsibility for maintaining them will be entirely the responsibility of the contractor. If the said utensils/items are missing, no compensation will be made by HBPCL.

The contractor shall

1. The canteen Contractor shall be responsible for the overall safety of the canteen and the Contractor's employees employed in the canteen. The canteen Contractor shall strictly comply with the Government's fire safety regulations.
2. HBPCL canteen committee will visit the canteen from time to time, which the contractor should not obstruct. The contractor should properly follow the instructions given by that committee.
3. The canteen contractor shall be responsible for repairing and servicing the equipment from time to time if the fan, tube light, gas grill, table and chair, water purifier machine, refrigerator, etc. in the canteen breaks or stops working. No expenses will be incurred by HBPCL for the same.
4. The Managing Director, HBPCL shall have the right to terminate the contract immediately in case of breach of the terms and conditions of the contract.
5. The canteen shall remain open only during the hours designated by the management and the hours for keeping the canteen open shall be determined according to the meal times of the employees of the HBPCL. If the canteen is kept open at any time other than the designated hours, appropriate financial penalty action shall be taken and the amount of such penalty shall be deducted from the monthly subsidy bill to be paid to the contractor.
6. The selected contractor will have to sign an agreement stating that he accepts all the terms and conditions regarding the operation of the canteen and all the expenses will have to be borne by the contractor.
7. In case of any breach of any provision of the said agreement by the canteen Contractor or before the expiry of the term of the agreement without assigning any reason, the Managing Director shall have the right to terminate the agreement. The decision of HBPCL shall be final for administrative purposes, subject to applicable law, arbitration provisions and jurisdiction of competent courts at Mumbai.

8. The selected tenderer will be required to deposit an interest-free amount of Rs. 2,00,000/- (Rs.Two Lakhs Only) as Security Deposit by NEFT/RTGS with the HBPCL within seven (7) days after issuance of Purchase Order. The Security Deposit shall be refunded without interest after successful completion of the contract period and after adjustment/recovery of any dues, penalties, losses, damages, or other amounts payable by the Contractor to HBPCL under the contract.
9. If the contractor wishes to terminate his contract on its own, he must give three months' prior written notice to the Managing Director. If the contractor leaves his contract for any reason before the completion of the contract period or if the contractor closes the canteen service facility without prior notice or if the HBPCL cancels the contractor's service due to unsatisfactory service, an amount of Rs. 2,00,000/- (Rs.Two Lakhs Only) as Security Deposit will be forfeited by the HBPCL as a penalty. The contractor cannot relinquish the contract to operate the canteen of the HBPCL until a new contractor is appointed as per the tender process.
- 10.If the canteen contractor has previously provided services to HBPCL, HBPCL shall have the right to cancel the tender of such contractor after checking the past history of such tendering canteen contractor and if it is found that such contractor has violated the terms and conditions of the canteen tender or has not complied with the conditions.
11. It is mandatory for the canteen Contractor to attend the pre-bid meeting organized by HBPCL. The tender of a canteen Contractor absent from the pre-bid meeting will be rejected on technical grounds. If a canteen Contractor is unable to attend the pre-bid meeting due to some unavoidable reason, he shall inform the Materials Department in writing and the meeting of the said canteen Contractor will be rescheduled with the HBPCL Canteen Committee.
- 12.HBPCL Canteen Committee shall have the right to make changes to the items in List 1 and List 2 mentioned below for any reason.
- 13.While submitting the tender, the final price including all types of GST, VAT, sales tax should be mentioned.
14. **FACILITIES**
- i) For the purpose of enabling the Contractor to run and manage the canteen, HBPCL shall at its own costs provide such furniture, fixtures and fittings as the HBPCL in its sole and absolute discretion shall consider reasonable. However, additional furniture, if required, may be brought by the contractor at his own cost for use in the canteen.

- ii) HBPCCL will provide free electricity, free water and free space for the canteen. However, contractor shall not connect any electrical appliances used for cooking purpose to the electrical lighting installation circuit.
 - iii) As the HBPCCL will provide one intercom for canteen services, the contractor shall not install any additional telephone in the canteen. It is to be ensured that orders placed over telephone are also served in time.
15. The canteen premises will be the possession of the HBPCCL and the contractor is permitted to enter the premises only to run and manage the canteen. If at any time, the contract is terminated or the period of contract comes to an end, or if HBPCCL decides that the contractor should not be allowed to run the canteen, in that event HBPCCL will be entitled to restrain the contractor from entering the canteen premises overriding the permission granted to the contractor to supply articles as per the terms of the contract.
16. The contractor shall be responsible for the safe custody of all the items of furniture, cutlery, utensils, kitchen equipment etc and shall handover the same to HBPCCL as and when demanded. Any loss/breakage to the items shall be at the cost and responsibility of contractor, for breakage and all other losses whatsoever the replacement shall be made by contractor at his cost and in the manner as may be decided by HBPCCL. In case the contractor fails to make good the aforesaid losses, HBPCCL shall be entitled to recover the replacement cost as decided by HBPCCL from the security deposit of the contractor.
17. The contractor shall use the canteen for the purpose of this agreement only and he shall not make or permit to make any structural additions or alternations to the same without prior approval in writing, of the HBPCCL
18. The contractor shall not resist at any time to allow the authorised representative of the HBPCCL to enter the canteen premises in order to inspect and execute the structural additions or repairs to the buildings electricity conditions, water and sanitary fitting from time to time.

CLEANLINESS, HYGIENE AND QUALITY ASSURANCE

1. Keep the gully traps, manholes and sewer lines unobstructed by preventing solid, semisolid kitchen wastes to mix with liquid waste. Failure to keep the drainage system unobstructed shall lead the HBPCCL to carry out the work and debit the cost to the contractor from his bill payment apart from levying penalty of Rs.5000/- on each incident.
2. The firm will ensure adequate standards of quality and quantity of food and drinks and provide efficient and hygienic service in accordance with the HBPCCL's requirements and shall comply with the instructions and directions given in this regard by the HBPCCL and/or by the Canteen Managing Committee constituted and/or appointed by the HBPCCL, hereunder and/or such other persons appointed by the HBPCCL to supervise the management of the canteen. In the event of any food poisoning/contamination, the Contractor will be held fully responsible and liable to other penal actions under the law. The contractor will ensure proper

- sanitation/hygienic conditions in the premises and deploy trained personal free from infectious diseases
3. Ensure that the staff employed by the Contractor for running the Canteen shall at all times be neatly, properly and hygienically dressed and shall be polite and courteous to the employees and all persons visiting and/or making use of the canteen
 4. Keep the interior of the premises permitted to be used as Canteen, kitchen, servants-room, storerooms, dining room and the drainage, floorings, doors, windows and shutters and glass thereof and all furniture, fixtures and fittings including electric Installation lights and water and sanitary installation clean and in good order and hygienic condition to the satisfaction of the HBPCL.
 5. Collect and dispose of the kitchen garbage in an appropriate manner, at a place as directed by the Municipal corporation / HBPCL from time to time
 6. Not alter, cut or damage any of the flooring, walls, ceiling or timber of the premises to not be used as a canteen nor make any changes or alterations in fittings or fixtures in the canteen. Not to do anything in the Canteen which in the opinion of the HBPCL may be or become a nuisance or annoyance.
 7. Ensure that all its employees observe good conduct- behaviour and discipline. If the HBPCL complains to the contractor about the conduct or behaviour or discipline of any of the contractor's employees, the contractor shall not continue to employ such employee in the canteen, the contractor shall forthwith remove him
 8. Ensure that any person appointed or to be appointed by the contractor for service in the canteen does not suffer from any legal disqualification for service by reason of age or any law or statute in force from time to time.
 9. The Contractor shall prepare sufficient food Veg. / Non Veg., Tea / Coffee, Snacks and as requirement from the employees is received from time to time. No complaint shall be entertained.
 10. Serve wholesome tasty foods and refreshments at the specified hours as notified to Canteen Contractor. Serve food to the employees during the shift work and abide by the alterations made in the working hours as and when notified to him. Supply food and refreshments to the guests on reasonable notice being given by the authorized officer. Make arrangements to serve meals, tea and eatables in the canteen and inside the factory and office during day and night at prescribed hours. Make arrangements to serve such number of packed meals at the work spots/office as may be required by the company. Make arrangements to prepare additional items of foodstuffs and serve as and when required by the HBPCL.
 11. The Company will have the right to change any or all brands and also to specify quality /brand for any item used for cooking at any point of time during this contract. The HBPCL has the right to exercise quality-control on the items used for preparation of food and also on the food items prepared and if found unfit for consumption and poor in quality the item will be rejected. HBPCL will have the right to check the quality of

- raw materials and also has the right to impose fine on the Contractor for any adulteration in food stuffs and serious lapses in maintaining the quality of the food stuffs.
12. Provide supply and serve only to the employees of the HBPCL for consumption in the canteen fresh and wholesome vegetarian and non-vegetarian food / meals, light refreshments, tea, coffee, cold drink, aerated water and other items of food and non-alcoholic drinks as shall be directed from time to time by the HBPCL at such rates and prices which may from time to time be approved by the HBPCL. The Contractor shall not be entitled to reduce the quantity or vary the rates and prices once fixed except with the prior consent in writing of the HBPCL. So also, all the eatables in the packed form like biscuits, cakes, wafers etc. shall be provided / served in packets.
 13. Ensure that copy of the schedule of quantities, rates and prices for the time being in force shall always be prominently displayed by the Contractor on notice board in the canteen.
 14. Provide and maintain at his own cost, trained and experienced personnel for operating the canteen. The contractor shall employ such a minimum number of Canteen waiters / servants and staff for operating and managing the Canteen as the HBPCL may from time to time deem fit having regard to the number of persons to be served with a view to making available prompt, efficient and in all respects satisfactory service. The Manager / Supervisor of the Contractor must be adequately qualified to run and manage the affairs of the canteen efficiently and he shall be constantly available in the Canteen.
 15. The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure-A.
 16. The contractor has to ensure purchase of raw materials, its transportation and allied activities with their own manpower and cost.
 17. HBPCL or its authorised representative will be entitled to inspect the kitchen or the place where meals, snacks etc are prepared, and will also be entitled to inspect the raw materials to be used for the aforesaid purpose. In the event of rejection of any raw materials by the representative of HBPCL the contractor shall not use the rejected materials for preparation and shall not supply the food prepared out of such rejected materials HBPCL shall not be responsible for any loss incurred by the contractor on this account.
 18. HBPCL will have the right to order destruction of any eatable /raw material and replacement thereof if it is found that the raw material /finished item is unhygienic/sub-standard with respect to brand/quality prescribed for the same. A fine of Rs.1000/- per day will be imposed if it is found that the raw material being prepared/food items being served is of sub-standard and food items are not available.
 19. It is found by HBPCL that the food supplied by the contractor is contaminated with an adulterated material, the contract shall be terminated immediately without prejudice to the other legal rights of the HBPCL notwithstanding the above, and the contractor shall



also be solely held liable for any legal action as contemplated under various laws included prevention of food adulteration act and Security Deposit will be forfeited.

20. The contractor shall not be allowed to take eatables and other material outside of the premise of the establishment except with written permission of the authorised representatives of HBPCL

CANTEEN STAFF AND LEGAL COMPLAICES

1. The contractor shall recruit his own staff for cooking, serving, cleaning etc. at his own cost and risk and the contractor shall be responsible for fulfilling the requirement of the statutory provisions of minimum wages act, Contract Labour Act Payment of Wages act Payment of Gratuity Act, ESIS ACT, Workmen Compensation ACT and SHOP and Establishment Act in respect of the staff employed by him
2. The contractor will be to employ sufficient cooking staff for cooking the various items so as to ensure proper quality and the required quantity and other staff for managing the canteen.
3. The contractor will be required to issue uniform to its staff and ensure that the same is being worn by its staff and being cleaned regularly.
4. None of the employees engaged by the vendor should be below 18 years of age
5. The contractor shall be responsible for conduct and behaviour of their staff and any loss or damage to the movable or immovable property issued to them. If there is any loss or damage, it will be recovered from the contractor accordingly.

CONTRACT PERIOD

The contract shall initially remain valid for one (1) year from the date of commencement. HBPCL may extend the contract for a further period of two (2) years, on a year-to-year basis, on the same terms and conditions and agreed rates, subject to satisfactory performance of the contractor/service provider and approval of the Competent Authority. The total contract period shall not exceed Three (3) Years.

OTHER TERMS AND CONDITIONS

1. No complaints of non-payment of arrears by the employees will be entertained by the HBPCL. The HBPCL will in no way be responsible for the recovery of the arrears, if any, from the employees.
2. The Contractor shall be entirely responsible for and deal by himself with any industrial disputes and the HBPCL will not be responsible for any consequential liabilities.
3. Service of Liquor in the canteen is prohibited Smoking in canteen shall be strictly prohibited
4. The Contractor/bidder shall keep and maintain a complaint book easily accessible to the customers who may, if they so desire, record their complaints in the said book which shall be open for inspection by the HBPCL or any officer authorised by him.

5. In case of any complaint with respect to the services to be rendered, quality and quantity of food, etc. the Contractor/bidder shall be liable to be fined Rs.1000/- per instance.
6. The selection process involves following screening steps –
 1. The Technical Bids will be opened FIRST. Those are not meeting the technical criteria will be rejected and financial bid of such bidders will not be opened.
 2. HBPCCL may depute its team(s) to inspect the site(s) for first-hand information regarding the quality of food and services provided by the Tenderer if required. HBPCCL reserves the rights to reject tender(s) based on the feedback received by HBPCCL team (if deputed) and/or testimonials of the clients.
 3. Only the Financial Bids of tenders deemed acceptable after Step 1 and Step 2 will be opened for further evaluation. Lowest bidder who satisfies Step 1 and Step 2 in all respect shall be declared as successful bidder. The decision of the HBPCCL Mumbai in this regard will be final and no further request/query shall be entertained in this regards.
 - EMD of the unsuccessful bidders will be returned after finalization of the successful bidder
7. The Contractor further agrees to comply with the terms and conditions for operating the canteen at HBPCCL premises, including those not explicitly stated in this document.
8. The Contractor shall run and manage the canteen on the HBPCCL's premises as directed by the HBPCCL. If the HBPCCL requires the Contractor to relocate from one building to another (within the HBPCCL campus), the HBPCCL will not compensate for the costs, charges, and expenses incurred by the Contractor in connection with the move.
9. While quoting the rates for supply of food items/services for the canteen, the bidder shall take into consideration that the canteen premises shall be provided free of cost along with free electricity and free water facility by the HBPCCL. Accordingly, no separate claim on account of rent, electricity, water charges or allied infrastructure facilities shall be entertained.
10. Not obstruct any person authorized by the HBPCCL from entering into the Canteen stores room, kitchen and other parts of the Canteen premises for inspection of the canteen and the foodstuff, provisions, refreshments, snacks and articles brought by the contractor for being served in the canteen provided that if the HBPCCL is of the opinion (which opinion shall be final and binding on the Contractor) that any foodstuff or other articles sold or kept for sale or consumption by the contractor in the Canteen is stale, unwholesome or unfit for consumption or objectionable, the Contractor shall on being so informed by the HBPCCL forthwith destroy the same in the presence of the HBPCCL's authorized representative and shall at his own cost and expenses replace the foodstuff or articles as destroyed with similar foodstuff or articles
11. Not object to the HBPCCL or any person or persons authorized by it to take inspection samples and analyse them of any display or articles served or intended for serving and shall give all facilities and assistance during such inspection.

12. At his own, apply for securing all permits and licenses as may be necessary or required under the provisions of any statute, enactment rules, regulations and byelaws of the Government, Municipality or any other local or public body or authority for the purpose of running canteen. Comply with such instructions and directions may from time to time be given by the HBPCL in all matters relating to agreement. At his own cost, apply for and obtain adequate quantities of essential commodities like sugar, rice etc. and like other foodstuff provided that the application in respect thereof shall, if so required by law or if considered expedient by the HBPCL be made by the HBPCL.
13. Maintain proper records, registers, papers and such other documents as shall be required under any law for the time being in force in connection with running of the canteen
14. Be responsible and liable for payment of all salaries, wages, allowances, emoluments and such other amounts including bonus, retrenchment amount, compensation, provident fund, gratuity and other benefits as may be required to be paid to the staff employed in the canteen and for any titles arising under Workman's Compensation Act Payment of Wages Act or under any other law or statute for the time being in force and the rules and regulations as may from time to time be applicable to the Contractor's staff by reason of their working in the canteen and shall discharge all such liabilities promptly. The staff employed by the contractor shall be under his direct and exclusive control and the contractor alone shall be responsible for compliance with the provisions of any law, rules and regulations as may from time to time be applicable to the Contractor's staff by reason of the working in the canteen. The HBPCL shall not be able for any sums due by the Contractor to his employees or suppliers nor for any sum due to the contractor by the HBPCL's staff and/or their guests for any supply or service made or provided by the Contractor to them. The Contractor shall pay his debts promptly
15. Be responsible and liable for payment of state taxes, excise duties, license fee and any other similar tax or duty charged, levied or imposed and the HBPCL shall not be liable for the same. Provide and use suitable (e.g. disposable whenever demands) cutlery glassware and other utensils for services.
16. Ensure that all the time the persons appointed by the Contractor to serve in the canteen are physically fit and free from any disease injury or contagious or otherwise in order to ensure that a really hygienic and clean service is maintained to the satisfaction of the HBPCL. HBPCL may at its discretion subject the contractor's staff and employees to physical examination by the HBPCL's Medical Officer any time during the period of their service with the contractor in the canteen an employee found medically unfit for work or service in the canteen will be removed by the Contractor forthwith
17. Forthwith prevent any servant or employee employed by him in the canteen or otherwise in connection with the purpose of this Agreement from entering into the canteen if the HBPCL considers the presence of such person on the premises is undesirable in the interest of the HBPCL and/or its staff and the HBPCL's opinion in that behalf shall be final and binding on the contractor

18. Not do or suffer to be done in canteen anything whereby any policy against loss or damage by fire of the canteen or the HBPCL's premises may become void or voidable.
19. Comply with and undertake to comply with all applicable laws, orders, ordinances, notifications, rules, regulations or other enactment for the time being and from time to time in force relating or pertaining to the execution or purpose of agreement.
20. The Contractor shall, at his own cost, obtain and maintain valid insurance coverage for all employees/workers engaged in the contract against accidents, injuries, and other applicable risks during the contract period. The Contractor shall submit a copy of the insurance policy and proof of premium payment to HBPCL whenever required.
21. Be liable for and make good any damage caused to the premises allotted by the HBPCL under agreement or any part thereof to be used as canteen or to any fixtures & fittings, furniture, articles and things therein provided by the HBPCL and the crockery, cutlery, glassware and cooking and other utensils initially supplied by the HBPCL under agreement by any act, omission, default or negligence of the Contractor or his employees servants agents or other persons using the same.
22. Shall remain fully and exclusively liable to indemnify the HBPCL from and against all claims, demands, actions, proceeding, loss, damages, costs, charges, expenses and all other liabilities of whatsoever nature arising out of or in connection with the performance by the contractor of his duties and obligation
23. Without prejudice to the generality of the provisions contained in this clause the contractor shall be solely responsible in case of food poisoning caused to any person or persons visiting or making use of the canteen/catering facility whether arising out of any act, omission or deficiency/fault of the contractor, his servants and agents or not and shall indemnify and keep indemnified the HBPCL off from and against all claims demands, liabilities actions and proceedings arising out of and in connection therewith. The Contractor's obligations contained in this clause shall continue to remain in force after the expiry of the agreement for sooner determination thereof. It is expressly declared that the provisions of this clause shall be binding on the contractor, his/her heirs, executors, administrators and his/her estate
24. It is hereby expressly agreed and declared that the contractor is for the purpose of this agreement an independent contractor and all persons employed or engaged by the contractor at his own cost and responsibility in connection with the purpose and execution of the work under this agreement shall be the employees of the contractor and not of the HBPCL. The Contractor shall alone be responsible for the payment of all salaries, wages, allowances, emoluments and such other amounts including bonus, retrenchment compensation, provident fund, gratuity and other benefits as any be required to be paid to the staff engaged by him under any law for the time being in force and becoming applicable during the course of their employment with the contractor and shall discharge all such liabilities promptly
25. The Contractor will at all times keep the HBPCL indemnified against all acts of omission or commission or negligence dishonesty theft or misconduct of default of the

staff engaged or employed by him/her for work or in service in the canteen. The HBPCCL shall not be responsible for death, injury, illness or accident to the said staff engaged or employed by the Contractor, which may arise out of and in the course of their duties in the canteen or in connection with the purpose of this agreement nor shall the HBPCCL be able to pay any damages or compensation to such person and in case the HBPCCL is made or required to pay damages or compensation to such person the contractor shall on demand reimburse the HBPCCL

26. Every person engaged by the contractor for work of service in the canteen shall be deemed to be his own employee and no such employee of the contractor shall have any claim or right against the HBPCCL.
27. The Contractor shall comply with all security measures which may be in force or subsequently adopted by the HBPCCL from time to time in respect of the contractor's employee materials or otherwise for the operation of the canteen.
28. The furniture and any other equipment and appliance including electrical water and gas fittings provided by the HBPCCL shall at all times remain its own property and the contractor shall not remove the same from the canteen and/or make use of the same for any purpose other than for bonafide use in the canteen. The contractor shall not install in the canteen without obtaining prior permission of the HBPCCL in writing any equipment operated mechanically or by electricity or gas.
29. Notwithstanding anything herein contained the HBPCCL shall at its sole and absolute discretion has the right or be entitled to terminate agreement forthwith:
 - a. If in the opinion of the HBPCCL (which shall not be called in question and which shall be final and be binding upon the contractor) is not implementing agreement to the HBPCCL's satisfaction or,
 - b. If the contractor shall commit a breach of the terms and conditions of agreement or,
 - c. If the contractor dies or is adjudged insolvent or compounds with his creditors or distress execution or other process is levied upon any assets or properties of the contractor or Receiver is appointed of any assets or properties of the contractor
30. HBPCCL shall be entitled to appoint a Canteen Committee from out of the staff of the HBPCCL (which shall meet once every 6 months at least and additionally if either party shall request a special meeting and settle all matters arising (whether by way of complaint or otherwise) concerning standards of food or service the choice of dishes/utensils or refreshments to be supplied, the prices to be charged or any other aspect of the services to be provided by the Contractor hereunder
31. HBPCCL decision in all matters or disputes which may arise between the HBPCCL and the contractor relating to the running of the canteen and / or interpretation of agreement and the matters covered by agreement shall be final and binding on the contractor

32. All notices under agreement shall be in writing and shall be served by sending the same by registered post to the contractor at his last known place of business or residence and to the HBPCL at its Registered Office.
33. Service in the canteen as well as table service, as requested, is to be provided to all the employees on all the floors,
34. In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by the HBPCL for late payment.
35. The contractor should attend the meeting whenever he is called upon to do so. This is mainly to keep a check on the quantity / quality of food to be served. If the quantity/ quality of food served or service rendered by the contractor is not satisfactory at any point of time, the Competent Authority or any one authorized by him is entitled to initiate action deemed necessary including immediate termination of the contract without notice to the contractor.
36. The HBPCL reserves the right to enhance the security deposit with approval of the Competent Authority where justified by increase in contract value, risk exposure or statutory requirements as and when necessary
37. If the successful bidder/ contractor refuse to enter into an agreement or fails to remit the security deposit within seven days of acceptance of tender, EMD will be forfeited
38. If the approved bidder/ contractor abandons the canteen contract, security deposit will be forfeited.
39. If the contract is terminated by HBPCL due to poor performance / violation of any clause of agreement or bad act of bidder/ contractor, security deposit will be forfeited.
40. The submission of the bid by the bidder/ contractor shall be taken to signify the acceptance of the stipulated terms / condition. Any failure on the part of bidder/contractor to observe the prescribed procedure or any attempt to canvas for allotment of work will be prejudicial , the bidder/ contractor will make it to liable for exclusion of consideration.
41. Canteen Committee will be nominated by the HBPCL to inspect the functioning of the Canteen with a view to ensure hygienic and satisfactory service. In case repeated failures or lacunae are noticed by the Committee on the part of the contractor, the Chairman of the Canteen Committee may impose a fine of upto Rs. 5,000/- on each occasion.
42. In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month's notice resulting in the forfeiture of Security Deposit.
43. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacture, a penalty of Rs. 1000/- will be imposed for each default.

44. In the event of violation of any statutory obligations, the contractor shall be solely responsible and liable for further action as per law. Further, in the event of any action, claim, damages, suit initiated against the HBPCL Mumbai by any individual, agency or government authority due to acts of the Contractor, the contractor shall be liable to make good/ compensate such claims or damages to the HBPCL. As a result of the acts of the contractor, if the HBPCL is required to pay any damages to any individual, agency or government authority, the contractor would be required to reimburse such amount to the HBPCL or the HBPCL reserves the right to recover such amount from the payment(s) due to the contractor, and/or from the amount of Security Deposit submitted to HBPCL Mumbai.
45. If the Contract is terminated by the contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, the Security Deposit will be forfeited without prejudice to the HBPCL Management's right to proceed against the contractor for any additional damages that the HBPCL Mumbai suffers as a result of the breach of the aforesaid terms and conditions.
46. The HBPCL Mumbai reserves the right to impose the penalty (to be decided by the HBPCL Mumbai authorities) on the contractor for any serious lapses in maintaining the quality in the services wilfully or otherwise by the contractor or its staff and for adulteration, if any
47. Jurisdiction Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Mumbai courts only
48. The allotment of Canteen on the campus is being done on contract basis. An agreement on a non-judicial stamp paper of appropriate value is to be entered into immediately.
49. The successful contractor is required to have the following licenses / registration and other mandatory licenses (as applicable), for running of the canteen. a) Valid labour License number b) EPF Code number c) Service Tax Registration
50. The contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
51. HBPCL may call for the advice of the HBPCL's Medical Officer on matters of hygiene in the canteen.
52. The Contractor has to give his Mobile Number and other Telephone number for emergency contact.
53. HBPCL will not be responsible for any type of compensation, if any canteen worker is injured while on duty. Personal Insurance of each worker has to be borne by the Contractor
54. It will be the responsibility of the Canteen Contractor to register their worker(s) with HBPCL Security Office.
55. The Contractor will not transfer or assign the license to any other party

56. If the canteen remains closed without information, it may be declared as vacant and security deposit may be forfeited. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.
57. This tendering process can be terminated at any stage (even without giving contract to any of the applicants) without assigning any reason.
58. Change in the menu without permission of the HBPCL would result in a fine of Rs. 500/- only.
59. **Technical Eligibility Criteria:-**
1. The bidder should have experience of satisfactorily running canteen(s)/ continuously for last two years in reputed Government Sector/similar organizations/private organizations. Experience of having continuously run the catering services/similar establishments during the last two years as on the last date of tender submission as per following:
 2. At least one similar running/completed work having not less than 100 persons on its dining strength continuously for last two years. (Photocopy of work order to be attached)
 3. The bidder should have on their rolls sufficient number of cooks to prepare good quality snacks/meals.
 4. The bidder should possess license as per Food Safety and Standards Act, 2006 (Attested copies of FSSAI License to be attached for last two years). Please ensure that the copies of annexure of the FSSAI License showing the details of “Items of food manufactured handled” is also attached.
 5. The bidder’s average annual financial turnover (gross) in catering services/similar establishments during the last two financial years should not be less than Rs. 15.0 Lacs. Please submit documentary evidence like audited balance sheets statement, Profit & loss accounts statement and Income tax Assessment Completion Certificates etc. for last three financial years. All financial documents submitted must be audited and stamped by an authorized Chartered Accountant/Company Secretary.
 6. The bidder’s performance/experience, as per format at (**Annexure-III**) for each work completed in last two years and in hand should be certified by a responsible person from the certifying organization. Note: Copies of the documents in support of each of the Eligibility conditions should be enclosed with the Technical Bid as per list mentioned at Point No.14.1.
 7. The bidder shall be competent to enter into the contract under Indian Contract Act, 1872
 8. The bidder shall have necessary license from the Competent authority to run the canteen at above specified location.

9. The Contractor shall submit PF code, ESI code, IT clearance certificate and Solvency certificate of Rs 10 lakhs
 10. Solvency Certificate not older than 6 months before the due date of the tender of Rs.10 lakhs or above issued by your banker indicating credit facility available to Contractor. The scan copy of certificate to be uploaded signed by bank with duly stamped/seal; original to be produced on request.
 13. Bidder should submit declaration- that he was never blacklisted nor was his contract terminated prior to completion of contract.(**Annexure- IV**)
 14. Please quote your GST and Income Tax Number.
 15. Contractor should have a valid Food Safety and Standards Authority of India License, PF/ESIC, GST, Shops & Establishment Registration Certificate, PAN Card
 16. Shops and Establishments Act, 1948 Registration Certificate
 17. PAN Card and Aadhar Card
 18. Catering Firm Registration Certificate
 19. FSSAI License
 20. Proof of having an account in a nationalized bank or bank statement.
 21. Certificate showing experience in running a canteen in other reputable establishments
 22. Proof of paying contributions to ESIC and Provident Fund and Maharashtra Labour Welfare Board for the last 1 year or if not applicable, a written letter on the letterhead of the canteen contractor.
 23. Fire Brigade license from concerned authority required for storing gas cylinders
 24. Annual turnover information or copy of ITR for the last three years should be provided.
- 60. Validity of Quotation:** The quotation should remain valid for acceptance for a minimum period of 180 days from the date of opening of quotation or till such period up to which the extension of validity is agreed to mutually. This may please be stipulated clearly in the quotation. A bid valid for a shorter period shall be rejected.
61. Parties who have been black listed /debarred by HBPCCL or any PSU or any Government Departments/ Private entity are not eligible for submission of tender. **Annexure- “E”- Undertaking w.r.t. blacklisting/non-debarment.**
62. A Bidder requiring any clarification of the enquiry document shall contact the Purchaser in writing at the Purchaser’s address (email – mm@vaccinehaffkine.com). The Purchaser will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of responses. Should the clarification result in changes to the essential elements of the enquiry documents, the Purchaser shall amend the enquiry document prior to the deadline for submission of bids, the Purchaser may amend the enquiry documents by issuing addenda. In such case the Purchaser may, at its discretion, extend the deadline for the submission of responses to enquiry.

63. The Contractor/ bidder shall disclose details of any criminal case involving moral turpitude, fraud, corruption or blacklisting pending against the bidder/contractor in the court of law, judiciary power or with any police station against the Company / Firm / Agency / Proprietor or any of its partners, directors of the company, etc. HBPCL reserves the right to evaluate such disclosures and to reject the bid if it considers the bidder unsuitable for the contract.
64. HBPCL reserves the reserve the right to amend or withdraw any of the terms and conditions contained in the enquiry Document or to reject any or all tenders without giving any notice for assigning any reason
65. The Contractor shall ensure that all its employees, workers, and representatives maintain proper conduct and do not engage in any act of sexual harassment at the workplace. The Contractor shall comply with all applicable laws relating to prevention of sexual harassment. Any violation shall be treated as a breach of contract and HBPCL may take appropriate action, including removal of the concerned person from the work site or termination of the contract.
66. If any liability relating to EPF, ESIC, Labour Welfare Fund, minimum wages, compensation, taxes, statutory dues or any claim of workmen is imposed upon HBPCL due to default of the Contractor, HBPCL shall be entitled to recover the same from any amount payable to the Contractor including Security Deposit.
67. At any stage of the tender process or during the currency of the contract, if the Bidder/Contractor is found to have submitted false, forged or misleading documents, indulged in fraud, corruption, abandonment of contract, repeated poor performance, food safety violations, statutory non-compliance, labour law violations, or any act prejudicial to the interests of HBPCL, HBPCL reserves the right to reject the bid, terminate the contract, forfeit EMD/Security Deposit and debar/blacklist the Bidder/Contractor from participating in future tenders of HBPCL for an appropriate period.
68. Neither party shall be liable for failure due to natural calamities, fire, flood, epidemic, government restrictions, war, strike, lockdown or events beyond reasonable control.
69. Any dispute shall first be resolved amicably. Failing which, the matter shall be referred to a Sole Arbitrator appointed by Managing Director, HBPCL under the Arbitration and Conciliation Act. Venue of arbitration shall be Mumbai
70. **Governing Language:** English language version of the contract shall govern its interpretation.

DECLARATION BY THE BIDDER:

This is to certify that I/We before submitting quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them

Dated:

Authorised Signatory:

Name :-

Designation :-

Seal :-



Details of weekly lunch menu items in the Canteen List 1

Sr. No	Day	Afternoon lunch Menu (Approximate 50 employees)
1	Monday	2 bowls of rice, 1 bowl of lentils or amti, 1 bowl of vegetables, 4 chapatis, papad, 1 bowl of curd
2	Tuesday	2 bowls of rice, 1 bowl of lentils or amti, 1 bowl of vegetables, 4 chapatis, papad, 1 bowl of curd
3	Wednesday	2 bowls of rice, 1 bowl of lentils or amti, 1 bowl of vegetables, 4 chapatis, papad, 1 bowl of Solkadhi Non-vegetarian Food - 3 large pieces of chicken masala thin gravy, 2 bowls of rice, 1 bowl of lentils or amti, 4 chapatis, papad, 1 bowl of Solkadhi
4	Thursday	2 bowls of rice, 1 bowl of lentils or amti, 1 bowl of vegetables, 4 chapatis, papad, 1 bowl of curd
5	Friday	2 bowls of rice, 1 bowl of lentils or amti, 1 bowl of vegetables, 4 chapatis, papad, 1 bowl of Solkadhi Non-vegetarian Food - 3 large pieces of chicken masala thin gravy, 2 bowls of rice, 1 bowl of lentils or amti, 4 chapatis, papad, 1 bowl of Solkadhi
6	Saturday	2 bowls of rice, 1 bowl of lentils or amti, 1 bowl of vegetables, 4 chapatis, papad, 1 bowl of curd
7	Sunday	2 bowls of rice, 1 bowl of lentils or amti, 1 bowl of vegetables, 4 chapatis, papad, 1 bowl of curd

Tip :-

- 1) The food items mentioned in the above list should be provided in the quantities as per the size of bowl, dish, and meal plate as approved by the canteen committee.
- 2) The chapati should be large in size, made of good quality wheat and roasted properly. It should not be over burnt.
- 3) Meal facilities will be provided on Saturday and Sunday as required.
- 4) Beverages like coffee, lassi, lemonade, kokum sorbet, fruit juice, soft drinks, etc. should be provided at a price lower than the market price.
- 5) The oil used for cooking should be cholesterol free and beneficial for the heart.

Haffkine

- 6) Types of vegetables: - Matki Bhaji, broken moong, chickpea, Kabuli chickpea, chickpea, black pea, bitter gourd, cabbage chickpea, milk chickpea, flower potato, cabbage, pea potato, jhunka pithal, farsbi, chavali, capsicum, tondli, padwal, leafy vegetables, fenugreek, guar, green peas, white peas, brinjal-potato, suran, shev tomato vegetable, pomegranate, wal usal, okra etc.
- 7) Types of pulses: - Dal, Amti, Kadhi, Varan etc.
- 8) Types of rice :- Safed boiled rice, dal khichdi, jeera rice, pulao
- 9) Instead of preparing the same type of vegetable and dal every week, prepare the types of vegetables, types of dal, and types of rice mentioned in 7, 8, and 9 above, respectively.
- 10) If an employee does not want vegetarian or non-vegetarian food, diet food or seasonal fruit salad should be provided at the same price.

DECLARATION BY THE BIDDER:

This is to certify that I/We before submitting quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them

Dated:

Authorised Signatory:

Name :-

Designation :-

Seal :-



Details of breakfast provided to employees by the canteen contractor in the canteen (List 2)

Day	Morning breakfast from 9.00 am to 9.30 am for an estimated 120 employees.
1	Onion Poha + Lemon + Shave (at least 150 grams)
2	2 Idlis weighing 150 grams and sambhar, + chutney
3	2 pcs potato wada + 150 grams Usal, + 2 pav + onion + lemon
4	1 no. Mandu Vada weighing 75 grams +1 no. Idali weighing 75 grams +Sambar, chutney
5	Misal + 2 pav chutney + onion +lemon
6	Bhaji (mung /potato/ onion/ cabbage/ spinach/ maithi) weight 150 grams + 2 pavs + chutney + 1 fried chilli
7	Pavbhaji + 2 Pav + onion+ Limbu
8	Puribhaji (Potato & Watana)+ 5 quantity of Puri
9	EggBurji + 2 Pav Or EggOmlet + 2 Pav
10	2 pcs Samosa 150 gram + 2 Pav + Chutney
11	2 pcs utappa (Onion & Tomato) 300 gram + Sambhar + Chutney
12	Dhokla 150 gram + chutney + 1 fried chilli

- Every morning, all permanent employees are given one boiled egg and 100 ml of hot buffalo milk.
- Breakfast will be provided on Saturday and Sunday upon request.
- There will be only one type of special tea.
- The chutney served with idli, medu vada, and uttappa will also be coconut-based. No type of dal chutney should be used.
- Unsweetened tea should be provided to employees with diabetes. Green tea and black tea should be provided as per market price as per demand.

Note:- The ingredients used to make the food should be as follows:

- 1) Onion Poha:- To make one kilo of poha, 200 grams of peanuts, half a kilo of onion, potato, coriander, caraway seeds, and wet coconut.
- 2) Upma: Peas, onion, carrot, tomato, persimmon, coriander, wet coconut.
- 3) Utthappa: Onion, Tomato, Chutney, Sambar
- 4) Dhokala: Mix pulses (rice, moong dal, chickpea dal, urad dal)
- 5) Samosa: Punjabi samosa and patti samosa types must also contain peas, potatoes, coriander, curry leaves, turmeric, ginger garlic chilli paste
- 6) Misal: At least 4 to 5 types of pulses (chickpeas, white peas, green moong, matki, kidney beans, etc.), onion, coriander, lemon, farsan.
- 7) BatataWada: Potato, ginger, garlic paste, turmeric, chili, coriander.



Daily Breakfast to be provided to employees by the canteen contractor in the canteen

Sr. No.	Daily Single type Breakfast (2 Nos. plate to each employee)
Day-1	Kandapohe + Lemon+ Shev Total 150 gram
Day- 2	2 Idlis should weigh 150 grams. Sambar and chutney not included.
Day-3	2 pcs of potatoWada should weigh 150 grams. Excluding the Usal and 2 pieces of Pav.
Day-4	2 pieces of MeduVada weighing 150 grams, excluding sambar and chutney
Day-5	Misal+ Chutney+ Onion+ Lemon + farsan total weight should be 200 gramexcluding 2 pav
Day-6	Bhaji (mung /potato/ onion/ cabbage/ spinach/ maithi) weight should be 150 gram, excluding 2 Pav & chutney
Day-7	2 pcs of samosa should weigh 150 grams. Excluding 2 Pav & Chutney
Day-8	2 pcs of Uttapa should weigh 300 grams. Excluding sambhar & Chutney
Day-9	2 pcs of Dhokala should weigh 150 grams Excluding Chutney & fried chilli

NOTE: The menu shall operate on a 9-day rotational cycle. After Day-9, the menu schedule shall restart from Day-1 and repeat in the same order.

DECLARATION BY THE BIDDER:

This is to certify that I/We before submitting quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them

Dated:

Authorised Signatory:

Name :-

Designation :-

Seal :-



Haffkine Bio-Pharmaceutical Corporation Limited
Acharya Donde Road, Mumbai 400012
(A Government of Maharashtra Undertaking)
Tender for running a canteen

1. Name of the bidder:
2. Name of Canteen & Register address:
Contact Number
3. Current occupation of the person submitting the tender:
4. How many years of experience do you have in running an industrial canteen? (Certificate should be attached).
5. Bank account number, bank name and address of the person submitting the tender
PAN card Number
Aadhar Card Number
GST Number
6. Names, addresses, contact number, email address, website and occupations of responsible persons
7. Is the bidder submitting the tender an Indian?
Yes/ No
8. Is sufficient cooking staff for cooking and other staff for managing the canteen available ?
Yes/ No

Date:

Signature and seal of the tenderer

(This page should be submitted to HBPCCL at the time of submitting the tender, mentioning all the above information)



SITE SURVEY REPORT FORM (To be submitted on letterhead of bidder)

To,
The Materials Manager
Materials Management Department
HBPCL

Subject: Site Survey Report for Tender No. **HBPCL/M-07/Canteen-Pimpri/2026-27**

Name of work:- Tender No. **HBPCL/M-07/Canteen-Pimpri/2026-27** for contract for providing canteen services at HBPCL, ATS, Pimpri, Pune 411018. Sir, This has reference to above subjected work tender of 'contract for providing canteen services, vide e-tender portal of Tender No. **HBPCL/M-07/Canteen-Pimpri/2026-27**. I/ We hereby declare that we have visited all sites, mentioned in the tender. I/We made ourselves acquainted with site conditions, approach to site, and requirement of Material. Requirement of tender conditions etc. I/We verified all details required to execute the contract. I/We have no problems in providing canteen services at HBPCL, Pimpri Pune 411018 as per terms & conditions.

Thanking you,

(Signature of bidder) Name of Bidder

Signature of Manager ATS Pimpri



Annexure- II

LIST OF CLIENT (ON LETTER HEAD)

SR.NO.	NAME OF CLIENT	ADDRESS	CONTACT PERSON	CONTACT NUMBER
<u>1</u>				
<u>2</u>				
<u>3</u>				

Place

Date

Name of tenderer

Authorised Signature



FORMAT FOR PERFORMANCE CERTIFICATION REFERRED

(Furnish this information for each individual work from the employer for whom the work was executed in last three years)

1.	Furnish details of the Client Organization, below:	
a	Name of Organization	
b	Address of organization	
c	Name of contact persons	
d	Contact Numbers	
2	Name of contract and location	
3	Period of execution	
4	Name of work contract in brief	
5	Actual Value of work (Rs.)	
6	Whether work left incomplete or terminated	YES NO (IF YES, PLEASE FURNISH DETAILS/REASONS)
7	Enclosed copy of a) Work order	YES NO

(Seal of the Organization)

(Signature of the authorized representative)



Annexure- IV

**A FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION
UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,
Haffkine Bio-Pharmaceutical Corporation Limited
Acharya Donde Marg, Parel, Mumbai-400012

We hereby confirm and declare that we, M/s -----, is not
blacklisted/ De-registered/ debarred by any Government department/ Public Sector
Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken
the works/ Services during the last 5 years. For -----

Dated:

Authorised Signatory:

Name :-

Designation :-

Seal :-



ANNAUL TURNOVER CERTIFICATE

(Rs. In Lakh)

SR.NO.	Description	AUDITED FINANCIAL YEARS		
		Year	Year	Year
1	Annual Turnover of the Company/Canteen Contractor			

We have obtained all the information from the Bidder which is necessary for the purpose of Certification.

It is certified that the all information are correct to the best of our knowledge and belief. The certification process involves examining the supporting documents.

Date:

(Signature, seal having member ship no. / FRN of CA with UDIN)

All financial documents submitted must be audited, signed and stamped by an authorized Chartered Accountant/Company Secretary.



ANNEXURE-IV

PERMISSIBLE BRANDS OF CONSUMABLES

Item	Quality of Parameters/Brands
Salt	Iodized Salt such as Tata, Annapurna, Nature fresh
Spices	MDH, Catch, Everest, Mothers, MTR .
Chicken, Mutton	Fresh chicken and Mutton must be used. <i>(Use of Frozen Chicken and Mutton is forbidden)</i>
Ketchup	Maggi, Kissan, Heinz, Del-Monte.
Oil	Refined Oil Such as Sundrop, Sunflower, Nature-Fresh or Godrej, Gemini, Fortune, Priya.
Pickle	Mothers, Priya, Tops, Nilon's, Siddhivinayak, Bedekar, Kubal
Atta	Ashirvad, Pillsbury, Annapurna, Nature-Fresh
Instant Noodles	Maggi, Top Ramen, Yippie
Flavoured Drinks	Rasna, Roohafza, Mapro
Papad	Lijjat, Shuhana, RamBandhu, Ustav
Butter	Amul, Mother dairy, Govardhan, Britannia, Chitale, Nandini
Bread	Modern, Kwality, Wibs, Britannia
Jam	Kissan, Mapro, Maggi, Druk
Ghee	Amul, Mother Dairy, Britannia, Gits, Godrej, Chitale
Shrikhand	Amul, Chitale, Warana
Frozen Yogurt / Curd	Mother Dairy, Amul, Cream bell, Chitale
Cow Milk	Mother Dairy, Amul, Govardhan, Mahananda, Chitale, Nandini
Paneer	Amul, Mother Dairy
Tea	Girnar, Brooke bond, Lipton, Tata, Tazza, Red Label, Society
Coffee	Nescafe, Bru
Ice-Cream	Amul, Mother Dairy, Kwality, Natural



Item	Quality of Parameters/Brands
Cheese	Amul, Mother Dairy, Britannia
Rice	Royal, Donur or other Equivalent Quality Brand
Basmati Rice for Special Rice	Everyday, Daawat, Devaaya
Handwash	Dettol, Lifebuoy (<i>Non-Diluted</i>)
Sweet	Bikaner, Haldiram
Packed Juices	Real, Tropicanna, etc.
Cold Drinks	Pepsi, Coke, Sprite, Mazza, etc.
Mineral water	ISI marked Kinley, Bisleri, Ganga, Aquafine
Biscuit	Britannia, Good day, Parle

Note: The Contractor may use any other equivalent brand after obtaining prior approval from HBPL.

DECLARATION BY THE BIDDER:

This is to certify that I/We before submitting quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them

Dated:

Authorised Signatory:

Name :-

Designation :-

Seal :-



Annexure- F

FINANCIAL BID

PRICE BID FORMAT

1 Validate Print Help Wise BoQ

4 Tender Inviting Authority: < Haffkine Bio-Pharmaceutical Corporation Ltd, MM Dept, Parel, Mumbai >

5 Name of Tender: Running & Managing a Canteen for employees of HBPCL, ATS, Pimpri, Pune 411018

6 Tender No: <HBPCL/M-07/Canteen- Pimpri/2026-27

7 Name of the Bidder/ Bidder:

8 **ANNEXURE D**
(TENDER - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMB	TEXT	NUMBE	TEXT	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	TEXT
Sl. No.	Item Description	Quantity (Approx)	Units	Ex Factory cost in Rs. P	GST Amount in INR Rs. P	Other Incidental charges Amount in INR	TOTAL LANDED COST PER UNIT col (8) = (5+6+7)	TOTAL COST col (9) = (3) X (8) in Rs. P	TOTAL AMOUNT in Words
1	2	3	4	5	6	7	8	9	10
1	Name of the Item :								
1.01	Veg Thali	1	Per Plate				0.00	0.00	Zero Only
1.02	Non-Veg Thali	1	Per Plate				0.00	0.00	Zero Only
1.03	Breakfast Single Plate	1	Per Plate				0.00	0.00	INR Zero Only
1.04	One Cup of Tea	1	Per Cup				0.00	0.00	INR Zero Only
1.05	100 ml Buffalo Milk (Hot)	1	Per Glass				0.00	0.00	Zero Only
1.06	One Boiled Egg	1	Per Egg				0.00	0.00	Zero Only
Total in Figures							0.00	0.00	INR Zero Only
Quoted Rate in Words							INR Zero Only		

20

22 Every Morning, all permanent employees are provided with one boiled egg and 100ml of hot buffalo milk. The breakfast rate on demand on Saturdays, Sundays and holidays is the same as per the quoted rate.

23

24 The rates quoted by the canteen contractor in the tender shall be fixed one one year. If there is a need for a price increase in the total price after one year, what % should be mentioned

25

26

THE PRICE BID (FINANCIAL BID) FORMAT IS FOR ILLUSTRATIVE PURPOSES ONLY AND MUST BE SUBMITTED ONLINE THROUGH THE E-TENDERING PORTAL. DO NOT ENCLOSE THE PRICE BID (FINANCIAL BID) WITH THE TECHNICAL BID DOCUMENTS OR ATTACH A HARD COPY THEREOF WITH THE TECHNICAL BID.

THE ABOVE FORMAT (BOQ) WILL BE AVAILABLE WITH E-TENDER DOCUMENT ONLINE (<https://mahatenders.gov.in>) AND TO BE FILLED ONLINE ONLY.