



ATMANUSHASHTAT
SWAYAMPURNA GOA



Skill India
atmanushashtat - swayampurna

ITI
Industrial Training Institute

Government of Goa
DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
MAPUSA GOVERNMENT INDUSTRIAL TRAINING INSTITUTE
1st Floor, BSNL Telephone Exchange Building, P&T Colony, Porvorim Goa.-403521
☎(0832) 2959999, Website: www.itimapusa.goa.gov.in Email: mapusa-iti.goa@nic.in

No. 22/ITI-MAP/CANTEEN/2021-31/632

Date: 26/09/2025

To,

Sub: Inviting sealed quotation for operating the canteen of Mapusa Government Industrial Training Institute, Porvorim-Goa on contract basis for a period of three years— reg.

Sir/Madam,

Sealed quotations are invited from interested caterers/parties to operate the canteen as per the terms and conditions given below which should reach this office on/before 14/10/2025 by 11:30 a.m.

Terms and Conditions

1. The caterer shall follow the rules set by the Government, Health department, Mapusa Municipal Council, and specifically by the departments/Institutions/offices dealing with food, catering services, taxation, safety etc. applicable to caterers. He/she will be responsible to serve items as per the standards and guidelines specified by the Food and Drug Authority. He/she shall produce a caterer's license (if available) issued by competent authority. Further as per circular No.1/56/2017-GAD-IV dated 06.04.2018 issued by the General Administration Department the canteen contractor shall submit documents in support of the following pointers
 - i. FDA Licensing
 - ii. Health Department certification for workers (Health Cards)
 - iii. Wet waste disposal arrangement,
 - iv. Police antecedents report
 - v. Registration under VAT/ Service Tax/GST, wherever applicable
 - vi. ITR for last 03 years, if applicable
 - vii. Declaration from applicant that he/she has not been blacklisted for providing canteen services.
 - viii. Experience in offering canteen/ catering/ Hotel/ Restaurant services. Ideally should have existing canteen/ catering/ Hotel/ Restaurant services doing atleast Rs. 10 lakhs turnover (not applicable in case of Self Help Groups) for preceeding three financial years.
2. The caterer shall observe the instructions issued in writing by the Institute canteen committee members constituted for the purpose through the Principal. The canteen committee members shall decide the items of the menu. The caterer shall supply wholesome food and decision of the Principal in the matter shall be final.
3. A rent of Rs. 20/- per sq mts in Urban areas and Rs. 10/- per sq mts in Rural areas shall be payable by the Women SHG as a monthly rent of the canteen premises allotted in a Department.

[Signature]

4. The water and electricity supply shall be borne by the Women SHG.
5. The caterer/party should use these utilities strictly for running the Institute canteen. The canteen premises shall not be used for residential purpose.
6. The caterer would be provided with kitchen utensils, tableware and furniture. Arrangement for requirement of any additional items should be made by the caterer.
7. The caterer will be fully responsible for the Institute property used by him/her like premises, furniture, utensils, electric fixtures, taps, etc. He/she will have to pay towards loss or damage to any of the items during his/her tenure.
8. The Government shall not be held responsible for any loss or damages occurring to any goods, stores or articles intended for sale and stored in the said premises.
9. The canteen shall be kept open from 07:30 a.m. to 06:00 p.m. on all working days of the week except on public holidays. The timings may be changed later with the mutual consent of the Principal, Canteen committee members and the caterer. The canteen will have to be kept open on public holidays as per direction of the Principal/Canteen committee members by serving basic food items as informed.
10. The caterer should serve Goan type vegetarian and non-vegetarian meals. Tea, coffee, soft drinks and biscuits should be served as per demand.
11. The caterer shall serve the items as listed on Annexure-I day-wise and as per time slot provided. Menu of the day and rates of items served should be displayed on a board kept at a prominent place in the canteen. Items should be served compulsorily at specified rates to the staff as well as the trainees and guests of the Institute. If the caterer serves any additional cooked item other than that listed on the Annexure-I, rates of those items should be reasonable. Rates of packed items made available in the canteen should not exceed the M.R.P.
12. All the food invoices/bills/cash memos will have to carry the FSSAI licence or registration number.
13. The caterer shall use only branded sunflower oil, 'atta', iodized salt and good quality rice.
14. The caterer shall serve fresh and good quality food items by taking due care to preserve them in good hygienic condition and free from flies, cockroaches, rats, cats, dogs, etc. Animals should strictly be kept out of the canteen premises.
15. The caterer should maintain good hygiene in the canteen at all times and clean the ceiling and floor atleast once a week without fail. He/she should keep the water tanks/filter clean and covered properly to avoid contamination of water. Overflowing of water tanks, wastage of water should be strictly avoided. Waste water should be drained in a soak pit and the drainage should be cleaned regularly to avoid bad smell in and around the canteen. Electric appliances/tube lights/fans should be switched off when not in use to avoid wastage.
16. If the caterer or his/her staff is suffering from any contagious disease, they should not be present in the canteen till total recovery from the disease/infection.

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17. The prices to be charged by the Caterer in the said canteen shall not exceed the M.R.P./prevailing market rate and those specified in the quotation submitted to the Institute and accepted by the Government. **Rate quoted by the Caterer or revised later by the committee should be valid for minimum one year from the date of signing the contract.** Decision on revision of rates prior to that is at the discretion of the Canteen committee and the Principal.
 18. The caterer should deal politely with the customers. In case of any problems faced by him/her, the matter should be immediately reported to the canteen committee members/Principal. Direct arguments with the customers will not be entertained.
 19. The canteen will be inspected by the Institute canteen committee members occasionally to check the quality and quantity of items served and general hygiene.
 20. If the caterer/party who is awarded the contract wants to discontinue the contract before end of the term, the party shall inform the office atleast six months in advance. If the Institute wants to discontinue the caterer/party, it will inform the party atleast three months in advance.
 21. The interested party/Caterer shall provide his/her full name and contact details, and in case of a firm/company/partnership unit, the name and contact details of the Proprietor, Director or Partner as the case may be should be provided.
 22. Preference will be given to self help group/ N.G.O. consisting of women for running the canteen services.
 23. Quotations of only those caterers/parties will be considered for scrutinizing, who quote rates for all items listed in the Annexure I.
 24. Rates/amount quoted in the annexure should be compulsorily written using pen or in printed form. Corrections/overwriting/cancellations if any should be countersigned by the concerned authority before submitting the sealed quotation.
 25. Rates quoted should remain open for acceptance for period of six months from the date of opening of the quotation.
 26. **A separate copy of the Terms & Conditions mentioned by us in this letter should be attached to the quotation by writing the following contents at the end and signing below it:**

UNDERTAKING

I have read the above terms and conditions and the same are acceptable to me.

Signature of the caterer/party with seal

27. The Principal of Mapusa Govt. Industrial Training Institute reserves the right to reject any or all the quotations without citing any reasons thereof.
28. Within 03 days from the signing of the agreement, the caterer shall deposit with the Government a sum of Rs. 20,000/- (Rupees Twenty Thousand only) as security deposit for due performance as per terms and conditions of the agreement. The amount shall be deposited in the Account Section of Mapusa Government I.T.I, Porvorim-Goa and a copy of the challan in original should be submitted to the Principal, Mapusa Govt. ITI, Porvorim-Goa within 24 hours of affecting the



security deposit. In the event of breach of any of the terms and condition of the agreement and any other things which will be obligatory on the part to be observed and performed by the Caterer, the Government shall be entitled to forfeit the security deposit or any such part thereof without prejudice to their right and remedies and the decision of the Government shall be final.

29. Contract/ agreement is awarded for three years renewable every year on payment of Rs 2,000/- per annum (non-refundable) drawn in favour of the Principal, Mapusa Govt. ITI, Porvorim-Goa by DD/cheque. At the time of renewal of the contract, the committee members and the Principal will take decision on revision of the rates as per market survey.
30. The selected caterer/party will have to pay Rs. 1000/- (Rupees One Thousand Only) towards maintenance charges of canteen per month without fail.
31. Within 10 days from the signing of the agreement, the Government shall give and the caterer shall take possession of the canteen and commence serving of food during the hours specified in clause 7.
32. The caterer shall undertake to register agreement as required by the Laws in force and also meet entire expenditure there on.
33. The caterer shall execute an agreement on the above terms and conditions within seven days from the date of communication of the acceptance of quotations.
34. In the event of any question, dispute or any difference arising under or out of or in connection with the condition herein contained or touching or concerning the meaning of operation of effects thereof any matter contained therein or as to the rights, duties, liabilities of authorities thereof respectively or otherwise however in connection with this agreement, the same shall be referred to the sole arbitrator of a person to be appointed by the Governor of Goa. There will be no objection to any such appointment that a person appointed is a Government servant, that he has had to deal with the matter to which this agreement related or that in the course of his duties as a government servant he had expressed his views on all or any of the matter in dispute or difference. The award of the arbitrator so appointed shall be final.
35. The quotation should be sent in a sealed envelope super scribing "Quotation number and subject" at the top of the envelope so as to reach this office at Mapusa Govt. I.T.I., 1st Floor, BSNL Telephone Exchange Building, P&T Colony, Porvorim-Goa on or before 14/10/2025 by 11:30 a.m. which would then be opened on the same day at 12:00 noon.

Yours faithfully,


(Shri. Subhash Redkar)
PRINCIPAL

Copy to: O/c.

To
The Principal
Mapusa Govt Industrial Training Institute,
1st Floor, BSNL Telephone Exchange Building, P & T Colony, Porvorim - Goa.
403521.

QUOTATION			
SR.NO	Menu	QTY	Rate(Rs)
	Goan Non Vegetarian Thali		
1	Three bowl of cooked rice	Three bowl of 70 grams each	
	Fish curry	One wati of 75 ml	
	Vegetable	One bowl of 50 gm	
	Fried fish	One piece of atleast 4 inches size	
	Solkadi	One wati of 75 ml	
	Pickle	Two pieces	
	Tomato salad with green chilly, corlander, onion etc.	One wati	
	Goan Vegetarian Thali		
2	Two bowl of cooked rice	2 bowl of 70 grams	
	Two chapatti	Normal size	
	One watidaal	One wati of 75 ml	
	Sukhibhaji (vegetable)	One wati	
	One papad	One no	
	Pickle	Two pcs	
	Solkadi	One wati of 75 ml	
	Fried item	One piece	
	Extra items		
3	One bowl of cooked rice	One bowl of 70 gms	
4	One wati daal	One wati of 75 ml	



5	One wati fish curry	One wati of 75 ml	
6	Papad	One no.	
7	One wati vegetable	One wati	
	Breakfast and Evening Tea (On all days as per demand)		
8	Tea full cup	100 ml	
9	Special tea	100 ml	
10	Coffee full cup	100 ml	
11	Milk cup with sugar	100 ml	
12	Pav	50 gms	
13	Boiled Egg	One no	
14	Single Omlette	One no	
	Breakfast and Snaks (As per days mentioned)		
15	Pavbhaji	100 gms	
16	Bhajii (04 pieces)	One plate	
17	Batatacapa (03 pieces)	One plate	
18	Watanabhaji	100 gms	
19	patalbhaji	100 gms	
20	Kanda bhaji	One no	
21	Samosa	One no	
22	Chicken gravy	100 gms	
23	Batatwada (Bhaji should consist of Potato, ginger, greenchilly, corriander with mustard fodni	One no	
24	Potato bhaaji	One plate	
25	Kanda poha	100 gms	
26	Sheera	100 gms	
27	Omlette	One no	
28	Tomato bhaji	One plate	
29	Alsanabhaji	One plate	
30	Kurma/Khatkate	100 gms	
31	Veg. Pattis	One no	
32	Egg. Pattis	One no	
	Cold/Soft Drinks (On all days as per demand)		
33	Soft drink standard	200 ml	
34	Soda Standard	300 ml	

