

ALLOTMENT OF CANTEEN

Punjab state e Governance Society

# Plot No.D241,Industrial Area,Phase 8B,  
Sector 74 Mohali.

LAST DATE: 20.01.2025

Contact Person :- RISHI KANT

Mob. No. :- 9466438181

## TERMS& CONDITIONS FOR ALLOTMENT OF CANTEEN -DGR BUILDING

### Basic amenities

- ' No Rent charges for providing space to run canteen to the successful bidder including sitting area at Second Floor in DGR building.
- No electricity charges for consumption for a) maximum 2 electric induction for preparation of tea, coffee, Maggie. b) 2 fridge, hot case and one microwave for snacks, lunch, grilled sandwich maker. Electrical fittings including LED lamps/tube lights shall be provided by DGR/PSeGS.
  - a Note:- Cooking of Lunch, Snacks like samosa etc. in canteen shall NOT be allowed in the office premises.
- No Water Supply charges will be charged for water.
- Basic Furniture including tables, chairs etc will be provided by DGR/PSeGS and no charges will be charged to the selected bidder.
- Running time of canteen – Generally working days from Monday to Friday for a day time 8.30 AM to 5.30 PM and sometime on Saturday or holidays as per requirements.

Note: - Servicing & maintenance of basic amenities will be done by the bidder during the contract period. The Bidder has to ensure that these items should be in running condition at the time of handing over upon completion/ termination of contract.

Location - DGR Building, # Plot No. D241, Industrial Area, Phase 8B, Sector 74 Mohali.

## 1. **SCOPE OF WORK**

Providing following packed food item on MRP or less for about 100 PLUS employees:-

- a. Biscuit, Namkeen- Britannia, Bikano Haldiram, Bikano or equivalent.
- b. Cold Drinks – Small/Big- Pepsi/Coke/Frooti/Juice equivalent.
- c. Lassi – Sweet/Namkeen- Verka/Amul
- d. Curd- Verka/Amul
- e. Water- Bisleri/Aquafina/Kinley/Bailey
- f. Tea/coffee/snacks/packed lunch in the officer's room or committee room on demand.
- g. Any other items prior to approval from office.

Note:- (i) For this purpose, it is necessary that bidder should employ sufficient number of employees minimum (1+1)Cooking and Serving

- (ii) Proper upkeep of all furniture and equipment's in the Canteen.
- (iii) Cleaning of Canteen equipment including canteen area.
- (iv) Providing pest control in Canteen area at least once in Week.
- (v) Would be responsible for cleaning the Canteen are including Eating space and removal of waste etc. on day to day basis and keeping the canteen area totally clean & hygienic at all time.

## 2. **ELIGIBILITY CRITERIA**

The bidder should have minimum one-year satisfactory experience in providing canteen services in last 3 years. Please attach proofs.

The bidder shall have been providing Canteen services in at-least 1 Govt./PSU/Reputed private/public Ltd. Company etc. having minimum 50 employees for at-least cumulative six months during last 3 years. Please attach proof.

The bidder should not be blacklisted by any Govt./PSU/Reputed private/public Ltd. Company etc. A self-certificate in this regard is to be given.

The bidder should have or will obtain a valid license of operating Canteen Services, and registration under FSSAI etc, applicable as per business requirement. Copies of documents in support of above-mentioned conditions should be submitted along with Technical Bid.

### **3. PROPOSED INSTRUCTIONS FOR BIDDERS**

The bidders are required to submit two separate Bids i.e. Technical and Financial, as per the prescribed Performa duly filled & signed. The last date & time of submission bid is 20.01.2025

The Bidder is required to submit an Earnest Money Deposit (EMD) of Rs. 10000/- (Rs Ten Thousand Only) in the form of Demand Draft/Pay order from a commercial Bank drawn in favor of "Member Secretary PSeGS". In the absence of EMD, the bidder shall be rejected summarily.

The Bidder has to ensure that the documents are submitted Tender incomplete in any form and conditional tenders will be rejected out rightly.

All the bids will be scrutinized, relevant and checked. The Bidder who se tender is accepted will be communicated.

In case the successful bidder declines to accept the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.

The EMD of successful bidder will be treated as security deposit and will be returned after the successful completion of tender period. The successful bidder shall have to enter into agreement with PSeGS for providing canteen services before commencing the work.

The bidder should physically inspect the site before filling and submitting the bid to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any ignorance. For this purpose, they may contact Sh. Rishi kant on any working day.

No change in financial/technical bid will be entertained once it is opened.

The EMD of unsuccessful bidders shall be returned within one month of award of contract to successful bidder. No interest shall be paid on refund of EMD. However EMD of successful bidder will be treated as security and will be refunded after completion of contract.

The pre-bid meeting may be arranged if required by Bidders.

The Envelope containing bid document should be super scribed as “Tender Bid for Canteen and addressed to Punjab state e Governance Society Plot No D 241 Phase 8 Sector 74 Mohali . The envelope should contains two separate sealed envelope super scribing “Technical Bid and the other Financial Bid . First Technical bid be opened as per scheduled and will be evaluated with terms and conditions of tender documents. Then financial bid will be opened of the eligible bidders on the same day

#### **4. EVALUATIONS OF BIDS**

Bidders will be evaluated based on weightage assigned to each items, Bidder getting lowest weightage point, totaling weightage point to all category of items, will be treated lowest bidder & would be awarded tender.

Weightage assigned to items are as under:-

SR. No	Name of Items	Quantity	Unit Rate (incl. all taxes)	Weightage% of item in evaluation of lowest bidder
1.	Tea	200 ML		50
2.	Coffee	200 ML		10
3	Nimbu Pani	200 ML		5
4	Fresh Lime Soda	200 ML		5
5	Samosa	Std. Markets Size		10
	Bread Pakora	-do-		10
	Grilled Lunch	Sandwich bread big size		5
8	Lunch (Thali)	1 Dal 75 1 Seasonal Veg 75 gm Rice 50 gm 3 Roti		5
	Total			100

Weightage for each bidder shall be calculated as under: -

$$\text{rates quoted for items by bidder} \quad X \quad \text{Weightage \%}$$

Note: - The successful bidder will be allowed to add new items in the canteen with prior approval of the competent authority i,e Member Secretary, PSeGS or authority declared by Member Secretary for the purpose.

## 5. RATES & PRICES—

Bidder should quote the rates in the format given. Incomplete bids will summarily be rejected. Rates quoted shall be inclusive of all statutory duties and taxes (including GST). No additional freight or any other charges, etc, wuld be payable. The bidder shall not charge for packed items like cold drinks, juice, biscuits, namkeen, mineral water etc; more than MRP printed on the item.

The agreement for providing Canteen Services will be valid for a period of Two Years which can be extended for another Three years if the services are found to be satisfactory. However, the rates given by the bidder in the Financial Bid and approved by office will be valid for one year and after one year the rates of items are be enhanced as per mutual consensus. The bidder has no right to enhance the rate of any item on his own.

## 6. INSTRUCTIONS FOR SUCCESSFUL BIDDER

The bidder should use only branded/qualitative raw materials in preparation food item to be served in the canteen.

In case it is found that the Bidder is intentionally using/providing poor quality food/raw materials, action including termination of contract can be, taken including forfeit of security. The office also reserves the right to ask the Bidder to remove and replace any of the workers engaged by him to ensure quality service and the bidder shall have to replace worker concerned within a week from the date of such communication.

The Bidder shall use its own other equipment and appliances for tea/coffee preparation, storage, and service of food. The arrangement of cooking pot, crockery, cutlery, glassware, utensils and other service-ware required for the smooth operation for the use in canteen.

The bidder/bidder shall be responsible for the security & safety of the canteen & all the furniture, fixtures, & equipment provided in the canteen. In case of any damages/loss occurred due to negligence on the part of workers employed by the Bidder, the Bidder will be liable for compensating the loss and decision of Member Secretary regarding quantum of loss will be final and binding.

If the services provided by the Bidder are found to be unsatisfactory, the contract is liable to be terminated with one-month notice including the forfeit the security deposit/portion of it as decided by the Member Secretary and his decision shall be final and binding.

The bidder shall abide by the State & Central labour rules and regulations and all other statutory Acts and regulations and rules relevant to this contract including works, contract Act, minimum wages Act, Provident Fund Act, ESI Act, etc.

The bidder shall not have tenancy rights and shall have to vacate the place allotted to him immediately on expiry/termination of the contract or when requisitioned by Member Secretary PSeGS.

In case, it is found that the canteen premises are not kept in clean and hygienic condition, suitable penalty as deemed fit by Member Secretary will be levied.

The bidder shall hire workers whose character antecedent has been verified, after medical examination subject to applicable labour laws. The workers shall be subjected to medical checkups at the discretion of the office. The bidder will withdraw any person who is not found medically fit for the job.

A list of workers engaged by the bidder for the work should be provided giving their names and addresses with identity and residence proof. The staff engaged on food preparation should be trained and skilled food handlers having experience of food service management/food & beverage services etc.

The bidder shall ensure that use of Electricity & Water judiciously and economically failing which office may recover amount found to be incurred extra due to negligence of bidder.

No child labour shall be employed by bidder.

The bidder shall not assign or sublet this contract or any part thereof to a third party.

The bidder shall display the rate list of eatables supplied with quantity/weights at a conspicuous & prominent visible place in canteen area and shall charge only such rates as per terms and conditions of tender and displayed. The Member Secretary reserves the right to direct bidder for introduction of any additional item/items in the canteen, the rates of which will be decided mutually.



The cost of lunch, snacks given by the bidder in the Financial Bid, for Canteen and for Meetings/Conferences, etc., should include cost of manpower/additional manpower required for serving the food items. No additional service charge or any other cost will be given for this purpose.

# Technical Bid Proforma

A), Name of the bidder (Firm):- \_\_\_\_\_

B). Name of the representative: - \_\_\_\_\_

C). Address of the bidder: - \_\_\_\_\_

D), Land line Tel Nos of the bidder: - \_\_\_\_\_

E). Mobile Nos of the bidder: - \_\_\_\_\_

F). Email of the bidder: - \_\_\_\_\_

G). Registration No. of the Firm: - (If any) \_\_\_\_\_

H) GSTNo : - - (If any) \_\_\_\_\_

I) PAN No : - - (If any) \_\_\_\_\_

J). Experience: -

(Please submit certificates from the authorities, Please add additional pages/sheets if required)

K).Details of Manpower availability (Number with their qualification & experience):-.

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M). DETAILS OF EMD (DEMAND DRAFT NO., BANK, DATE ETC.):-

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(DD IN FAVOR OF "MEMBER SECRETARY, PSEGS", PAYABLE AT MOHALI)

Declaration:-

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated. I am aware that the tender without EMD will be rejected.

619329/2021/FIN DGR

Sign of bidder:- \_\_\_\_\_

Date: - \_\_\_\_\_

Name of the bidder:- \_\_\_\_\_

Firm's Name:- \_\_\_\_\_

**Financial bid for DGR Canteen**

SR. No	Name of Items	Quantity	Unit Rate (incl.all taxes)
1.	Tea	200 ML	
2.	Coffee	200 ML	
3	Nimbu Pani	200 ML	
4	Fresh Lime Soda	200 ML	
5	Samosa	Std. Markets Size	
	Bread Pakora	-do-	
	Grilled Lunch	Sandwich bread big size	
8	Lunch (Thali)	1 Dal 75 1 Seasonal Veg 75 gm Rice 50 gm 3 Roti	
	<b>Total</b>		

**\*\* RATES QUOTED ABOVE INCLUSIVE OF GST.**

Sign of bidder: - \_\_\_\_\_

Date: - \_\_\_\_\_

Name of bidder: - \_\_\_\_\_

Firm's Name: - \_\_\_\_\_

Tel: - \_\_\_\_\_

Checklist to be filled by the bidder & to be submitted along with technical bid.

1. Name of the Bidder:-
2. Complete Address of the Bidder:—
3. Physical Inspection of the site made: Yes/No
4. Earnest Money Deposit enclosed: Yes / No [Please /] if Yes,
5. Envelope (please mention Bid for CANTEEN) with Technical Bid & Financial bid in separate envelope (please mention on envelopes technical/financial Bid)
6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry.
  - a.) Full Name
  - b.) Complete Postal Address:
  - c.) Telephone No.:
  - d.) Fax No.:
  - e.) Mobile No.:
  - f.) E-mail:
  - g.) Website Address:
7. Rates of inclusive of GST

SIGNATURE OF BIDDER