



**OFFICE OF THE COMMISSIONER
OF CGST & CENTRAL EXCISE, PALGHAR GST BHAVAN: PLOT NO. C-
24: SECTOR-E: BANDRA KURLA COMPLEX, BANDRA (EAST):
MUMBAI-400 051.**

TENDER NOTICE FOR CANTEEN

Sealed quotations in format Annexure-A, B & C are invited from the reputed and qualified Caterers / Contractors for running of the office canteen at the 5th floor of GST Bhavan, Plot No. C-24, Sector E, Bandra Kurla Complex, Bandra (E), Mumbai-400051 with the parameters as under:-

1. REQUIREMENTS

A reputed contractor having sufficient experience for providing canteen/catering services to a Govt. sector/PSUs/Educational Institutions/ Private Institutions of repute is eligible to apply, for providing services of Breakfast, Lunch, Snacks, Beverages etc. to officers and staff of this office as per Annexure- 'A'. Preference will be given to qualified and experienced contractors.

2. FACILITIES PROVIDED BY DEPARTMENT

The Canteen premises comprise of area of 400 Sq. ft approx. along with kitchen facilities, space for cooking and dining facilities. Furniture, free electricity (only for running electrical gadgets like fridge, mixer etc. and not for cooking purpose) and water shall also be provided by the department. However, raw materials, food articles, cooking fuel, cleaning/washing materials/ tool and man power shall have to be arranged by the contractor at his/their own cost, without causing any damage to the Govt. property in the building.

3. REQUIREMENTS FROM CONTRACTOR

- i. The contractor shall procure food articles and vegetables of good quality to the satisfaction of the Canteen committee. The Canteen committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the specified brand.
- ii. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and the stale food is not recycled.

Stale food shall be removed from the Canteen premises as soon as possible. Un-refrigerated cooked food, not consumed within six hours in summer months and ten hours in winter months, shall be deemed to be stale and unfit for human consumption.

- iii. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the employees.
- iv. The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking again.
- v. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
- vi. The contractor shall pay special attention to maintain the canteen in a neat and tidy condition at all times. For this purpose, the canteen shall be cleaned thoroughly after each meal regularly.
- vii. The contractor shall ensure that only hot and fresh food is served to the employees. Complaint, if any, in this regard shall be dealt with severity, which may include termination of the contract.
- viii. The contractor shall ensure that sufficient man power is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of canteen assets and premises.
- ix. The contractor should supply the items at the rates mentioned in the rate list **Annexed-B**. The same rate list should also be displayed in canteen at a prominent place along with menu.
- x. The canteen committee reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
- xi. The contractor will ensure neat and clean clothes and aprons used by his/her employees handling food at all times. Every employee so appointed by the contractor shall wear the prescribed uniform. The said uniforms shall be provided by the contractor at his own cost.
- xii. The contractor will be solely and exclusively responsible to adhere to and meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority.
- xiii. The contractor shall ensure that police verification of personnel employed by him has been done.
- xiv. The contractor should serve Tea, Coffee & food items at the respective tables/floors to the officers through their authorized persons.
- xv. Any increase in the rates during the contract period shall be affected with the due consent of the canteen committee. For this the contractor will bring the increase in rate, in the notice of canteen committee in writing justifying the increase. The decision of the canteen committee will be binding on the contractor.
- xvi. In case of any quotations of odd figure, the contractor shall be responsible to arrange the change and under any circumstances they will not detain any portion of money of the staff on the ground of non-availability of change particularly small amount. This should particularly be adhered to by the contractor.

1. Two Bids System

Sealed tenders in two bid system i.e. Technical Bid (**Annexure-A**) & Financial Bid (**Annexure-B**) in separate sealed covers are invited to run the canteen at aforementioned office address for the officials/staff. The period of contract will be initially for one year and extendable on yearly basis subject to a maximum of three years on the basis of satisfactory services, to be decided by canteen committee, at the end of the every year.

The tender details are available on the <http://www.cbec.gov.in>. The bidders can download the tender documents from the website.

The completed tender is required to be submitted along with the E.M.D. of Rs. 10, 000/- (Rupees Ten Thousand Only) in the form of D.D. drawn in favour of “**Commissioner, CGST & Cx., PALGHAR**” payable at “**Mumbai**”. The EMD in the form of DD should be kept with the Technical Bid. **The last date to submit the completed tenders in the Tenders Box available at Reception/Ground Floor, GST Bhavan, Plot No. C-24, Sector-E, Bandra Kurla Complex, Bandra-(E), Mumbai-400051 shall be on or before 02:00 PM on 22.12.2017. Any bid submitted after 2 PM on 22.12.2017 shall not be considered.** The Technical and Financial bids should be kept in a separate sealed covers, with “**Technical Bid**” and “**Financial Bid**” super scribed on the envelop. These two sealed covers may be kept in another big sealed cover along with the tender documents, with “**Tender for Canteen**” subscribed on the envelope. The name and address of the agency/firms must be mentioned on each envelop. **The Technical Bids will be opened on 26.12.2017 at 02:30 PM** in the Conference Room, at the 5th Floor of this building in the presence of the tenderers or their authorized representative. The authorized representatives shall be allowed to participate in the process only upon furnishing the original authorization from the tenderer with proper photo identification. The date for opening of financial Bid will be announced after the evaluation of Technical Bids, on the same day & date, in the presence of the tenderers or their authorized representatives. Tenderers who do not qualify/fulfill the requirement as specified in Technical Bid, their financial bids will not be opened or considered for finalization of award of canteen contract. Their all documents shall be handed over to them under a proper dated receipt. Incomplete tenders and those without proper EMD shall be summarily rejected. There shall be no extension of the deadline for submission of the complete tenders along with EMD and all other required formalities.

(Dr. R. K. VERMA)

ADDITIONAL COMMISSIONER

Copy to,

1. Notice Board
2. The AC/DC (Comp), CGST & Central Excise, Palghar Commissionerate for placing this notice on department's website.

Technical Bid (Annexure-A)

(Technical Bid should be kept in separate sealed cover super scribing “Technical Bid” on it).

The Technical bid should be evaluated on following parameters:

Eligibility criteria for the Canteen Contractor

A reputed Contractor having sufficient experience for providing canteen/catering services to a Govt. Sector/PSUs/Educational Institutions/ Private Institutions etc.

Sr. NO	Descriptions	To be filled by the Bidder
1	Name of the Tenderer	
2	Please specify as to whether Tenderer is sole Proprietor/Pvt. Ltd./Partnership Firm (Name of the partner should be specified in this case).	
3	Details of Tender Cost i.e. E.M.D	Rupees Draft No. Issuing Bank

- 4 Details of experience (please attach copies of experience certificates issued by the client only). Please note copies work and award letter will not be considered as experience.

Sr. No	Period		Organization/Agency	Copies of experience Certificate attached Yes/No)
	From	To		
1				
2				
3				

Signature of the
Tenderer & Date.

Name of the Tenderer.....
And Contact No's.....

Financial Bid (Annexure-B)

(Keep this Financial Bid in separate sealed envelope)

Name of Work: **To run the office Canteen**

1. Name of the Firm/ (Please indicate whether Proprietor/Partnership Firm/ Company etc) :

I / we have understood completely about these Tender documents and the terms and conditions therein. I agree to sell the eatables and packaged snacks/water on the rates mentioned in the tender or on the packaging. I / We have also understood that I / We have to maintain quality of eatable.

Quote Rate for following items (Annexure-A)

MENU

a) Breakfast (Daily - Any one item)

Shira, Upma, Poha, BatataVada (2 Nos.),
Misal, IdliSambharChatani (2 Nos.)MeduVadaSambharChatani (2 Nos)
PuriBhaji, SabudanaKhichdi, SabudanaVada, DahiVada, Omlete Bread.

b) Lunch (Thali Limited)

Vegetarian (Daily)

Two Vegetables (One dry & one with gravy), Dal or Curry, Two Chapatis,
Two VatiRice,CurdVati, One Sweet, Salad/Raita, Papad, Pickle/Chatani

Non-Vegetarian (Wednesday /Friday)

One Vegetable, Fish/Chicken/Egg/Mutton Curry or Masala
Fried Fish or Chicken/Mutton Dry, Dal or Curry, Two Chapatis, Two Vati
Rice, Salad/Raita, Papad, Pickle/Chatani

c) Evening Snacks (Daily- Any One Item) (After 4.00 Pm)

Samosa (2 Nos), BatataVada (2 Nos), Veg. Sandwich,
Butter Toast, Jam Bread, KothimbirVadi, Mix Pakoda
Bread Pakoda,Omlete Bread, Masala/Mysore/RavaDosa etc.

Separate rates for following should be quoted:- (for full Cup as well as Half
Cup along with Qty in ML for Tea & Coffee)

Dip Tea, Tea, Coffee, Nescafe, Milk, Butter Milk, Branded Mineral Water,
Branded Biscuits, Branded Namkins / Farsans, Branded Soft Drinks,
Sweet, DahiVati, Papad, Salad

Signature of the
Tenderer & Date.

Name of the Tenderer.....
And Contact Nos.....