### NOTICE INVITING TENDER

***Earnest Money Deposit: Rs.50,000- (Rupees Fifty Thousand only)***

***Tender Document Cost: Rs.500/- (Rupees Five Hundred only)***

**GENERAL:-**

 Office of the State Project Director, Haryana School Shiksha Pariyojna Parishad Panchkula invites sealed bids under two bid system from registered and authorized firms/agencies for running a canteen & catering service on 4th floor, Shiksha Sadan, Sector 5, Panchkula.

Sealed bidding documents (Technical Bid and Financial Bid along with EMD) duly filled in as per the instructions of the Tender document should be addressed to the State Project Director, Haryana School Shiksha Pariyojna Parishad Panchkula latest by **11.00 A.M. on 15 March,2017**.

The sealed bidding documents should be delivered in this office by the stipulated date and time. Tender Documents may be collected from the State Project Director, Haryana School Shiksha Pariyojna Parishad, Shiksha Sadan, Sector 5, Panchkula on payment of Tender cost of Rs.500/(Rupees Five Hundred only) through Bank Draft/Pay order in favour of State Project Director, Haryana School Shiksha Pariyojna Parishad, Panchkula on any working day between 3.00 P.M. to 5.00 P.M.

The tender documents may also be downloaded from this office website <http://www.hsspp.in>. Those bidders who wish to download the tender documents from the office website should furnish the Tender cost of Rs.500/-(Rupees Five Hundred only) through Bank Draft/Pay Order along with the bidding documents and EMD.

The Technical bids shall be opened on **15 March, 2017 at 1500 Hours** by the committee constituted by the State Project Director, Haryana, School Shiksha Pariyojna Parishad, Panchkula in the presence of such bidders who may wish to be present. The financial

bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.

The competent authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the office of the State Project Director, Haryana School Shiksha Pariyojna Parishad Panchkula shall be final and binding.

 **State Project Director**

 **HSSPP, Shiksha Sadan**

 **Sector 5, Panchkula**

***Date:***

**LETTER OF BID**

To

 State Project Director,

 Haryana School Shiksha Pariyojna Parishad,

 3rd & 4th Floor, Shiksha Sadan,

 Sector 5, Panchkula.

**Ref: Notice Invite for running a canteen & Catering Service on 4th floor, Shiksha Sadan, Sector 5, Panchkula.**

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for running a canteen/catering service on 4th floor, Shiksha Sadan, Sector 5, Panchkula
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
5. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attached a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

*(To be printed on Bidder’s letterhead)*

#### BIDDER’S PROFILE

#### General :

1. Name of the firm………………………………………………………………………………………….

* 1. Name of the authorized person submitting the Bid “Shri/ Smt………………………………………..

…………………………………………………………………………………………………………….

* 1. Designation of the authorized person submitting the Bid………………………………………………..

4. Address of the firm ..........................................................................................................

................................................................................................................

................................................................................................................

 5. Tel no. with STD code (O)…...........………..……(Fax)……….......…………..(R)…..……............…….

1. Mobile No. of the person submitting the Bid..…………………………………………………………..

7. Registration & incorporation particulars of the firm:

1. Private Limited
2. Public Limited
3. Any other – Please specify……………………….

8. Name of Director(s)………………….…………………………………………………………………..…..

9. Email ID of Director (s)……………………………………………………………………………………...

10. Mobile Number of Director (s)………………………………………………………………………………

1. Bidder’s bank, its address and current account number ............……………………………………

 ……………………………………………

1. Permanent Income Tax number, Income Tax circle .………...................………………………

**(Please attach copies of income tax return for last three year)**…………………………………

13. Service Tax Number……………………………………………………………………………………

**(Please attach copies of Service Tax Registration Number)**

14. TIN Number………………………………………………………………………………………………

15. Particulars of EMD

1. Demand Draft / Bank Guarantee No………………………………..………………………….
2. Date………………………………..……………………………………………………………
3. Name of Bank………………………………..…………………………………………………

iv) Address of Bank………………………………..……………………………………………….

16. Particulars of Tender Fee

i) Demand Draft No. …………………………….………………………………..………………

ii) Date. …………….…………………………….………………………………..………………

iii) Name of Bank….. …………………………….………………………………..………………

iv Address of Bank. ..…………………………….………………………………..………………

**UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the office of the State Project Director, Haryana School Shiksha Pariyojna Parishad Shiksha Sadan, Sector -5, Panchkula to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to run a canteen/catering service as per the directions given in the tender document/contract agreement.

**Place: Date:**

Signature of Bidder/Authorized signatory....................................... Name of the Bidder..........................................................................

Seal of the Bidder

**TENDER FORM**

Tender No. :**04/1/2016-17/HSSPP**

Tender Fee: Rs.500/-

Last date for submission: 11:00 Hrs. 15.03.2017

**Sub:- Contract for running of Canteen in Shiksha Sadan, Sector-5, Panchkula**

 State Project Director School Shiksha Pariyojna Parishad intends to invite sealed tenders for the running of Office Canteen on 4th Floor, Block-C of Shiksha Sadan building at Sector 5, Panchkula for the one year.

 Interested parties with minimum 02 years experience in Govt./Semi Govt. or private organization may submit their bids for running canteen for one year. The food & beverages to be provided / served in the Canteen are as per **Annexure-I.**

***TERMS & CONDITIONS:***

1. The Contractor will be responsible for compliance of all statutory laws.

2. The Contractor will display the rate list in the canteen premises.

1. The Contractor will have to make his own arrangements for transportation of raw material, food items, cooking accessories etc. to the canteen.
2. The Contractor shall assess for himself the likely requirement of tea, lunch, snacks etc. required for each day. No assurance can be given for the minimum amount of consumption on account of lunch, tea or snacks etc.
3. The Contractor shall use only reputed brands for the various eatables/Beverage for example tea leaves of Brooke Bond, Tata Tea, Taj Mahal, Refined oil (Fortune/Ginni oil), Spices (MDH, Everest Brand), Rice (Branded only), Tata Salt, ISI mark, Powdered sugar will not be used.
4. No person below 18 years of age shall be employed by the contractor for work in the Canteen.
5. No kerosene oil/coal shall be used by the contractor in the canteen premises will use connections (Commercial) for cooking purpose.
6. The contractor as well as his workers will not be allowed to stay in Shiksha Sadan during night.
7. Earnest Money of Rs. 50,000/- will be deposited by the Contractor in the shape of demand draft in favour of State Project Director, HSSPP, Panchkula payable at Panchkula/Chandigarh on any

scheduled Bank which will be refunded to unsuccessful bidders after signing the agreement with the lowest bidder.

1. The successful bidder shall sign the agreement within 15 days from the date of allotment and the EMD amounting to Rs. 50,000/- deposited will be retained as Security Deposit. Failing to sign the agreement in the allotted period, the EMD deposited shall be forfeited and the contract will be offered to the next lowest bidder.
2. The agreement shall be valid initially for a period of one year and it may be extended further for another one year. The powers of State Project Director will be final in this case.
3. The price quoted by the lowest bidder i.e. L-1 will be made part of agreement and will be valid for one year. After one year the rates will be fixed after mutual agreement for the extended period of contract. The contractor will supply only such items specifically approved by the management. However, more items can be included in the menu with prior approval of the Management at a later stage.
4. The contractor will be responsible for providing all food items mentioned in Annexure-I. During running of Canteen, for any additional items, which the contractor intends to supply, the weight/quantity of such items should be specified while quoting the proposed sale price of such item. The rates will be finalized by the committee constituted for the purpose.
5. Following facilities will be provided free of cost by the Parishad and contractor will be responsible for proper handling and safe custody:-
* Kitchen and Store
* Water Supply
* Electricity and Power Connection
* Furniture (Tables or Chairs)
* Crockery & Cutlery
* Cooking utensils
1. In case of any food poisoning/Contamination the contractor will be held fully responsible and he will bear all the expenses caused due to food poisoning/ contamination to any person/persons.
2. The Contractor will employ adequate number of staff in order to maintain efficiency to standard desired by Parishad.
3. All persons engaged by the contractor shall be the Contractor's own employees and they will claim no privileges from Parishad. The Contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behavior.
4. The Contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness and will also ensure that waiters on duty are in proper uniform with name plates. The Contractor will also ensure that neat and clean uniforms are provided to his staff.
5. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, etc. in the kitchen as well as the canteen hall. The Parishad will not provide any cleaning materials/dusters, etc. for the same.
6. Very high standards of hygiene and cleanliness shall be observed in the running of engaged by Contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse. The disposal of waste shall be done by Contractor at his own cost to the dumping yard of Huda/Municipal Corporation daily. Nothing extra on this account shall be paid.
7. The Canteen shall be opened for catering from 8 AM to 7 PM on all working days. However, the Canteen will remain closed on Saturday and Sundays and other holidays unless specifically told by Parishad administration. In case the Canteen is to be opened on holidays and kept open beyond office hours, Parishad has option to direct the Contractor to do so and permission to do so would be specific.
8. Parishad shall have the right to search the Contractor's employees at any time while going out of the office premises and there shall be no grievance expressed/felt on this account either by Contractor or his employees.
9. The Contractor will have to furnish the statement showing the names and wages of all the employees engaged for Parishad Canteen. Any addition/deletion must be communicated to Parishad.
10. Parishad nominees reserve the right to take samples of the edibles/raw material from the canteen for the purpose of inspection and testing with a view to maintain the quality. Such samples will hover be drawn by authorized person/persons.
11. The Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.
12. The Contractor shall not sublet or assign the license or use the space provided for running the canteen for purposes other than running a canteen and shall not allow anybody to reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the canteen. Contractor shall not be permitted to make any structural additions and alterations in the canteen without written sanction of the State Project Director, Haryana School Shiksha Pariyojna Parishad, Panchkula.

27. The Contractor shall be responsible for all damages or losses to Parishad property by the Contractor or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or war and tear or such as caused by an act God.

28. Parishad will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the Contractor in the Canteen premises including kitchen and other rooms.

1. For termination for this agreement two months notice will be required from either side in writing. The Contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by Parishad and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provided, from time to time and the decision of State Project Director, Haryana School Shiksha Pariyojna Parishad shall be final and binding upon the Contractor. The Contractor shall be free to remove without any damage to the Parishad property the articles that might have been brought by the Contractor.
2. The Contractor has a bare permission only to run the canteen in the Parishad premises during the Contract period and nothing contained in this document shall be construed as demise in law of the said Parishad premises or any part thereof and shall not give any legal title or interest to the Contractor.
3. Contractor should provide firms PAN Number issued by Income Tax Department with his quote or within 30(thirty) days of award of contract. No payment will be released without submission of PAN number. All taxed will be recovered from the payment as per tax provision invogue.
4. No Kerosene oil or Coal shall be used by the contractor in the canteen premises. All cooking shall be done on LPG.
5. The price quoted in Price Schedule (Financial Bid) will be fixed and valid for the contract period.
6. The items/facilities as mentioned at **Annexure- II & III** shall be provided by the Client to the contractor for utilization in the canteen on client’s premises free of cost.
7. A canteen management committee will be nominated by the Parishad to inspect and ensure hygiene and proper services in the canteen.
8. ***In case of deficiency in quality of service and hygiene is noted by the committee due to failure of contractor, the Parishad can impose a fine of Rs. 1000/- at first instance and subsequent lapse a fine of Rs 2500/- and for third instance a fine of Rs. 5000/- shall be imposed. If the lapse is repeated for the fourth time the bank guarantee shall be forfeited and the contract shall be terminated.***
9. The contractor shall indemnify the client against all losses, damages, compensation etc. under the provision of Haryana shops and essential act or modification if any and other law, issue relating or made herein under from time to time.

**INSPECTION**

 Inspection of the material supplied can be done at any time by the committee as may be authorized by State Project Director.

**DISPUTES**

In case of any dispute regarding the contract the same shall be referred to SPD/HSSPP whose decision shall be final and binding on both the parties.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Authorized Officer**

**(Sign. of the Tenderer)**

**Complete Address**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel. Phone No. \_\_\_\_\_\_\_\_\_**

 **ANNEXURE-I**

FOOD/BEVERAGES ITEMS TO BE PROVIDED IN THE CANTEEN

|  |  |  |
| --- | --- | --- |
| **Sr.No** | **Item / Beverages** | **Remarks** |
| a | Tea Brewed |  |
| b | Dip Tea |  |
| c  | Samosa |  |
| d | Bread Pakoda |  |
| e | Filter Coffee |  |
| f | Coffee Espresso |  |
| g | Cold coffee |  |
| h | Berfi Khoya  |  |
| i | Berfi Besan  |  |
| j | Resgula/Gulaab Jaamun |  |
| k | Kachori |  |
| l | Peeni |  |
| m | Mathi |  |
| n | Patties |  |
| o | Hot dog/Burger |  |
| p | Omlette |  |
| q | Veg Sandwich |  |
| r | Veg Soup |  |
| s | Tomato Soup |  |
| t | Fresh fruit |  |
| u | Lassi Mithi |  |
| v | Lassi Namkeen |  |
| w | Cold Drinks |  |
| x | Readymade snacks |  |
| y | Breakfast |  |
| z | Lunch |  |

Annexure-II

 **KITCHEN APPLIANCES & COOKING UTENCILS BEING PROVIDED BY THE CLIENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. no** | **Items** | **Unit** | **Quantity** | **Remarks** |
| a | Kitchen with cabinets  | No’s | 01 |  |
| b | Hot case  | No’s | 01 |  |
| c | Store Room | No’s | 02 |  |
| d | Dustbin large vitrified  | No’s | 01 |  |
| e | Jumbo Crate(plastic) | No’s | 08 |  |

**Annexure-III**

**CROCKERY, CUTTLERY AND COOKING ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Particular** | **Qty.** | **Remarks** |
| **CROCKERY ITEMS** |
|  |  |  |  |
| **(i)** |  **Cup Saucer VIP** | **60** |  |
| **(ii)** | **Cup Saucer** | **100** |  |
| **(iii)** | **Tea Pot** | **01** |  |
| **(iv)** | **Glass Tumbler** | **100** |  |
| **(v)** | **Full Plate VIP** | **100** |  |
| **(vi)** | **Quarter Plate VIP** | **72** |  |
| **(vii)** | **Bowl VIP** | **60** |  |
| **(viii)** | **Jug Heavy** | **06** |  |
| **(ix)** | **Desert Spoon** | **100** |  |
| **(x)** | **Tea Container** | **20** |  |
| **(xi)** | **Tray (ISI)** | **20** |  |
| **(xii)** | **Thali** | **100** |  |
| **(xiii)** | **Service Spoon** | **12** |  |
| **(xiv)** | **Rice Spoon** | **04** |  |
| **(xv)** | **Rice Paltra** | **04** |  |
| **(xvi)** | **Rice stainer** | **02** |  |
| **(xvii)** | **Storage Bin** | **07** |  |
| **(xviii)** | **Cruet Set** | **12** |  |
| **(xix)** | **Pickles Container** | **12** |  |
| **(xx)** | **Sauces Container** | **12** |  |
| **(xxi)** | **Buffee Set** | **05** |  |
| **(xxii)** | **Hot plate chapatti mild steel 2’x4’x30”** | **01** |  |
| **(i)** | **Slicer** | **02** |  |
| **(ii)** | **Potato peeler Machine** | **01** |  |
| **(iii)** | **Desert Knife** | **60** |  |
| **(iv)** | **Desert fork** | **100** |  |
| **(v)** | **Knife Set** | **01** |  |
| **(i)** | **Gas bank of 3 cylinder with Cage** | **01** |  |
| **(ii)** | **Gas Range of 2 burner** | **01** |  |
| **(iii)** | **Gas Range of 1 burner** | **01** |  |
| **(iv)** | **Tea pan** | **02** |  |
| **(v)** | **Fry pan** | **04** |  |
| **(vi)** | **Pressure Cooker 10 Litre** | **01** |  |

**Cont……**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Particular** | **Qty.** | **Remarks** |
| **(vii)** | **Pressure Cooker 20/22 Litre** | **01** |  |
| **(viii)** | **Deep Fryer table top electric wellian** | **01** |  |
| **(ix)(a)** | **Mixer Grinder(Branded)** |  |  |
| **(b)** | **Laddle S/steel wential 6 nos.**  | **08** |  |
| **(x)** | **Daugh kneeding machine capacity 10-20 Kg** | **01** |  |
| **(xi)** | **Brain marie S/steel body with 5 fwd cms. Of size 13”x10.5”x6”** | **01** |  |
| **(xii)** | **Microwave Oven 27 Ltr. LG / Samsung** | **01** |  |
| **(xiii)** | **Induction cooking machine (branded)** | **01** |  |
| **(xiv)** | **Wight Machine 100 Kg** | **01** |  |
| **(xv)** | **Karhai** | **02** |  |
| **(xvi)** | **Bagona 25 Ltr.** | **06** |  |
| **(xvii)** | **Idli Maker 50** | **01** |  |
| **(i)** | **Dust Bin** | **3 or 4** |  |
| **(ii)** | **Hood Chimney** | **06** |  |
| **(iii)** | **Duct per sheet** | **11** |  |
| **(iv)** | **Deep Fridge standing S.S. with Fridge** | **01** |  |
| **(v)** | **Exhaust Fan** | **02** |  |
| **(vi)** | **Canteen Chair(919)** | **32** |  |
| **(vii)** | **Canteen Table(948) size 4’x2’** | **06** |  |

**PRICE SCHEDULE**

**QUOTE YOUR PRICE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No** | **Items** | **Rate per Unit** | **Remarks** |
| (i) | 1. Tea per cup\*
2. Tea per cup\*
 |  | Vending machine served in disposable cups Vending machine served in bone china crockery  |
| (ii) | 1. Dip Tea\*
2. Dip Tea\*
 |  | Served in disposable cups Served in bone china crockery |
| (iii) | Samosa |  |  |
| (iv) | Bread Pakora |  |  |
| (v) | Coffee simple |  |  |
| (vi) | Coffee Espresso |  |  |
| (vii) | Cold coffee |  |  |
| (viii) | Burfi Khoya ( 50 gm) |  |  |
| (ix) | Burfi Besan (50 gm) |  |  |
| (x) | Rasgula/Gulaab Jaamun |  |  |
| (xi) | Kachori |  |  |
| (xii) | Peeni |  |  |
| (xiii) | Mathi |  |  |
| (xiv) | Patties |  |  |
| (xv) | Hot dog/Burger |  |  |
| (xvi) | Omelette\* |  | 2 Eggs + 2 Slices+ Souce |
| (xvii) | Cholley Bhathuray |  |  |
| (xviii) | Aloo Puri |  |  |
| (xix) | Masala Dosa |  |  |
| (xx) | Plain Dosa |  |  |
| (xxi) | Idli Samber |  |  |
| (xxii) | Veg Sandwich |  |  |
| (xxiii) | Veg Soup (150 ml) |  |  |
| (xxiv) | Tomato Soup (150 ml) |  |  |
| (xxv) | Fresh fruit Juice (250 ml) |  |  |
| (xxvi) | Lassi Mithi (200 ml) |  |  |
| (xxvii) | Lassi Namkeen (200 ml) |  |  |
| (xxviii) | Cold Drinks\* |  | \*Coke, Pepsi, Sprite , Limca etc. |
| (xxix) | Readymade Snacks\* |  | \*Chips, Kurkere, Peanuts etc. |
| (xxx) | Dahi/Curd (150 gm) |  |  |