



# COCHIN PORT TRUST

Willingdon Island, Cochin – 682 009

Phone: +91 (484) 2582108

Fax: +91 (484) 2668163/2666512

e-mail: swocochinport@gmail.com

[www.cochinport.gov.in](http://www.cochinport.gov.in)

*'sahavīryamkaravāvahai'*



Administrative Office  
Cochin-9

No.SWO/Cafeteria/2021-S (Re)

Dated: 24-11-2021

## NOTICE

Sir,

Sub: Notice for running Cafeteria at New Administrative Building, Cochin Port Trust, North End, Willingdon Island.

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Cochin Port Trust invites sealed quotations from reputed Hotels/ Restaurants/ Bakeries in Kerala with minimum two years experience, for running Cafeteria at New Administrative Building, North End, Willingdon Island for a period of one year from the date of allotment.

Quotation Notice/ Documents can be downloaded from the website "www.cochinport.gov.in. Sealed quotations comprising of above said documents filled and duly signed on all pages by the bidder superscribing name of work on envelope, shall be dropped in the box kept for the same in the Reception at New Administration Block of Cochin Port Trust on or before 01-12-2021 at 02.00 pm. The quotation will be opened on 01-12-2021 at 03.00 hrs at Sr. Dy. Secretary's Chamber in presence of the members of the Committee constituted for the purpose by Cochin Port Trust.

Yours faithfully,

Sd/-  
SECRETARY

**QUOTATION FOR RUNNING CAFETERIA AT COCHIN PORT TRUST**

To

The Secretary  
Cochin Port Trust  
Cochin-09

Madam,

Sub: Submission of an offer to run Cafeteria at New Admn. building of Cochin Port Trust

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1. Name of the applicant.....
2. Address of Self & Firm.....  
(Permanent & Temporary).....  
.....  
.....
3. Phone No./Mobile No.....

4. **Declaration**

- a. I,.....(Proprietor/Partner/Director) authorized signatory of .....(Name of Firm/Agency) sign this declaration and execute this quotation document.
- b. I have carefully read and understood all the terms and conditions of the agreement and hereby convey my acceptance of the same.
- c. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
- d. I shall bear all the expenses, if there is any damage to the said premises during the period of management of Cafeteria if entrusted to me.
- e. I shall vacate the Cafeteria premises and handover it to the CoPT whenever a notice is served.
- f. I bind myself to the terms and condition of the agreement.

Place:

Date:

Signature of the Applicant:

Name of the Applicant:

Full Address:

## MINIMUM QUALIFICATION CRITERIA (MQC)

### 1) Minimum Qualification Criteria (MQC) to run Cafeteria at Cochin Port Trust

- i. Minimum two years experience in running Hotels/ Restaurants/Bakeries in Kochi during the last four years.
- ii. Valid FSSAI, GST, ESIC registrations (Copy of relevant certificate should be submitted along with quotation document).

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## Terms & Conditions of the Contract

- 1) The Cafeteria should be kept open from 9.00 AM to 6.00 PM on all working days. However there should be basic facilities to supply tea/coffee and snacks in a limited manner up to 7.00 PM on all working days. The contractor should open the Cafeteria on holidays also on prior intimation if any, by the designated officer of the Port/Cafeteria Management Committee.
- 2) The Cafeteria is intended for supply of tea/coffee/ refreshment for meetings held in the conference halls/Board Room/Offices of Heads of dept. of the Port and for the staff working in the offices. Outsiders should be entertained only as guests of Port officials.
- 3) Serving of food items in office rooms is not intended, except for the meeting convened by Chairman/Dy.Chairman or Heads of Department in their cabin or Board Room/ Conference Hall etc.
- 4) Items as stated in the Menu/Price List shall be supplied by the Contractor at the rate indicated in the menu.
- 5) Water(1 Kl/day), electricity(250 Units/ month) for the equipments and utility space as earmarked in the ground floor of New Administrative Building along with utensils/furniture as available will be provided free of charge to the contractor.
- 6) Jointly signed list of items handed over/taken over is attached to the agreement.
- 7) Charges towards electricity/water used over above the quantity specified at Sl.No. 5 above shall be payable by the contractor at the notified rates.
- 8) Safety of staff employed and security of the premises shall be the responsibility of the contractor. CoPT shall be indemnified from the losses/damages, including third party claims, occurred during the operation of Cafeteria.
- 9) The contractor should have valid FSSAI, GST & ESI Registrations and obtain other statutory licenses, if necessary for operating Cafeteria.
- 10) Cooking for making tea/coffee will be permitted inside the Cafeteria. Other items can be prepared in the main kitchen of the hotel/restaurant/bakery etc., located in Contractor's premises, and brought in ready to eat condition. Bain Marie/Oven for keeping the food items warm and fridge for keeping juice, etc in cool condition, juicer, water filter etc will be allowed to be placed in the Cafeteria.
- 11) The staff deployed should be in proper uniform with head cap, apron, mask etc. The contractor shall be responsible for the safety, security, remunerations & contributions

and allowance payable to the staff placed at Cafeteria and shall be employer for all purpose.

- 12) The contractor should keep the cafeteria and surroundings clean. The food waste should be disposed off in proper manner, either through Kudumbasree Unit, who collects the food waste for disposal or by making alternate arrangement, as per instructions in force in the Port.
- 13) Packed food items sold through the Cafeteria, with the approval of Cafeteria Managing Committee should be of good quality and the price should not be more than MRP.
- 14) No single use plastic items to be used at the Cafeteria.
- 15) Items in the menu attached to the terms & conditions of the contract can be updated periodically with the written permission of the Cafeteria Managing Committee/Competent Authority.
- 16) Only filtered water should be provided for drinking purpose and be used for making beverages in the menu.
- 17) The contractor shall make a payment of Rs. 5,000/- as security deposit by way of DD in favour of FA & CAO Cochin Port Trust before executing the agreement. The security deposit will be refunded on successful completion of contract period, after adjusting dues if any.
- 18) The minimum non-refundable annual premium payable to Cochin Port Trust will be Rs.10,000/-. The bidder may quote the amount he/she agrees to pay over and above annual premium, in the prescribed format.(Price Bid)
- 19) The successful bidder shall remit the Security Deposit, Premium and shall execute an agreement at his expense on non-judicial stamp paper worth Rs.200/-, in the prescribed form for the due and proper fulfilment of the contract within 5 working days, on receipt of intimation regarding acceptance of his quotation.
- 20) The successful bidder shall deposit the premium amount quoted in the attached Price Bid at the time of executing the agreement by way of DD in favor of FA & CAO, Cochin Port Trust. The Premium is non-refundable.
- 21) Pre-employment medical examination should be done for the Cafeteria staff.
- 22) Only commercial LPG cylinder shall be used in Cafeteria as cooking medium at the expense of the contractor.
- 23) The contract is for a period of one year and would be extendable at the discretion of Cochin Port Trust for a further period of one year, on the same terms & conditions. And, if extended for further period of one year, the Contractor shall pay the same premium

amount as he/she agreed in the initial period of contract, within 5 days of receipt of notice of extension.

- 24) Either party may terminate the contract by giving 30 day's notice to the other party without assigning any reasons, whatsoever.
- 25) The premises, all utensils, furniture and appliances entrusted to the Contractor shall be returned on the date of such termination of the Agreement intact and in good condition.
- 26) Any dispute out of contract would be referred to the Chairman, CoPT, and decision of the Chairman, CoPT, shall be final .

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## Menu/Price List

Sl. No.	Refreshment Items	Quantity /Size	Price in Rs.
1	Tea/Coffee	200 ml	10.00
2	Bru Coffee	180 ml	15.00
3	Banana Fry/ Dal Vada/ Bonda/ Samosa/Ada/Kozhukkatta UlliVada/ Uzhunuvada/ Parippuvada/ Sugiyam/Samosa/ Vattayappam small	75 gm	10.00
4	Veg Cutlet/Veg Puffs/Pancake	80 gm	13.00
5	Veg Sandwich/Veg Mayonnaise Sandwich/Paneer & Cheese Sandwich/Spring Roll/ Veg Cutlet/Veg Puffs/Veg Burger/	180 gm	20.00
6	Lime juice with water	300ml	10.00
7	Lime juice with soda/Mint Lime	300ml	15.00
8	Fresh fruit Juice	300ml	30.00
9	Soft Drinks/packed food items, as allowed by the Cafeteria Management Committee/ approved by CoPT.		As per MRP

**PRICE BID**

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

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

Signature of the Quotee:.....

Name of the Quotee :.....

Address of the Quotee :.....

.....

Cont/Mobile No. ....

Seal

## AGREEMENT

THIS AGREEMENT made on the .....day of ....., Two thousand and Twenty one between the Cafeteria Managing Committee (hereinafter referred as the “Committee”) represented by its Convener Shri/Smt..... S/o..... AND

Shri/Smt.....S/o.....  
...(hereinafter referred to as “The Contractor”) .

WHEREAS THE Contractor has agreed to operate a Cafeteria at New Administration Building of Cochin Port Trust, Willingdon Island, Cochin-9.

AND WHEREAS the Contractor deposited a sum of Rs. 5,000/- Rupees five thousand only) as security deposit.

AND WHEREAS the Contractor agreed to deposit a sum of Rs. .... / (Rupees..... only) as non-refundable premium per annum to operate the Cafeteria.

NOW THESE PRESENTS WITNESS AS FOLLOWS:-

1. The Contractor shall run a Cafeteria on the terms and conditions mentioned in general conditions of contract appended to this agreement.
2. The Contractor shall charge for the various items supplied by him in the Cafeteria to the workers/staff of the Cochin Port Trust at the rates and quantity mentioned in the Menu to this agreement and shall not make any variations in the rates except in accordance with the terms of this agreement.
3. The Cafeteria shall be liable to be inspected at any time during working hours by the CoPT Officials/Convener and Members of Cafeteria Managing Committee/ WO/WI.
4. The Committee shall have the right to alter, amend or annul any of the conditions governing this contract and the decision of the Committee in all disputes concerning the interpretations of the terms of the contract shall be final and binding on the Contractor.
5. The following documents will form part of the agreement:-

- i) Terms & Conditions of the contract.
  - iii) Menu/Price List.
- 4) The letter containing offer of award of quotation issued by the Cochin Port Trust to the successful quotee shall be integral part of this contract.

IN WITNESS WHEREOF the parties here to have signed these present on the day and year first above written.

a. Contractor's name and address

b. Convener  
(For and on behalf of the Cafeteria Managing Committee)

Witness: 1.

Witness: 2.