

TENDER NOTICE



OFFICE OF THE COMMISSIONER OF CGST & CENTRAL EXCISE: RAIGAD
COMMISSIONERATE: KENDRIYA UTPAD SHULK BHAWAN, PLOT NO.1,
SECTOR -17, KHANDESHWAR, NAVI MUMBAI – 410 206.

F.NO.C.EX./Raigad/HQ/PRO/CANTEEN

Date : . 12. 2017

NOTICE INVITING TENDER

Sub:- Tender Notice for outsourcing the services of canteen in the Office of the Commissioner of CGST & CEX. Raigad Commissionerate located at Kendriya Utpad Shulk Bhavan, Khandeshwar, Navi Mumbai, 410206 – Reg.

Tender documents may be viewed/downloaded from official web site www.cbec.gov.in of the Govt. of India. The online bids may be submitted/uploaded only in the official website www.cbec.gov.in as per the schedule as given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Date of Publication	18.12.2017
Bid Submission End Date	08.01.2018
Bid Opening Date	09.01.2018 (at 15.00 (PM.)

2, Tenders are invited in two bid system (Technical Bid and Financial Bid separately) from reputed Firms/Agencies/Companies for running the existing canteen at the office premises of CGST & Central Excise, Raigad Commissionerate situated at Kendriya Utpad Shulk Bhavan, Plot No. 1, Sector -17, Khandeshwar, Navi Mumbai, 410206 to cater approximately 250 employees initially for a period of one year extendable for two more years, on half yearly/yearly basis based on quality of service by the firm.

3. The available infrastructure for canteen is as under:-

(a) A canteen room having area 500 square feet approximately with electricity and running water supply will be provided by the office.

(b) Furniture such as table, bench, counter table, fan etc. will be made available by the office.

(c) A well equipped kitchen with water cooler with purifier, mixer grinder, juicer, sandwich maker, dosa bhatti, toaster, utensils, grocery containers and crockery etc will be provided by the office.

4. The Contractor should fulfill the following terms and conditions:-

- (i) The firm should be registered with relevant authorities like GST, Income Tax etc. (Attested copies of documents in this regard to be enclosed)
- (ii) The firm should have annual turnover of more than 3 lakhs for each of the last three years (Attested copies of Income Tax Returns to be enclosed).
- (iii) The firm should have two years experience of providing canteen services to any Government organizations/PSU/Private organizations etc. (Attested copies of satisfactory performance Certificates from authorized person of firm/agency & work orders to be enclosed).

5. Sealed bid quotations have to be submitted along with the Earnest Money Deposit (EMD) of Rs.15,000/- in favour of Commissioner , CGST & CEX, Raigad to the office of the Joint Commissioner (P&V), CGST & CEX. Raigad, Kendriya Utpad Shulk Bhawan, Plot No.1, Sector-17, Khandeshwar, Navi Mumbai.

6. This office reserves the right to reject any or all the quotations received from the vendors, without assigning any reasons for the same. No correspondence will be made with unsuccessful bidders.

(Sanjay Kumar)
Joint Commissioner (P&V)
CGST & CEX. Raigad.

Copy to:-

- 1) Notice Board
- 2) The Superintendent (Computer Cell), CGST & CEX. Raigad.

Terms & Conditions for providing canteen services in the premises of CGST & Central Excise Raigad Commissionerate, “Kendriya Utpad Shulk Bhavan” Plot No 1, Sector-17, Khandeshwar, Navi Mumbai-410206.

1. The contractor should possess license as per Food Safety and Standards Act, 2006.
2. The contractor should have at least experience of two years of operating such canteen, catering and food services satisfactorily in at least any establishments of Ministries/departments of Govt. of India/Central Public Sector Undertakings/Nationalized Banks/State Government Departments/Private organizations. 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 Mumbai/ Navi Mumbai.
5. The contract will be awarded initially for a period of one year which may be extended up to 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 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 penal actions may be taken as per extant laws.
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. 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 shall not be responsible in any way. Whenever necessary the contractor should insured by insurance. The insurance cost shall be borne by the contractor.

11. All expenses pertaining to their employee/worker shall be borne by the contractor. They shall not have any right or claim with Department with respect to employment or pay & perks.
12. ~~25. The caterer shall not employ any workers whose track record is not good. He should not have involved in any crime/offence/police case.~~
14. The caterer is required to maintain the details of all his employees/workers.
15. 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.
16. The eatables will be served in neat and clean utensils and the cafeteria staff will be in proper uniform.
17. The contractor is required to provide catering services in Rooms of senior functionaries, Conference Room, Committee Room and on credit basis and raise bills to the Administration for payment in subsequent month as per procedure laid down by the Department.
17. 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.
18. 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.
19. 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.
20. The canteen shall open for catering during office hours from Monday to Friday from 9.00 AM to 6.30 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, Sunday and other Govt. Holidays unless specifically told to open by the Department.
21. 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.
22. 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.
23. The Department will provide the basic kitchen and related materials (including utensils/Crockery)/ facilities to the service provider. The Contractor will have to utilize their own equipment and utensils (other than available office facilities

/materials /utensils). The expenses on LPG for the canteen services will be borne by canteen operators/contractors.

24. 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.
25. 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.
25. It shall be the sole responsibility of the contractor to obtain and keep ready necessary license/permissions from various government bodies and/or Municipal body 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.
26. The caterer should execute an agreement in the non-judicial stamp incorporating the various terms and condition.
28. In case eatables of expiry dates as mentioned by the manufacturer are sold by the Licensee, a penalty of Rs.500/- will be imposed for each default.
26. The Contractor would be required to use ISI/Agmark/Food grade products.
27. 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 will be done)
 - (b) Snacks-30% (averaging of rates of all items will be done)
 - (c) Tea/Coffee . 20% -do-
 - (d) Sweets . 10% -do-
28. Storage /consumption of any alcoholic drink/liquor is strictly prohibited. The canteen shall not serve any such substances /drinking the canteen. Smoking consuming tobacco etc are also prohibited in the canteen premises.
29. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner, Central Excise and Customs, Raigad Commissionerate shall final and binding.
30. This office reserves the right to accept or reject any tender, even the lowest one without assigning any reason thereof. Further, this office reserves the right to scrap the entire tender which is consistent with respect to canteen services by this office.
31. This office reserves the right to amend, rectify, alter or relax any conditions, mentioned above for this tender, without assigning any reasons.

(Satish V. Shitole)
Asst. Commissioner(L&B)
Central Excise, Raigad

F.NO.C.EX./Raigad/HQ/PRO/CANTEEN
Navi Mumbai, the June 2017

TECHNICAL BID

The following documents are to be furnished by the Service Provider along with Technical Bid as per tender documents.

1. Scanned and attested copies of EMD in shape of Pay Order / DD No
dated
For Rs. 10,000/- drawn on (name of Bank) In favour of Commissioner of Central Excise Raigad payable at Panvel. Hard copy of original documents in respect of Earnest Money Deposit (E.M.D) must be delivered to the Assisstant Commissioner (P& V) Central Excise Raigad Commissionerate , 3rd Floor, Kendriya Utpad Shulk, Plot No.01, Sector-17, Khandeshwar, New Panvel (West), Navi Mumbai-410206 on or before bid opening date/time as mentioned in critical date sheet. Tender shall likely to be liable for non submission of original payments documents/instrument against the submitted bid.
2. Scanned and attested copies of different registration nos. issued by the Govt. of Maharashtra/Municipal Corporation, Central Govt., VAT and Services Tax, etc. as applicable.
3. Scanned and attested copies of minimum of 2 years experience as on 31.03.2017 of runningcanteen in Govt. Institutions/Departments/Ministries/Private organizations.
4. Scanned and attested of Turnover: Minimum Annual Turnover of **Rs. 3 lakh** during previous two Financial Years, alongwith copies of Balance Sheet or Trading A/c for 2 years duly verified by Chartered Accountant.
5. Scanned and attested experience certificate of minimum two years as on 31.03.2017 in the name of the firm providing canteen services to two establishments.
6. Scanned and attested Copies of PAN No. in the name of proprietor or firm.

N.B.

1. Each documents is also to be signed by the Bidder in addition to attestation.

TENDER FORM

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

PROFESSIONAL DETAILS (Provide All supporting documents)				
Sl.No.	Type of Experience	Ministries/ Deptt of GOI / EPSU/ Nationalised Bank/ State Govt. Deptt/private organizations		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

Annexure I (Page 1)
FINANCIAL BID
LIST OF ITEMS ALONG WITH RATE

ITEM	Quantity (Gms/Mls)	Rate	ITEM	Quantity (Gms/Mls)	Rate
LUNCH ITEMS			LUNCH BHAJI ITEMS		
VEG THALI (Rice Roti,,Dal,Sabji, Raita,Salad)	600		ALU SIMLA	150	
VEG SPL. LUNCH(Rice Roti,,Dal,Sabji+ Special Sabji like paneer/rajma, Raita,Salad, Sweets)	750		ALU FLOWER	150	
VEG BIRYANI	400		BHENDIL DRY BHAJI	150	
VEG PULAV	400		GOBI BHAJI	150	
JEERA RICE	400		ALU METHI	150	
MASALA RICE	400		MIX VEG BHAJI	150	
GREEN PIECE PULAV	400		PAV-BHAJI (2 PAV)	225	
TAVA PULAV	400		PURI BHAJI	225	
LEMON RICE	400		DAL RICE WITH PAPAD	250	
PALAK RICE	400		PANEER MASALA	150	
VEG FRIED RICE	400		SPL. BHAJI ITEMS		
NON-VEG ITEMS			CHANA MASALA	150	
CHICKEN BIRYANI	400		ALU MUTTER	150	
EGG BIRYANI	400		CHAWALI MASALA	150	
CHICKEN MASALA	150		BHENDI MASALA	150	
EGG MASALA	150		VEG KHURMA	150	
OMLET SINGLE	1egg		ALU PALAK	150	
OMLET DOUBLE	2 egg		SANDWICH ITEMS		
EGG BHURJI SINGLE	1 egg		VEG SANDWICH	2 slices	
EGG BHURJI DOUBLE	2 egg		VEG TOAST SANDWICH	2 slices	
SNACKS ITEMS			BREAD BUTTER	2 slices	
MASALA DOSA	200		TOAST BUTTER	2 slices	
SADA DOSA	150		JAM BREAD	2 slices	
TOMOTO OMLET	200		SWEETS		
MASALA UTTAPA	200		GULAB JAMUN (2Pc)	2Pc	
MENDU WADA SAMBAR	100		JEELEBI (4 NOS)	4 nos	
BATATA WADA	100		SABUDANA KHIR	100	
IDLI SAMBAR	125		GAJAR KA HALWA	100	
MISAL PAV	125		SOFT DRINKS		
PUNJABI SAMOSA	75		LASSI	200	
UPMA	150		BUTTER MILK	200	
CHANA POHA	150		DAHI	200	
RAGADA PATTICE	150		FRESH LIME JUICE	200	

SABUDANA KHICHDI	150		TEA/COFFEE	
BREAD PAKODA	150		SPECIAL TEA	200
VEG CUTLET	150		NORMAL TEA(HALF)	100
ONION BHAJIYA	150		NORMAL TEA (FULL)	200
GOBI PAKODA	150		COFFEE(HOT/COLD)	200

Annexure I (Page 2)

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: _____

NOTE:-

1. Financial Bid will be considered only if Technical Bid is accepted by the competent Authority.

