

Himachal Pradesh
Public works Department

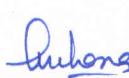
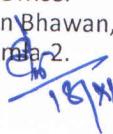
Tender No:-HPPWD/SP/Canteen/2016-17 1440

Dated:- 23/11/2016

NOTICE INVITING TENDER

**Provision of Lunch, Snacks & Tea to staff working in office building of Nirman Bhawan,
Nigam Vihar Shimla-2 for two years.**

Sealed Tenders are invited from reputed/experienced bidders for running canteen services (Providing Lunch, Snacks & Tea to the staff (Approx. 350) of Nirman Bhawan office building of HP.PWD Shimla for a period of Two years. The intending bidders may obtain tender documents from the Store Purchase Officer, HP.PWD Nirman Bhawan Shimla-2 between 15:00 hrs to 16:00 on working days of this office from 21-11-2016 to 12-12 2016 or may be downloaded from the department website at url <http://www.hppwd.gov.in> . The tender document shall be available on the department website from 21-11-2016 at 10:30 AM onwards. Complete tender documents in sealed cover will be received up to 11:00 hrs on 13-12-2016 and the same will be opened at 11:30 hrs on same day in conference hall of Nirman Bhawan in the presence of bidders or their authorized representative who wish to be present . In case the day of submission/ opening of tender happens to be a holiday, the tender will be received and opened on next working day, Time and Venue remaining unaltered.


Store Purchase Officer
HP.PWD. Nirman Bhawan,
Nigam Vihar Shimla-2.


Himachal Pradesh

Public Works Department

Canteen bid document

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SECTION – I

FORM OF TENDER

From

.....
.....
.....

To

**Store Purchase Officer
HPPWD, Nirman Bhawan,
Nigam Vihar Shimla-171002**

Name of work: **Provision of Lunch, Snacks, Tea etc to staff working in office building of Nirman Bhawan, Nigam Vihar Shimla-2 for the year 2016-17.**

Having examined the invitation for tender for the work mentioned above, I/we, the undersigned, offer to carry out the job in conformity with the HPPWD Tender Documents.

I/We undertake, if our Tender is accepted, we will commence the work for providing “Lunch, Snacks, Tea etc to staff in office building of Nirman Bhawan, Nigam Vihar Shimla-2” within the time schedule, given to us by the Department.

I/We agree to abide by terms & conditions of tender & it shall remain binding upon me/us during the period of the contract/agreement in operation.

Until a formal agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

Signature:

Name/Firm:

Address:

Seal/Stamp:

Dated:

SECTION – II

INSTRUCTION TO BIDDER

All Tender papers duly filled in and signed on each page and tape sealed in an envelope super scribing “Tender for Provision of Lunch ,Snacks, Tea etc to staff working in office building of Nirman Bhawan, Nigam Vihar Shimla-2 for the year 2016-17.

1. Should be submitted in the office of Store Purchase officer, HPPWD, Nirman Bhawan Shimla-2 on or before 11:00 hrs of 13/12/2016.
2. Each Tenderer shall submit earnest money in the shape of a demand Draft of Rs. 5000-00 (Five Thousand Only) in favour of Store Purchase Officer ,HPPWD ,Nigam Vihar,Shimla-2 which will be released to all tenderers after finalization of tender.
3. The successful tenderer whose bid is accepted will deposit an amount of Rs. 20,000/- (Rupees Twenty thousand only) as security in the shape of demand draft issued by any scheduled bank payable at Shimla in favour of Store Purchase Officer ,HPPWD ,Nigam Vihar, Shimla-2 and enter into Agreement with HPPWD in prescribed format. The security will be kept as Performance Security and will be returned within 60 days after completion of the contract.
4. Tender received after 11:00 hrs of 013/12/2016 will not be considered.
5. The Tenderer must indicate his firm's name, Telephone No, email and address on the left bottom side of the envelope.
6. The right to accept or reject any or all the tenders or part thereof, without assigning any reason is reserved with undersigned
7. The Tenderers may visit/examine the canteen and its surrounding to assess the services before submitting their offer. No claims later on shall be entertained.
8. Supply of eatables will be made to the intending staff/officers against cash payment and rates charged will be strictly as per approved rates against this tender.
9. The caterer would be required to provide services to the employees of office of Engineer –in-Chief, HPPWD, Nirman Bhawan Shimla-2. The No. of employees available in this office is 350 approximately.

10. The rough estimated per-day consumption is as under:

- (i) 500 Tea Cups.
- (ii) 100 plates of Snacks (Sweet & Nankeen items.)
- (iii) 30-40 Nos. of fixed menu lunch.

The quantity of consumption of these may vary as per actual requirement on day to day basis & on account of Function/Seminars/Parties etc.

11. The award of the contract will be initially for a period **of two years** and its renewal on year to year basis will be considered on the basis of satisfactory performance for which rates of the items shall be revised as indicated in general terms and condition No-2.

12. The HPPWD will provide premises, spacious Kitchen, counter for services and one hall with adequate seating capacity. The furniture chairs and tables shall be provided by the HPPWD and Tenderer shall be responsible for maintenance and upkeep of furniture in good condition and on closer of contract the furniture items shall be handed over to the care taker (in the same condition as at the time of taking over) of this office. The tenderer may inspect the premises and facilities at Nirman Bhawan by contacting the care taker on any working day.

13. The refrigerator, Oven, Microwave oven, cooking gas cylinders, Crockery/cutlery will be arranged by the Tenderer.

14. The Tenderer will be charged a flat rate of Rs. 1000.00 per month only towards rent of canteen and Rs. 500.00/-Per month towards Electricity and water charges.

15. The canteen workers will be employed/engaged by the contractor and HPPWD will have no liability whatsoever on this account . The tenderers must abide by the provisions of Minimum wages Act 1948 for providing minimum wages to the workman engaged by the tenderer.

16. The upkeep and maintenance of the Cafeteria/canteen will be the responsibility of the contractor. The kitchen and premises of the canteen will be maintained hygienically. A committee constituted to examine the proper running of canteen reserves the right to inspect the canteen by surprise checks and may penalize the contractor as per **Penalties item No 14 Description of service required and related terms & condition.**

17. The canteen will be required to run 6 days a week from 9.30 AM to 6.00 PM. It will also run for extended time from 6.30 PM till midnight as per direction of authorized officer of HPPWD. It will remain closed on Sunday and Gazetted holidays. If any advance notice is given, the contractor will have to make arrangements for service at any time including the Holidays/Sundays.

18. The Tenderer is required to ensure that:-

- (I) The crockery/cutlery used should be of good quality, preferably white and in good condition having no marks/stains on them.
- (II) The workers should be in neat uniform supplied by the contractor.
- (III) They should be courteous with pleasing manners.

19. Tenderer must possess a valid License from competent authority for preparing & selling food articles under the relevant regulations.
20. The Tenderer must abide by the provisions of Minimum wages Act 1948 for providing minimum wages to the workman engaged by the tenderer.
21. The Tenderer is required to ensure that:-
 - (I) The Canteen to be observed as "**NO SMOKING ZONE**".
 - (II) User of liquor is prohibited.
22. The HPPWD reserves the right to cancel the contract at any time by giving three months' notice to the contractor.

SECTION – III

ELIGIBILITY CONDITION FOR TENDERER

The following conditions must be fulfilled by the Tenderer to be eligible for undertaking the catering services.

The bidder-

- (a) Must be an individual or a reputed firm dealing with running of restaurant/ canteen serving for not less than 50 persons daily. The bidder will produce documentary proof of with full address the fact that he is dealing/has dealt in Canteen business with some Govt. /Semi Govt. /PSU canteen or with some reputed institution.
- (b) The bidder having Minimum experience of Two years in running a canteen facility as per (a) shall be eligible.
- (c) The bidder will produce a proof of proprietorship, partnership deed or memorandum and article of association as the case may be.
- (d) He/She should have a minimum financial capacity worth Rs. 3.00 Lacs for which he/she shall have to submit copy/copies of FDRs with reputed /recognized Bank or Statement of Saving/Current Accounts showing balance of Rs 3 lacs as on 30th November 2016.
- (e) Firms who will qualify technically shall only be eligible for opening of their financial bids
- (f) The bidder must possess license to prepare & serve food items from competent authority.
- (g) The Tenders must have run a canteen facility for a minimum period of one year during the last 2 years proceeding the current financial year. The document supporting the same must be enclosed with Technical bid.

SECTION – IV

DESCRIPTION OF SERVICE REQUIRED AND RELATED TERMS & CONDITIONS

1. The successful bidder, here in after called Caterer is required to provide Snacks, Tea and Lunch etc in working in office building of Nirman Bhawan, Nigam Vihar Shimla-2 for the year 2016-17.
2. The provision would be required for approx. 350 employees of HPPWD. The numbers above are indicative only.
3. The Caterer would be required to serve Lunch Snacks & Tea etc on all working days as per details of the items listed at Section VII. These items are presently finalized as per the requirements of the employees. However, the same can undergo change in case so demanded by HPPWD through its authorized committee. The working hours of this office presently are 10:00 A.M to 05:00 P.M with lunch break from 01:30 P.M to 02:00 P.M (Monday to Saturday). Office will be closed on all Sundays, Second Saturday and gazetted. Further, in addition to the working days indicated, in case HPPWD feels a need running of canteen any other day that may be a holiday the same would be required to be carried out by the contractor .The canteen timing will be from 9:30 AM to 6:00 PM. However, during assembly season and other important matter the canteen timing may be extended.
4. The preparation of food items that are required to be served would be done by the Caterer at HPPWD, Nirman Bhawan premises. The space for kitchen, dining hall furniture items will be provided by the HPPWD. The facilities provided in the kitchen would be inspected by HPPWD authorized staff for assessing the standard of cleanliness and hygienic environment for preparation of food items to be served in HPPWD office penalties as per terms and condition 14.
5. The Caterer shall exercise due and proper care for safe maintenance and cleanliness of the entire pantry premises and for maintenance and protection of all fitting, furniture and other articles.
6. The Caterer shall serve lunch, snacks & food items etc. in proper crockery. Chipped broken or unserviceable crockery shall not be pressed into service by the Caterer. The used/disposed crockery in canteen shall be removed from the tables promptly by the caterer.
7. The Caterer shall ensure good quality of all the items prepared, cooked and supplied in adequate quantity, the details of each eatable with measure/weight to be provided are given in Section VII. However, the detail of eatables can be changed at the instruction of authorized representative of HPPWD in writing.

8. The sale of snacks/sweets/lunch to staff will be on cash and on daily basis. The amount shall be collected from the staff by the caterer directly. Credit sales to employees, if any, affected by the Caterer shall be at his own risk and HPPWD shall not be responsible for recovery of any such arrears.
9. HPPWD premises will not be used by the Caterer for serving to outsiders.
10. The service staff deployed by the caterer shall always be neatly dressed in uniform.
11. The Caterer shall keep the premises in most clean and hygienic condition and shall comply with the Municipal and other regulation, rules and by laws relating to the preparation and sale of food stuffs, cold drinks, refreshment and if required/necessary shall obtain necessary food licenses and permit in its own name and at its own expense. The premises as well as the portion made available to the catering agency by HPPWD at its respective building would be kept it neat and clean.
12. The caterer shall indemnify HPPWD and shall solely be responsible for the due compliance of the provisions of all the laws, rules, regulation, with regard to running the business of Catering and supply of beverage & eatables, including labour/Industrial and taxation laws etc.
14. While using of gas & electric appliances due precaution to ensure safety of the building against fire breaks may be taken. In the eventuality of any laxity on this account , the amount of loss shall be recoverable from the caterer.

15. Penalty

- (i) If contractor fails to provide service in canteen (keep the canteen closed for entire working day), the penalty at Rs. 250/- per day shall be imposed.
- (ii) In case of complaint regarding quality/quantity, the matter will be investigated by canteen committee. If found correct, a penalty of Rs. 50/- per occasion subject to maximum of Rs. 150 per day may be levied.
- (iii) If high quality of cleanliness and hygiene is not maintained in the canteen, a penalty of Rs 100/- per occasion will be imposed.
- (iv) The failure to dispose-off the waste material and refuge daily shall attract a penalty of Rs.100/- per occasion.
- (v) If cups, plates etc. are not removed timely and are found in corridors a penalty of Rs. 50 per occasion will be imposed.
- (vi) On repeated occurrence of lapses, HPPWD reserves the right to cancel the contract and forfeit the performance security.
- (vii) The decision of Store Purchase Officer, HPPWD, Nirman Bhawan shall be final and binding in respect of penalty and other provision of the contract.

SECTION – V

Document comprising the bid, preparation of the Envelops, opening and evaluation of bid

Preparation of Envelops.

The bid documents shall contain two separate envelopes

- (i) 1st envelope marked as 'Technical Bid' over the envelop, should contain the complete bid document, signed on all pages, EMD and documentary evidence as per Section – III.
- (ii) 2nd envelop duly sealed marked as "financial bid" over the envelope, should contain financial bid as per section VII .
- (iii) Both the envelopes should be placed in a 3rd envelop. All the envelopes should be tape sealed and carry the name, address of the bidder.

Technical Bid evaluation Criteria

The Technical bid evaluation shall be guided by the framework;

<u>S No.</u>	<u>Criteria</u>	<u>Points assigned</u>
<u>1</u>	<u>Financial Capacity of the bidder</u>	<u>Maximum marks : 50</u>
	3 lacs to 5 lacs	20
	Rs. 5.00 Lacs to Rs. 10.00 Lacs	40
	Rs. 10.00 Lacs and above	50
<u>2.</u>	<u>Experience in similar field like catering in Govt./Semi Govt. Canteen/ Govt. PSU</u>	<u>Maximum marks : 50</u>
	<u>A</u> Less than two years	0
	<u>B</u> More than two but less than three years	30
	<u>C</u> More than three but less than four years	40
	<u>D</u> More than four but less than five years	50
Subject to physical verification by committee members regarding successful running of the business with respect to services and cleanliness . If the committee is not satisfied by the quality of service the committee has the discretion of disqualifying the tenderer.		
Minimum qualifying Criteria shall be 70%. The bidder's representatives who are present shall sign a register evidencing their attendance. The tenderer who shall qualify technically as per above shall only be considered for submitting Financial bids. The time and date and location of opening of Financial Bids will be intimated in writing or by fax by the bidding authority to the qualified bidders.		

EVALUATION OF SUBSTANTIVELY RESPONSIVE BIDS.

- 1) The lowest tenderer (L-1) will be decided in terms of rates and quantity i.e A*B (Reference Financial Bid). The lowest offer w.r.t Grand Total shall be accepted.
- 2) Arithmetical errors shall be rectified by HPPWD (if there are any discrepancies between the unit price and the total price that is obtained after multiplying the unit price and quantity), by taking the unit price as the basic thereby making necessary correction in the total price. If there is any discrepancy between the words and figure, the amount in the words shall prevail. In case the bidder(tenderer) does not accept the correction of errors, his bids will be rejected.

SECTION – VI

GENERAL TERMS & CONDITIONS

1. The rates will remain valid for a period of two years from the date of acceptance of bid which can be further extended by the competent authority if mutually agreed. The hike in rates shall be on the basis of percentage hike in the rates approved by district administration (i.e The percentage increase in the rates of different items fixed by District Administration on the date of opening of tenders and rates of those items at the time of sought increase). The tender, instructions to Tenderers, General Terms & Conditions, amount quoted in the Tender, Letter of intent awarding the work and Agreement shall form part of the contract. The rates of each item have been mentioned in Annexure VII.
2. Successful tenderer will be awarded the contract for period of 2 years, which may be extended by another year at a time , by mutual agreement.
3. The Tenderer shall be bound to perform the assigned catering jobs as mentioned. He/she shall also be bound to perform any other assigned catering jobs even though the same may not have been included in the description of services. The charges for these extra services shall be settled mutually between the said Tenderer and HPPWD.
4. The security deposit of Rs 20,000/- (Rupees twenty thousand only) in the form of Bank Guarantee or in the shape of Bank draft will be liable for forfeiture in case of premature termination of contract by the tenderer without giving due notice, and / or in case of termination by HPPWD for any reason amounting to breach of contract by the successful tenderer or any other grave misconduct. However, on completion of the agreement satisfactorily, the security deposit will be refunded to the agency within 60 days of the successful completion of contract, on receipt of final clearance of all dues and statutory obligations.
5. HPPWD reserves the right to recover/adjust any amount which may be due from the tenderer from their earnest money, security deposit and against any payment due to them from HPPWD. Any sum of money due and payable to the caterer (including Security deposit) under this contract may be appropriated by HPPWD and set off the same against any claim of HPPWD for payment of a sum of money arising out of any contract made by caterer with HPPWD.
6. The Tenderer (hereinafter also called caterer) shall not appoint sub-catering contractor to carry out any obligations under the contract.
7. The tenderer shall ensure uninterrupted supplies of service as agreed herein.

8. The Caterer shall also ensure effective supervision of the catering services for efficient service in the offices with the premises of Nirman Bhawan.
9. The Caterer shall engage only such persons who are disciplined, have good character and medically fit and are above 18 years and below the age of 58 years. If any discrepancy with regard to above comes to the notice of HPPWD and on written instruction from HPPWD, the Caterer shall have to immediately replace such persons.
10. The successful tenderer will arrange his/her own gas connection and shall not use electricity for preparation of food in the campus.
11. Intoxication and smoking is strictly prohibited in office premises.
12. HPPWD may terminate the contract due to any breach of terms and conditions at the risk and cost of the bidder.
13. The quantity and quality of raw material and finished product shall be checked by a committee formed by the HPPWD. If the quality/quantity is below standard then it shall be rejected forthwith at the cost of contractor.
14. The caterer shall ensure payment of all statutory taxes etc. and shall be wholly responsible for any default.
15. Timing for canteen should be from 09:30 AM to 18:00 hrs. Circulation of tea twice a day i.e. 11:00 am to 12:00 noon and 03:00 to 04:00 pm, in the whole building should be ensured.
16. Tea should be supplied/served in flasks/kettles
17. The tenderer shall employ well trained cooking staff and waiters. Number of canteen employees: Two persons for office/room service and at least 2 persons in the canteen hall over and above the trained cooks etc.
18. Professional cook for preparing eatables and beverages should be employed.
19. Utensils/crockery for preparing food must be of food grade quality. All utensils may be kept neat & clean.
20. The staff employed should be in proper and clean uniform which may be decided by bidder in consultation with HPPWD
21. Weekly menu and rate list should be displayed in the canteen (weekly menu) proposed as Annexure VIII.

22. The Caterer shall be responsive for proper cleanliness in the canteen and in kitchen.
23. Provision of complaint/suggestion book in the canteen should be made which will be examined by committee by monthly and action will be taken accordingly.
24. A canteen committee shall be constituted by the competent authority under the control of Store Purchase Officer to check the quality/service of canteen regularly.
25. The Contractor shall be responsible to deposit EPF, ESI and service tax, sales tax etc that are applicable to run the canteen and shall abide by all labour laws.
26. The bidder shall submit details of his Adhaar Card, PAN Card Number & other statutory certificates required to run catering business.

SECTION –VII

Financial Bid

I _____ Proprietor / Partner / Manager has given the rates of the items quoted in section VII of this document _____ (In words) _____ (In figures) on account of running canteen in the O/o Engineer-in-Chief, HPPWD Nirman Bhawan Shimla.

Signature_____

Name/Firm: _____

Address: _____

Seal/Stamp: _____

Date:-

Financial Bid

To,
 Store Purchase Officer
 HPPWD, Nirman Bhawan Shimla-2
 Dear Sir,

I/we quote the following rates for Canteen Services at o/o Engineer-in-Chief, HPPWD,
 Nirman Bhawan Building, Shimla-2

Name of items, Quality, Quantity and Rates.

Sr No.	Name of items	Quality	Quantity per unit	Unit Price inclusive of all taxes (A) in Rs.(figures)	Estimated Quantity per Year (B)	Rate(C) C= (Ax B) Rs. In Figures	Remarks
1.	Tea/Milk	Tata tea/ Tazza Premium, Brooke Bond, Taj Mahal & Tata Gold	100 ml water + 30 ml milk = 130 ml		100000 Units		
		Milk Patti / Dip Dip tea	Milk 150 ml		Rates may be quoted but would not be evaluated		
		Half Set Tea	300 ml		Rates may be quoted but would not be evaluated		Tea with separate milk ,sugar, good quality crockery along with Thermos to be served in rooms as per demand
		Full set tea	400 ml		Rates may be quoted but would not be evaluated		
2.	Coffee	Nescafe	150 ml		500 units		

3.	Cold Drink	Branded	As mentioned in pack	Not to be evaluated			
4.	Snacks	Patties	No.s (Standard)		Rates may be quoted but would not be evaluated		
		Matthi	Per piece 30 gms		1000 pieces		
		Biscuits (Branded) like Sunfeast, Monaco, Britannia, Crimica, Parle – G	Per Packet	As mentioned in pack	Not to be evaluated		
		Samosa, (Stuffed with 16 atter and Potato) with sauce	Per piece 80 gms		2000 pieces		
		Mutter(Namkeen)	Gms/Kgms		200 kg		
		Veg Pakora prepared in Sarson oil, with sauce	Gms/kgms		500 kg		
		Bread Pakora (stuffed),with sauce	Per piece 50 gms		1000 pieces		
5.	Sweets	Besan barfi	gms/kg		500 kg		
		Balu shahi	Per piece		Rates may be quoted but would not be evaluated		
6.	Breakfast	Parantha – Potato, Onion, gobhi, mooli as per season (with pickle)	Per piece 70 gms		2000 pieces		
7.	Lunch						
	Ordinary thali	Three Chapattis + Rice + Dal and one Vegetables + Salad	Chapatis 30 gms each+ Rice 100 gms+ Dal 100 gms+Vegetable 75 Gms		5000 No.s		

			Extra Katori of Sabzi 100 gms		Rates may be quoted but would not be evaluated		
			Extra Katori of Daal 100 gms		Rates may be quoted but would not be evaluated		
	Rice plate	Half Plate	Riace 100 gms+ Dal/karhi 70 gms		2500 no.s		
		Full plate	Rice 200 gms + 100 gms dal/karhi		1000 no.s		
		Dahi (Verka / Amul)	100 ml/200ml	As per print rate	Not to be evaluated		
		Extra Chapatti	Per piece		500 Nos.		
Grand Total							

Grand total of above Rs.(In Figures and Words)

The Karyana items like Aatta, spices, Besan, maida, sugar etc. to be used in canteen should be of reputed branded company.

Apart from above, the contractor will be encouraged to keep a menu of Chinese, South Indian dishes, cake, pastries, ice cream, juice, shakes, lassi etc. which can be supplied in consultation with canteen committee at rates mutually decided by contractor and canteen committee.

SIGNATURE OF THE CONTRACTOR

NAME/FIRM

SECTION – VIII

Weekly Menu

Sr No.	Days	Menu
1.	MONDAY	CHANA DAAL + SABZI
2.	TUESDAY	CURRY + SABZI
3.	WEDNESDAY	WHITE CHANA + BHATURA/ROTI/POORI
4.	THURSDAY	MAH SABHUT + SABZI
5.	FRIDAY	RAJMAH + SABZI
6.	SATURDAY	BLACK CHANE + SABZI

Note:-

1. Sabzi here mean seasonal fresh vegetable. One vegetable should not be served more than twice in a week that too not on two consecutive days.
2. The menu can change in consultation with canteen committee.

SECTION – VII

FORMAT OF RELATIONSHIP CERTIFICATE MUST BE ON HIS FIRM PAD

I _____ S/o _____ D/o _____ R/o _____

certify that none
of my relative(s) is/are employed in Engineer-in-Chief office, HPPWD ,Nirman Bhawan . In case at
any stage, it is found that the information given by me is false/incorrect, HPPWD shall have the
absolute right to take any action as deemed fit without any prior intimation to me.

SIGNATURE _____

NAME _____

DESIGNATION _____

SECTION – IX

Financial Bid

I _____ Proprietor / Partner / Manager has given the rates of the items quoted in section VII of this document _____ (In words) _____ (In figures) on account of running canteen in the O/o Engineer-in-Chief, HPPWD Nirman Bhawan Shimla.

Signature _____

Name/Firm: _____

Address: _____

Seal/Stamp: _____

Date:-