

DIRECTORATE OF MUSHROOM RESEARCH
(Indian Council of Agricultural Research)
Chambaghat, Solan- 173 213 (H.P.)

| | |
|--|-----------|
| Date of receiving application/tender:- | 16.9.2013 |
| Date of opening of tender:- | 17.9.2013 |
| Cost of Tender document | ₹. 500.00 |

Sealed Tenders on the prescribed forms are hereby invited on behalf of the Secretary, ICAR, New Delhi by the undersigned from the approved/experienced Contractors for Canteen services to be carried out at this Directorate for a period one year from the date of award.

The contractor(s) may attach cost of tender document **₹ 500/-** in form of Demand Draft in favour of ICAR- UNIT-NRCM payable at Solan only and same will be **non refundable**. EMD of **₹ 10,000/-** in form of DD in favour of ICAR- UNIT-NRCM payable at Solan should also be attached with the tender and same will be refundable. The incomplete tender in any respect i.e., without EMD and without Tender fees will be rejected. The Director, DMR, Solan reserves the right to reject any or all tender(s) without assigning any reasons. Detailed Tender Documents/term & conditions of the contract can be downloaded from our official website i.e., www.nrcmushroom.org

Sd/-

Director

TENDER FOR CANTEEN SERVICES AT DMR CAMPUS CHABAGHAT SOLAN-173213(HP)

INTRODUCTION

Staff canteen exists in the premises of the DMR Building, Chambaghat. This tender is invited for the Canteen services for the staff and authorized visitors in the DMR including visitors of Guest House & Hostel of DMR Chambaghat.

The day-to-day working of the canteen will be watched by an Canteen Advisory Committee duly constituted by the institute for this purpose.

SCOPE

The Contractor is required to supply tea, coffee, lunch and snacks etc. to nearly 50 employees of the DMR. In addition to the regular employees of the of the DMR as explained above, the canteen will also cater to the needs of the authorized visitors to the Directorate for official work as well as to the guests staying in the Guest House & Hstel including participants in academic, technical and production programmers organized by the Directorate from time to time. Tea, Coffee, Snacks, Cold Drinks and lunch shall also be supplied for meetings or other purposes, whenever and wherever required in the premises.

Signature of the tenderer

TENDER FORM FOR RUNNING CANTEEN

To

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

Subject: Tender for running Canteen in DMR complex at Chambaghat, Solan

Sir,

I am submitting herewith the Tender for providing Canteen services in the DMR building on Contract basis as per details given below:-

1. Name of the tenderer
2. Address
3. Registration/Licence No.
(Attested Photostat copy
Of licence issued by the attached)
4. Sales Tax No. (Attested photocopy of Sales Tax Certificate should be attached)
5. Year of Establishment
6. Details of Contracts executed till date.
(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof).

| Sr. No. | Nature of contacts | Period | Govt./Semi govt./Private Organizations |
|---------|--------------------|--------|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

7.

| Sr. No. | Present Contracts in hand | Period | Govt./Semi govt./Private Organizations |
|---------|---------------------------|--------|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

PAN Card No..... (Copy of the Income Tax Return filed in for the previous year may be enclosed)

8. Earnest Money Deposit : DD No. dated..... for
₹..... Drawn from (Bank).

Certified that all the terms and conditions mentioned in the Tender form are acceptable to me/us.

Dated:

Signature of the tenderer

With stamp

Annexure II

List of Beverages and snacks

| Sr. No. | Item | Quantity with weight etc. | Weightage in percentage | Rate for DMR Staff | Rates for Visitors/trainees. | Remarks if any |
|---------|----------------------------------|---|-------------------------|--------------------|------------------------------|----------------|
| 1 | Hot Coffee | Per cup | 2% | | | |
| 2 | Hot tea | Per cup | 10% | | | |
| 3 | Lemon Tea | Per cup | 2% | | | |
| 4 | Bread and butter | 2 pcs | 3% | | | |
| 5 | Parantha Plan with pickle | 1 pcs. | 10% | | | |
| 6 | Parantha stuffed with pickle | 1 pcs | 5% | | | |
| 7 | Bread and butter | 2 Pcs. (2 Slices Big+Butter tereon) | 5% | | | |
| 8 | Bread Pakora | Per piece | 5% | | | |
| 9 | Samosa with souce | Per piece | 5% | | | |
| 10 | Half rice plate with dal | Half per plate | 10% | | | |
| 11 | Full Rice plate with dal & subzi | Full per plate | 20% | | | |
| 12 | Puri/Chapattis | 4 pcs. With Chholley/Vegetable | 2% | | | |
| 13 | Chholley/Bathure | 2 pcs. In a plate | 3% | | | |
| 14 | Full Lunch (Thali System) | 4 puris/Chapattis, Rice, Vegetables, Raita, Dal Sweet and Salad | 18% | | | |

Note:- The preference will be given to those contractor whose overall rates found lowest and also keeping in view the quality and standard on the basis of their present and past experience.

A. WORKING LUNCH FOR OFFICIAL MEETING ETC.

Rates to be quoted by the tenderer

1. One dish of paneer _____
2. One Vegetable _____
3. Channa/Dal _____
4. Raita/Curd _____
5. Pullao/Rice _____
6. Salad _____
7. Puree/Chapati _____
8. Sweet _____
9. Pappad _____

Total:- per special lunch (₹. _____)
(₹. _____ only)

B. PACKET LUCH (Veg.)

1. Four pieces of Vegetable
Sandwich with butter _____
2. One vegetable (Cutlet) _____
3. One Sweet piece
(Burffi/Gulab Jamun) _____
4. Potato Waffers _____
5. One Banana _____

Total per packet lunch (₹. _____)

Signature of Tenderer
With stamp

Terms & Conditions for Canteen Service on Contract

1. The applicant should have experience of running the canteen in a Govt./Semi Govt./ reputed Private organization. Suitable documentary evidence to be submitted along with the application.
2. The office shall provide free water for drinking and washing of the utensils and free electricity for general illumination, refrigeration and aeration of the kitchen / canteen/ store but no electricity will be permitted for cooking.
3. The office will provide suitable space for kitchen & eating within the office campus.
4. Canteen shall be meant for serving refreshments, snacks, tea, meals etc. and such other items and at such prices, as may be settled between the contractor and the officer authority. Besides, the contractor shall also provide tea/snacks/food arrangement for the various office meetings/ function on mutually agreed rates.
5. The services of the staff canteen will be at the disposal of the staff of this office including officers, staff, etc. and bona fide visitors. The users of the canteen shall be paying for the services directly to the contractor.
6. The staff canteen will run on all working days (Monday to Saturday from 08:00 AM to 09:00 PM) and shall remain open during such days/hours as may be decided by the office.
7. The contractor selected for canteen services, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the good.
8. The personnel appointed by the contractor must have proper and clean uniform for their identification. The personnel so appointed should have the basic knowledge of personal hygiene and safe & clean methods of food handling.
9. The quality of the raw materials to be used for preparation of food in the staff canteen should be of highest standard and fresh.
10. The fuel to be used for cooking will only be LPG and shall be arranged by the contractor.
11. The contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food and disposal of garbage and left over food. The services in the various sections of the office are mandatory.
12. The contractor should keep the staff canteen complex clean. If, at any point the Canteen & it's premises are found to be unclean, the contractor shall be held responsible and action deemed fit shall be taken by the competent authority.
13. The contractor shall bear all the expenses for running the canteen and the office shall not in any manner be liable for any damage caused due to incidents like theft, burn, fire electric shock or bear any compensation for damage or injury or injury caused to its workers during discharging their duties.
14. The contractor shall not be entitled to use the accommodation allotted by the office for any other purpose or business other than staff canteen.
15. The contractor shall not use the name of this office in business dealing with other persons or traders.
16. The contractor must possess the requisite valid license issued by the competent authority for carrying out the business and shall be responsible for complying all laws pertaining to the services in question as well as those pertaining to employment of persons under him.
17. The persons associated with preparation and distribution of food will be required to undergo periodicals medical checkups to rule out the possibilities of communicable disease/infection diseases and anybody found suffering from such has to be kept out of engagement till he/she is fully recovered.
18. The list of personnel deployed for food preparation, handing and serving have to be intimated to the authority from time to time.

19. There shall be no compromise on the quality of food supplied by the contractor and if any such incidence or food adulteration is found, action deemed fit, including termination of the contract/black listing of the firm/forfeiting of the security money shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
20. In case of failing to fulfill any of the obligations of the contract at any time during the contract period, action deemed fit including termination of the contract/black listing of the firm/forfeiting of the security money shall be taken against the contractor.
21. The contractor will be responsible for complying with payment of minimum wages (State or Central whichever is higher) and other social security benefits including prescribed number of leave/ holidays and prescribed hours of work Schedule as per Labour Laws in force from time to time to its employees deployed in the office, all laws related to Social Security (ESI & P.F. etc.), Service Tax wherever applicable & other labour legislations, pollution control and such statutory orders from time to time as regards to treatment & disposal of garbage, and the contractor will be liable for any consequences resulting from violation of any such rule/provision.
22. The contractor will be responsible for such conduct of the persons engaged by him in the office, which will be conducive for maintaining the harmonious atmosphere in the office and will be responsible for any act commission & omission of such persons. The police verification of all the engaged persons shall be mandatory.
23. The contractor while submitting their application shall enclose photocopy of experience, trade license essential for carrying out the activities under reference or any other document in support of the activity related to running the canteen.
24. The list of various eatables to be served along with the rates also need to be enclosed with the applications and the approved list to be displayed in the canteen.
25. The Department committee will call all the applications to verify the genuineness of the proposals and the capability of the applicant in providing quality food and service at competitive price.
26. The contractor has to deposit a licence fee of ₹. 500/-- per month for running the canteen in the office premises . The Contractor shall also deposit an amount of ₹. 10,000/- as Security money in favour of Director, DMR Chambaghat Solan.
27. The contract , if awarded, will be initially for one year from the date of Award of contract subject to continuance satisfactory performance and on failure on this aspect the office reserve the right to terminate the contract. The period of one year can be extended for further period at the discretion of the Director DMR.
28. The office campus is a NO SMOING ZONE hence sale and use of tobacco is prohibited.

(Accepted)
Signature of Tenderer