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TENDER NOTICE

F.NO. 15011/78/2017-Jus(AU)

GOVERNMENT OF INDIA
DEPARTMENT OF JUSTICE

Jaisalmer House, 26 Mansingh Road,
New Delhi 9th May 2017

TENDER DOCUMENT

Sub: Tender Notice for outsourcing the services of canteen in the Department of Justice at Jaisalmer House – Regarding

Tender document may be downloaded from department web site www.doj.gov.in and Central Public Procurement Portal (CPPP) site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Published Date	9 th May, 2017 (5.00 pm)
Bid Document Download Start Date	9 th May , 2017 (5.00 pm)
Bid Submission Start Date	9 th May , 2017 (5.00 pm)
Pre Bid Conference	17 th May, 2017 (3.30 pm)
Bid Submission End Date	26 th May, 2017 (1.00 pm)
Technical Bid Opening Date	29 th May, 2017 (3.00 pm)
Financial Bid Opening Date	31 st May, 2017 (3.00 pm)

SEALED TENDERS are invited in two bid system (Technical Bid and Financial Bid separately) from reputed Firms/Agencies/companies located in New Delhi/Delhi, outsourcing the services of canteen in the Department of Justice at Jaisalmer House initially for a period of one year extendable for two more years, on half yearly/yearly basis subject to satisfactory performance of service by the firm.

2. The Contractor should fulfil the following terms and conditions:-

- (i) The firm should be **registered** with relevant authorities (Certificate of Incorporation, Registration with service tax, PAN No.) : (Attested copies of Registrations to be enclosed)
- (ii) The firm should have annual **turnover of more than 1 lakhs for each of the last three years** :(Attested copies to be enclosed).
- (iii) The firm should have two years experience of providing canteen services to three or more Government organizations/PSU etc. (Attested copies of satisfactory performance Certificates & work orders to be enclosed).
- (iv) The Earnest Money of Rs.20,000/- (Rupees twenty thousand Only) by Draft/Pay Order/FDR

Terms & Conditions for providing canteen services in the premises of Department of Justice, Jaisalmer House, 26, Mansingh Road, New Delhi.

1. The contractor should be ISO 9001-2008 certified and possess license as per Food Safety and Standards Act, 2006.
2. The contractor should have experience of two years of operating such canteen, catering and food services satisfactorily in at least two establishments of Ministries/departments of Govt. of India/Central Public Sector Undertakings/Nationalized Banks/State Government Departments. Duly signed copy of the experience certificate obtained from above establishments should be enclosed with the bid.
3. The bidder should have a valid catering license issued by the Competent authority. Duly signed copy of catering license should be enclosed with the bid.
4. The Register office or Branch office of the bidder should be located in Delhi/NCR Region.
5. The contract will be awarded initially for a period of one year which may be extended upto three years on half yearly/yearly basis subject to satisfactory performance.
6. The successful bidder would be provided space for the Canteen, electricity and water free of cost.
7. The successful bidder will ensure that raw material used for cooking are of very good quality, safe for human consumption and conform to the standard laid down by the Govt. of India in this regard. In the event of any food poisoning/contamination, the contractor will be held fully responsible and other penal actions under the law.
8. The contractor will ensure proper sanitation/hygienic conditions in the premises and deploy persons free from infectious diseases.
9. The contractor shall be responsible for compliance with the labour laws in respect of the personnel employed by them.
10. The contractor would be responsible for verifying antecedents of the persons deployed by him and a certificate to this effect shall be provided by him to the Department in respect of each staff member.
11. The eatables will be served in neat and clean utensils and the cafeteria staff will be in proper uniform.
12. The contractor is required to provide catering services in Rooms of senior functionaries, Conference Room, Committee Room and decided by senior officers from time to time on credit basis and raise bills to the Administration for payment in subsequent month as per procedure laid down by the Department.
13. Cost of food & beverages must be competitive and reasonable. Prices of some basic items should be as per list enclosed. Any revision in the rates would be subject to approval by the Canteen Committee of the Department.
14. The contractor may also supply those eatable items which are not under the contract in case of any demand. The cost of such items may be fixed on MRP rates.
15. The approved price of the eatables should be prominently displayed at the Counter/Notice Board in Canteen. Tentative list of items to be provided by the contractor are listed at Annexure-I. However the contractor can add items as per demand/consumption, etc.

16. The canteen shall be opened for catering during office hours from Monday to Friday from 9.00 AM to 5.30 PM. The Canteen may also be required to be opened on Saturday and other Holidays and beyond office hours, if considered necessary. However, the Canteen will remain closed on Saturday, Sundays and other Govt. Holidays unless specifically told to open by the Department.
17. A Canteen Management Committee will be nominated by the Department 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 HoD and/or Chairman of the Canteen Management Committee may impose a fine of upto Rs.1,000/- on each occasion.
18. 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 Performance Security.
19. The Department will provide only the basic kitchen and related facilities to the service provider. The Contractor will have to utilize their own equipment and utensils including LPG for the canteen services.
20. For premature termination of the agreement, one month notice from the Department's side and three months' notice from Contractor's side shall be required in writing. The Contractor shall vacate the premises, if desired by the Department and shall handover the same to the Department along with all articles as may have been provided. The decision of the Competent Authority in the Department shall be final and will be binding upon the contractor.
21. The contractor shall be responsible for all damages or losses of Department's property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
22. It shall be the sole responsibility of the contractor to obtain and keep ready necessary license/permissions from various government bodies and/or NDMC for running catering services and produce the same before the concerned authority as and when asked for. An undertaking in this regard has to be given by the Contractor.
23. Department of Justice reserves the right to reject any or all the tenders without assigning any reasons thereof.
24. Liability/responsibility in case of any accident causing injury/death to canteen worker or any of his staff shall be of the caterer. The Department of Justice shall not be responsible in any means in such cases.
25. The caterer shall not employ any worker whose track record is not good. He should not have involved in any crime/offence/police case.
26. The caterer is required to maintain the details of all his employees/ workers.
27. The caterer should execute an agreement in the non-judicial stamp incorporating the various terms and condition.
28. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacturer, a penalty of Rs.500/- will be imposed for each default.
29. The Contractor would be required to use ISI/Agmark/Food grade products.

30. The successful bidder will be the lowest bidder who satisfies all the pre-qualification criteria. Following weightage shall be given for evaluation of Financial Bids:
- (a) Lunch- 40%(averaging of rates of items No. 1to4 will be done)
 - (b) Snacks-30%(averaging of rates of all items will be done)
 - (c) Tea/Coffee - 20% -do-
 - (d) Sweets - 10% -do-
31. Storage/consumption of any alcoholic drink/liquor is strictly prohibited. The canteen shall not serve any of such substance/drink in the canteen. Smoking consuming tobacco etc are also prohibited in canteen premises.

LIST OF ITEMS ALONGWITH RATE

Sl. No.	Items	Weight/Quantity	Rates(In Rs.)
Lunch			
01.	ChholeBhature	200 gms (2 Pc.)	
02.	Puri&Sabzi	225 gms (4 Pc.)	
03.	Thali Lunch (Rice 100 gms +2 Roti+ Daal +Sabzi+ Raita + Salad)	600 gms	
04.	Executive Thali (Rice/Pulao 100 gms + Daal / Chana / Rajma + 1 special curry/ Paneer + 1 Mixed Vegetable + Raita + Salad + 2 Chapati)	750 gms	
05.	Subji	150 gms	
06.	Raita	100 gms	
07.	Daal	150 gms	
08.	Rice with Sabzi or Daal	400 gms	
09.	Chapati (Each)	50 gms	
SNACKS			
10.	Smosa	50 gms	
11.	PaneerPakora	50 gms	
12.	Bread Pakora	50 gms	
13.	Vegetable Pakora	50 gms	
14.	Mathee	30 gms	
15.	Dosa (Plain) (with Sambar/Chtuney)	150 gms	
16.	Dosa (Masala) (with Sambar/Chtuney)	200 gms	
17.	Vada (with Sambar/Chtuney)	100 gms	
18.	Idly (with Sambar/Chtuney)	125 gms (1 Pc.)	
19.	Noodles (Veg)	200 gms.	
20.	Dhokla	200 gms.	
21.	Poha	200 gms.	
22.	Sprouts mix	100 gms.	
SWEETS			
23.	Burfee(Khoya)	50 gms	
24.	Ladoo (Besan)	50 gms	
25.	GulabJamun	50 gms	
26.	Rasgulla	50 gms	
27.	GajarHalwa (Seasonal)	100 gms	
28.	SujiHalwa	150 gms	
TEA / COFFEE/Chaach			
29.	Special Tea (Dip)		
30.	Tea a) Per Cup	a) 150 ml.	

	b) Half set c) Full set	b) 300 ml. c) 600 ml	
31.	Coffee (Hot / Cold)	150 ml	
32.	Chaach	200 ml	
ON MRP.			
33.	Cold Drinks (Coca Cola, Pepsi, Maza , Limca, etc.)		
34.	Biscuit Packets		

PROFORMA OF FINANCIAL BID

Name _____ of
Tenderer/Firm.....
.....

Full Address _____

Phone no. _____ Mobile No. _____

Financial Bid

1. I/we accept all the Term & Conditions received with Tender Documents.
2. I/we have submitted technical Bid separately.
3. Our rates for food items are given in enclosed list.

For the period _____ to _____

Signature: _____

Name: _____

Designation: _____

Seal/rubber stamp: _____

N.B

1. Financial Bid is to be sealed in separate envelope. It must not be sealed with Technical Bid.
2. Please seal the Financial Bid super-scribing "Financial Bid in respect of Canteen" and stamp/seal of Tender on the envelope.
3. Rates are to be quoted only on separate form.
4. Rates should be mentioned both in words and figures.
5. Cutting/over-writing not allowed unless specifically attested by the Tenderer.
6. Financial Bid will be considered only if Technical Bid is accepted by the competent Authority.

PROFORMA OF TECHNICAL BID

Name of Tenderer/Firm

Full Address

Phone No. Mobile No.
.....

I/We hereby submit Technical Bid for 'Canteen Tender' along with the following documents:

1. EMD in shape of Pay Order / DD No dated
For Rs. 20,000/- drawn on (name of Bank) In favour of DDO (Justice) payable at New Delhi.
2. Attested copies of different registration nos. issued by the Govt. of NCT of Delhi Central Govt., VAT and Services Tax, MCD etc. as applicable.
3. Attested copies of minimum of 2 years experience as on 31.03.2017 of running Canteen in Govt. Institutions/Departments/Ministries.
4. Turnover: Minimum Annual Turnover of Rs. 3 lac during previous two Financial Years, alongwith copies of Balance Sheet or Trading A/c for 2 years duly verified by Chartered Accountant.
5. Experience: minimum two years as on 31.03.2017 in the name of the firm providing canteen services to two establishments.
6. PAN No. copy of Pan No. in the name of proprietor or firm.

Signature:

Name:

Seal:

N.B.

1. Each documents is also to be signed by the Tenderer in addition to attestation.
2. Please seal the Technical Bid separately in envelope super- scribing ' Technical Bid for Canteen at Jaisalmer House' and Stamp/ Seal of Tenderer on the envelope.

TENDER FORM

SL. NO.	ITEM	DETAILS		
1.GENERAL DETAILS				
1	Name& Address of the Bidder			
2	Contact Phone Numbers and e-mail id			
3	Type of Organization / Enterprise			
	(Partnership firms, Pvt.Ltd, and Public Ltd. Firms alone)			
4.	Registration Details	Authority	Reg.No.	Date
5.	PAN / TAN CARD No.			
6.	VAT No.			

II. PROFESSIONAL DETAILS (Provide All supporting documents)				
Sl.No.	Type of Experience	Ministries/ Deptt of GOI / EPSU/ Nationalised Bank/ State Govt. Deptt		Other Establishments
1.	(i) State the type of food supply / catering works carried out in last two years with details regarding daily persons served per day/event, duration etc.			
	(ii) Attach the order copies / certificates from clients for such works			
2.	Total Experience (Year / Months)	Ministries/ Deptt. of GOI / EPSU/ Nationalised Bank/ State Govt. Deptt.		Own / Other Establishments
3.	Total Turn Over in last two year (Rs.) (Attach copies of IT returns)			
4.	Average Turn Over in last two year			
5.	Staff Available	Manager	Cook	Helpers
6.	Give details of termination of any previous contact if any.			
7.	Give two references where the cafeteria is currently providing such services (with full address and contact numbers)			

Date:

Place: Signature of the bidder with name & Seal