



TENDER
FOR
CANTEEN SERVICES AT
DEPARTMENT OF TRANSPORT

No: CT/Store/Parivahan Bhawan
e-Governance Society Transport Department
Department of Transport,
Government of Himachal Pradesh

Tender Date:	8.12.2015
Last Date and Time for submission:	19.12.2015 upto 1.00 PM
Date and Time of Opening of bids:	19.12.2015 at 3.00PM

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SHORT TENDER NOTICE FOR CANTEEN CATERING

The office of Department of Transport, Himachal Pradesh, invites sealed tenders from reputed agencies for providing Canteen facility at its premises which can be inspected by the bidders on any working day.

The duly filled tender document must reach the office of Director, Department of Transport, and Himachal Pradesh on or before 19.12.2015 upto 1.00 PM.

Tender document can be downloaded from the department's website **himachal.nic.in/transport** or can be had from the office on any working day.

Sd/-

Chief Executive Officer,
E Governance Society,
Transport Deptt. Himachal
Pradesh.

Dated: 8.12.2015

No.CT/Store/Parivahan Bhawan-
Copy to:-

1. The Programmer, Transport Department to upload the tender document on the website of Transport Department immediately.
2. Notice Board, Transport Department, HP.
3. Notice Board, DC office, Shimla-1.
4. Notice Board, Municipal Corporaton, Shimla.

Sd/-

Chief Executive Officer,
E Governance Society,
Transport Deptt. Himachal
Pradesh

Terms and Conditions:-

1. Bidding Process

The bidding agency/company/cooperative should have good experience of running a Canteen of approximately 50 to 70 employees / students or proven capability of providing similar services in the past. It should be noted that the staff involved would be properly dressed and shall be well trained in hygiene in all respect.

The bidder should submit **Technical Bid and Price Bid in separate sealed covers.**

- (i) Technical Bid shall contain information regarding Business turnover, experience and other details of the firm to judge the suitability of the caterer for Canteen and canteen facilities
- (ii) Price bid shall contain details of menu, quality, brand of standard products to be served, price of the items etc. for a full day menu etc. It would also contain details of the persons and their number to be deployed.
 - The monthly rent be quoted in Indian Rupee in both figures and words in legible hand writing or duly typed. The contractor shall be decided on highest Bid of rent offered on per month basis.
 - The rates shown in enclosed annexure are inclusive of all Taxes and the contractor shall be responsible to bear and remit all applicable taxes to the concerned authorities well in time.
 - The contractor shall also be responsible to pay the Electricity charges, water charges or any other Municipal taxes as charged/ levied by the concerned authorities from time to time.
- (iii) The Technical bid will be opened on 19.12.2015 at 3.00PM in the office of the Director, Department Transport, Himachal Pradesh, in the presence of the tenderers present at that time. Price bids of only those bidders will be opened whose technical bids are found suitable and qualify the eligibility criteria of the tender.

The contract will be awarded initially for a period of one year to the successful bidder. This period may be extended on satisfactory performance for two more year after a review. The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/-

In the event of bidder backing out before the actual award or execution of agreement, Department of Transport, Himachal Pradesh will have right to forfeit the earnest money

in full. Department of Transport, Himachal Pradesh reserves the right to reject some or all the applications without assigning any reasons whatever. General Instructions to tenderers:

2. Eligibility Criteria

1. The applicant should have been in the catering business for a minimum period of one year.

2 One similar completed work (preferably should be in Government office / academic Institute) having not less than 50 persons for 12 months.

The experience certificate issued by previous client must be enclosed with the technical bid.

3. Earnest Money Deposit:

The tenderer shall deposit Earnest Money of Rs. 5,000/- (Rupees Five Thousand only) and another separate demand draft of Rs. 100/ (Rupees one Hundred only) towards non-refundable tender fee by way of demand draft drawn in favour of Chief Executive Officer, e-Governance Society, Transport Department, Himachal Pradesh. The earnest money deposit will be refunded to the tenderers whose offers have not been accepted within 90 days of opening of tenders.

4. Scope of Work:

The service provider is expected to provide the following services:

- a) Cooking and serving meals, tea, coffee on demand (Snacks and Lunch).
- b) Managing and control of stocks and inventories.
- c) Providing utensils and food items etc.;
- d) Cleaning of utensils, kitchen and serving items;
- e) Cleaning of cooking, dinning and auxiliary areas;
- f) No bottled water to be served. Water from RO system should be provided for drinking purpose. RO will be provided by the Transport Department.
- g) Security of the equipment, utensils and other items in the Canteen.
- h) Maintenance of the equipment in the kitchen and dining area;
- i) Deployment and supervision of required man power for the above mentioned tasks, workers are liable to periodical health checkup.
- j) Menu including the cost and the quantity of the food items to be served should be decided by mutual understanding between vendor and Department of

Transport, Himachal Pradesh authority/ committee.

- k) Quality services should be maintained and rate of meal decided by constituted committee.
- l) For cooking only commercial gas cylinder should be used, no use of coal or other method. (Use of any electric appliances for cooking purpose shall not be allowed). Charges for electricity and water use, shall be as per actuals using sub-meters.
- m) Rate of any new item, apart from the menu listed by Department of Transport, will have to get approved from Transport Department.
- n) Any packaged consumable should not be sold on more than MRP.
- o) Canteen services should be operational from 10AM to 6PM on all working days of Himachal Government.
- p) Selling of unwholesome products like cigarettes, beedis etc. is not permissible.
- q) Necessary Furniture shall have to be provided by the Contractor himself which shall be approved by the committee of the transport department.
- r) Approved tenderer shall have to provide following in canteen in addition to all facilities:-
 - Food oven having adequate capacity.
 - All steel shelves for keeping various items of snacks, bakery products, all types of fruit juices etc.
 - Adequate tables and good quality chairs.
 - All related canteen utensils.

5. General Term and Conditions:

- The contact period will be initially for a period of One year which can be extended for another two years on yearly basis keeping in view the performance of the contractor.
- Electricity charges and Water Charges of the canteen will be paid by the service provider, as per actuals.
- Commercial Gas and expenditure on Gas will be bear by the service provider.
- Selected Service provider has to deposit the Security amount of Rs.5,000/- in the shape of FDR duly pledged in favor of CEO, E governance Society Transport Department which is refundable after the contract period got over.
- Items served in the canteen should be purely vegetarian.
- The approved contractor shall not be at liberty to use the premises so allotted to him /her for any other purpose than the CANTEEN. No other type of business including advertisement on the walls shall be allowed.
- The approved contractor shall have to undertake the work of the maintenance of the canteen himself/herself with prior approval of Member Secretary, e governance society Transport Department. This will also include distempering, painting (once a year).
- The list of the approved rates of various items should be displayed at the main counter of the Canteen.

- The rates of the items shall be approved for a period of one year in 1st phase and no increase shall be allowed within the said period.
- It shall be the responsibility of the contractor to obtain the food handling license from the competent authority and will be responsible for any legal action under the food adulteration act if any.
- The employee of the canteen will be engaged by the contractor at his cost and risk.
- The canteen premises should not be used for any other purpose and shall not be sublet to any other person.
- Cleanliness work surrounding the areas of the canteen will be the responsibility of the contractor.
- In the event of violation of any conditions of the contract by the contractor, the contract will be cancelled and Security money deposited shall be forfeited.
- All statutory obligation and commitments such as EPF, Service tax, Vat, Minimum wages under labour Act and working hours etc. shall be the responsibility of contractor and E Governance Society and Transport department shall not own any responsibility in this regard.
- Undersigned reserves the right to accept or reject any or all the tenders without assigning any reasons or forfeit the security deposit and also initiate legal proceedings for realization of Govt. dues if any.

6. Mandatory menu Items:

Along with other items, following items should be included in the canteen menu:

S.No	Item	Quantity	Price
1	Tea	60 ml	Rs. 7
2	Coffee	60 ml	Rs. 10
3	Samosa / Break Pakoda	1 pc	Rs. 7
4	Maggi	1 packet	Rs.15
5	Veg. Noodles	1 plate	Rs. 20
6	Half Thali (Dal, Rice)	-	Rs. 20
7	Full Thali (Dal, Sabzi, Rice, Raita/Curd, 3 Roti)	-	Rs. 40

*Rate and Quantity of any other item to be sold by the canteen should be approved by the Committee of Transport Department.

7. Formation of Committee:

A committee will be formed which will include 3 members from Department of Transport to conduct periodical inspection.

Sd/-
Chief Executive Officer,
E Governance Society,

Financial Bid Format:

Head	Amount in figures (Rs.)	Amount in words (Rs.)
Total Rental (including Maintenance) of the Canteen (excluding Water and Electricity charges-which will be on actual) per month		