



**M.P. POLICE HOUSING & INFRASTRUCTURE
DEVELOPMENT CORPORATION LIMITED
(MPPH&IDCL)**

BHOPAL,

Bhadbhada Road, Bhopal 462002

Website: www.policehousing.mp.gov.in

**Tender for Rent of space for running of
Canteen**

Time Schedule:

Bid calling date	10/12/2020
Bid Document fee (Non refundable)	Rs. 5,000/- (By way of DD from any Scheduled Bank in favor of Project Engineer, Sagar-Division, MPPH&IDCL, Bhopal, payable at Bhopal)
Last date for submission of bids along with required documents	21/12/2020 up to 05:00 PM
Pre-qualification & Technical Bid opening date/time	22/12/2020
Price Bid opening date/time	After approval of Technical bid
Contact person	Project Engineer, Sagar-Division, MPPH&IDCL, Bhopal.
Reference No	NIT ---14---/PESagar/2020 Dated: 08.12.2020

CONTENTS

Description	Page No.
Newspaper advertisement	3
Time Schedule	4 - 13
Declaration by the bidder	14
Financial Bid Statement	15
Sample Menu/Price List	16
Bid letter form	17
Bidder Information Sheet	18
List of Major Customers	19
Check List	20

For any clarification and further details on the above tender, please contact Telephone No:9425601593 during office hours.

News paper advertisement

Tender Notice



**M.P. POLICE HOUSING & INFRASTRUCTURE
DEVELOPMENT CORPORATION LIMITED,
SAGAR-DIVISION
BHOPAL (M.P.)-462002, Ph:9425601593**

Sealed Tenders are invited from interested and eligible bidders for running of Canteen, in the premises of MPPH&IDCL Bhadbhada road Bhopal on rent basis.

Interested parties can download the tender document from our website from 10/12/2020 onwards. Last date for receipt of Bids along with Bid Processing Fee and EMD as specified in the bid document is 21/12/2020. by 05.00 PM. For further details and documents visit our website www.policehousing.mp.gov.in

Project Engineer
Sagar Division MPPH&IDCL

TENDER SCHEDULE

M.P. Police Housing & Infrastructure Development Corporation Limited is an undertaking of Govt. MPPH&IDCL invites sealed tenders comprising technical bid and price bid from interested and eligible bidders for running of Canteen in the premises of MPPH&IDCL, Bhopal located at Bhadbhada road Bhopal.

SECTION - A

Important Dates

Bid calling date	10/12/2020
Bid closing date/time	21/12/2020
Technical Bid Opening date/time	22/12/2020
Price Bid opening date/time	
After approval of Technical Bid	

SECTION-B

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Bid Document fee (Non Refundable)	Rs. 5,000/- (by way of Demand Draft in favor of “Project Engineer, Sagar-Division MPPH&IDCL, Bhopal”, payable at MPPH&IDCL- Sagar Division, Bhopal from any Scheduled Bank).
EMD	Rs.25,000/- (by way of Demand Draft from any Nationalised /Scheduled Bank payable at MPPH&IDCL- Sagar Division, Bhopal)
Bid Validity Period	90 days from the date of bid closing.
Sanctioning Authority	Managing Director MPPH&IDCL Bhopal
EMD Validity Period	90 days from the date of bid closing
Period for furnishing performance Security	Within 15 days from date of receipt of award
Performance security value	Two months rent
Period for signing the order Acceptance	Within 15 days from date of receipt of notification of award
Payment of Rent	The contractor shall be required to pay the rent monthly in advance.

SECTION-C

1. PREAMBLE:

The Project Engineer, Sagar-Division, M.P. Police Housing & Infrastructure Development Corporation Limited (MPPH&IDCL), Bhopal invites sealed tenders comprising technical bid and price bid from interested and eligible bidders for running Canteen in the premises of MPPH&IDCL, Bhopal located in Bhopal District of Madhya Pradesh State.

2. SCOPE OF WORK:

- a) To run & maintain Canteen in the premises of MPPH&IDCL-Bhopal. The food items to be cooked/ served are Tea, Biscuits, Beverages and Tiffin items, etc.
- b) To run the canteen as per the guidelines given by the MPPH&IDCL, from time to time.
- c) To perform any other service or task incidental to above.

3. PERIOD OF CONTRACT:

The contract period will be for One Year (1 year) from the date of commencement of services (as per the work order), which may be extended further, as decided by the competent authority.

4. EARNEST MONEY DEPOSIT / BID SECURITY DEPOSIT:

- 4.1 The tenders should be accompanied by Earnest Money Deposit (EMD) for **Rs.25,000/-** by way of crossed Demand Draft drawn from any Nationalized/Scheduled Bank in favour of “The Project Engineer, Sagar-Division, MPPH&IDCL, Bhopal” payable at MPPH&IDCL- Sagar Division, Bhopal. The EMD should be in cover A

Tenders received without EMD (which should be in Cover „A“) will be summarily rejected.

Forfeiture of the EMD will be made in the following events:

- 4.1.1 Withdrawal of bid during the bid validity period.
- 4.1.2 In case of successful bidder, if the bidder fails to sign the contract in time or fails to submit performance guarantee within the stipulated time.

5 PERFORMANCE SECURITY:

- 5.1 The successful bidder has to deposit Two Months Rent as performance security deposit in the form of Fixed Deposit (FD)/Demand Draft/Bank Guarantee from any nationalized bank.
- 5.2 The Performance Security Deposit / Bank Guarantee of successful Bidder will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any.
- 5.3 The Performance Security Deposit / Bank Guarantee shall not carry any interest.
- 5.4 After successful completion of the Contract. The security deposit is liable to be forfeited wholly or partially if:-
 - 5.4.1 Any damage is caused to the building/equipments and other installations belonging to the MPPH&IDCL
 - 5.4.2 The bidder declines to render services at the item wise rates agreed upon, due to escalation in prices of raw materials or for any other reasons.
 - 5.4.3 The contractor fails to fulfill any of the terms & conditions of the agreement.

6. ELIGIBILITY CRITERIA:

- 6.1. The applicant shall be an individual/firm/agency of sound financial status.
- 6.2. The bidder should have minimum three (3) years of experience in running a Canteen in a Government organization/ University /PSU.
- 6.3. Performance certificates or recommendations from at least two reputed organizations/educational institutions where they have been providing similar services should be furnished.
- 6.4. Last two years (i.e. 2018-19 & 2019-20) turn over certified by a Chartered Accountant with minimum turnover of **Rs.10.00 Lakh** in each year in catering services is to be enclosed.
- 6.5. Bidder should possess following statutory requirements; [enclose proofs]
 - 6.5.1. PAN Registration
 - 6.5.2. Firm Registration
 - 6.5.3. Labor License
 - 6.5.4. Service TAX Registration
 - 6.5.5. VAT Registration
 - 6.5.6. Food License
 - 6.5.7. EPF Registration
 - 6.5.8. ESI Registration
 - 6.5.9. FSSAI license
- 6.6. List of Present Clientele with contact addresses & telephone numbers.

6.7. Any other details, the contractors want to submit in support of their suitability.

Note: The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid. **The tenders received without the above documents will be rejected.**

7. INSTRUCTIONS TO BIDDERS

The MPHIDCL wishes to identify and engage a competent bidder for running of Canteen in the premises of MPPH&IDCL-Bhopal.

- 7.1. Bidders responding to tender notice shall be deemed to be agreeable to the terms and conditions herein contained. All the terms and conditions laid down in the tender shall be binding on the Bidders.
- 7.2. Tender Form should be filled neatly, legibly and carefully.
- 7.3. Corporation will process the tenders as per Corporation norms & procedures. The Corporation shall not be under any obligation to give any clarification to the contractors/agencies whose bids are rejected.
- 7.4. The tenders shall be opened in the presence of the bidders or their authorized representatives, who will like to be present, on the date and time mentioned in the tender notice/document. In case, the date of opening falls on a holiday declared by the Government, tenders will be opened on the next working day, following the holiday, at the scheduled time.
- 7.5. Authorized signatory should put his/her signatures on all the pages of the tender document. Bids without signatures of authorized signatory will be rejected.
- 7.6. All the columns of the tender document shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures and words. The word "No quotations" should be written across any or all of the items in the schedule for which a bidder does not wish to tender.
- 7.7. No alternation should be made in any of the terms and conditions of the tender or overwriting in the rates.
- 7.8. Bidders are advised to visit the Corporation & see themselves the location of cafeteria/canteen, during the office hours on any working day.
- 7.9. The successful bidders shall be required to execute an agreement with

Corporation on STAMPED PAPER of requisite value.

- 7.10. The Corporation reserves the right to reject/cancel any or all or part of the tender of the bidder, without assigning any reason and shall also not be bound to accept highest tender. The decision of the Corporation shall be final and binding.
- 7.11. The terms and conditions of contract should be returned to this office, duly signed along with the technical bid and with details of items contained in Requirements, otherwise the tender will be ignored.
- 7.12. Tender failing to comply with the terms & conditions mentioned in the tender document would result in the tender being summarily rejected.
- 7.13. Conditional Tenders will not be accepted.
- 7.14. All disputes will be settled with Managing Director MPPH&IDCL.
- 7.15. The bidders should enclose the price list of food items (including tea, milk & coffee, tiffin items etc.), which they intend to supply. MPPH&IDCL has the right to alter/negotiate the rates of the items and to remove the items from the list. During the total period of contract the contractor need to supply only supply those items which are approved by MPPH&IDCL with same prices as approved. This list should be kept in envelope "A"

8. General Terms & Conditions:

- 8.1. Suitable space shall be provided by the MPPH&IDCL. However, in extreme circumstances, MPPH&IDCL has the right to reduce or relocate the space provided.
- 8.2. The successful bidder shall obtain necessary permissions from the Police/Municipal departments etc. at his own cost (if required). Any other statutory permission/approval from an authority shall be the responsibility of the successful bidder at his own cost.
- 8.3. The contractor shall deploy the staff above 18 years only.
- 8.4. The contractor shall take all reasonable precautions to see that the staff while on duty attire themselves in proper uniform approved by the Corporation and are civil, sober and honest in their dealings with the staff and the people in general.
- 8.5. The contractor shall employ in his service, only such persons whose antecedents have been verified and have also been medically examined at his own cost and to the satisfaction of the Corporation.
- 8.6. The employees of the contractor shall not be employees of the Corporation. It is the sole responsibility of the contractor to make payment of wages and to discharge any liability of such employee by way of ESI, Provident Fund, Compensation/ damages etc. In the event of injury or loss of life of any employee of contractor, the Corporation shall not be liable for compensation or

for any claim arising from financial or legal dispute between the contractor and his employees.

- 8.7. The contractor will be under obligation to display prominently the rate list of all items/services available.
- 8.8. The contractor will have to obtain general insurance against risk, fire accident for his belongings etc. for the Cafeteria and his workmen etc.
- 8.9. The contractor shall pay the minimum wages as prescribed by the Ministry of Labour, Govt. of M.P., to the persons engaged by him. Compliance with regard to payment of minimum wages as mentioned above shall be the sole responsibility of the Contractor and any violation or non-compliance shall be viewed very seriously, resulting in penal action as well as termination of the contract, depending on the seriousness of the violation.
- 8.10. Corporation reserves the right to terminate or withdraw the work entrusted to the contractor if the performance of the contractor is not found to be satisfactory. In case of any dispute arising thereof, the decision of the **Managing Director-MPPH&IDCL** shall be final. The contract can be terminated by giving one month notice by either side, without assigning any reason.
- 8.11. Any credit facility extended by Contractors to employees will be at his own cost and risk. The Corporation will not take any responsibility on this account.
- 8.12. Contractor should maintain the premises allotted to him at the highest degree of cleanliness.
- 8.13. The contractor should ensure that there is no short-circuiting, resulting in incidents of fire. There shall be no loose electrical connections and temporary fittings. Emergency fire extinguishers shall be kept at appropriate places of work, which shall be periodically got checked for proper use, by the Corporation.
- 8.14. **Electricity Charges:** Electricity Charges are to be borne by the contractor as per the tariff on time. The Electricity bills are to be paid in the first week of every month along with rent on the basis of separate meter provided.
- 8.15. **Water Charges:** Water charges are to be borne by the contractor as per the tariff on time on the basis of separate meter provided.
- 8.16. **Rent :** The contractor shall be required to provide amount equal to two months rent in advance as performance security deposit and advance. If the contractor fails to pay the rent of 2 consecutive months, the contract shall be liable to be terminated and the performance security shall be forfeited.

8.17. Terms and conditions regarding Premises:

- 8.17.1. The contractor will not transfer or sublet the contract.
- 8.17.2. The contractor will not make any kind of alternation or modification in the premises, without the permission of Corporation in writing and further he shall have no right to use Corporation property for his employees' personal purpose.
- 8.17.3. Corporation has authority to inspect the leased space at any time without giving any notice to the contractor.
- 8.17.4. The contractor will keep the premises in good, clean and hygienic order and maintain it in its original architectural and aesthetic shape. Any violation in this regard will be seriously viewed.
- 8.17.5. The contractor will not use or permit others to use the premises for the publicity purpose in any shape or form.
- 8.17.6. The contractor will not encroach upon the rights of other contractors, entities running their business in the Corporation premises and maintain cordial relations with other functionaries.
- 8.17.7. MPPH&IDCL has the right to open one or more cafeterias/canteens in the campus.

8.18. Period of Agreement: Subject to other conditions appearing hereinafter, the contract shall be for a period of one year from the date of entering into contract. The contractor shall ensure that the services start operating from that date.

- 8.18.1. Without prejudice to other provisions herein contained, the contract can be terminated by Corporation by giving a prior notice of one month on violation of conditions of contract or on the grounds of default/ deficiency in proper service, proper hygiene and deposit of payments by the contractor. The contract can also be terminated by the contractor with a notice of one month to the Corporation on the grounds of failure of obligations on the part of the Corporation. For operation of this clause, a Consultative Committee of four representatives, one from contractor and three from Corporation shall be constituted which shall meet from time to time and submit their deliberations to the Project Engineer-Sagar Division, MPPH&IDCL.
- 8.18.2. In case of termination of the contract done by the contractor during the contract period in violation of this agreement, or the termination of the same by the Corporation on account of default or otherwise of the

contract, the contract will be re-auctioned for the remaining period by the Corporation and the contractor shall have to pay an amount which would be fixed, as the re- auction charges. He shall also have to compensate the Corporation by the proportionate amount if the contract for the remaining period is awarded at lesser rate than the earlier contract. He shall not remove any of his equipments/Items from the Corporation site, without the permission of the Corporation before full and final adjustment of accounts.

8.19. The eligibility conditions can be relaxed to the deserving and otherwise competent and experienced parties at the discretion of the Corporation.

8.20. The use & sale of alcoholic drinks/intoxicants and tobacco in any form and smoking shall be strictly prohibited.

8.21. The contractors are under the obligation to follow the time-to-time guidelines issued by the Governments, regarding providing of food in the Corporation campus.

8.22. Arbitration:

8.22.1. All disputes between the Corporation and the contractor arising out of this agreement entered into or in relation thereto or regarding the interpretation of any clause, terms and conditions thereof shall be referred to the Managing Director MPPH&IDCL through Project Engineer, Sagar-Division, MPPH&IDCL Bhopal .

8.22.2. The parties and agreement shall be subject to the jurisdiction of MPPH&IDCL, Bhopal.

8.23. All disputes will be settled within the jurisdiction of the Corporation.

8.24. The Contractor shall not collect prices above the MRP. The Contractor shall display the pricelist of all the items available prominently.

8.25. All equipments for preparing, storing, transporting, distributing and serving of all the food items shall be arranged at contractor's cost. Only bare premises shall be provided by the corporation.

8.26. Hygiene in Establishment:

8.26.1. The contractor will maintain the premises at the highest degree of cleanliness.

8.26.2. Propagation of rats and invasion infestation by rodents shall be permanently prevented by the contractor. All openings in floors, walls, ceiling, pipes, cables or conduits shall be properly sealed by fitting collars to prevent rodents and pests.

8.26.3. When pesticides are being used, care shall be exercised to prevent contamination.

- 8.26.4. Spitting, nose cleaning or the use of tobacco, in the area shall be prohibited.
- 8.26.5. The contractor shall provide the Dust Bins around Cafeteria/canteen.
- 8.26.6. The Housekeeping, washing of utensils, disposal of used materials, waste management should be maintained at their own cost, Corporation will not bear any amount. If improper maintenance occurs, the contract will be immediately terminated and the expenses recovered from their deposit.

9. METHOD OF SUBMISSION:

- 9.1 The bidder should submit the supporting papers of eligibility criteria as specified in Clause (6), Bid document signed on all pages by the bidder and Demand Drafts towards EMD and Bid Document Fee in cover „A”. The price list of items as mentioned in clause 7.15 should also be kept in cover “A”.
- 9.2 The Price Bid shall be kept in cover „B”.
- 9.3 Both cover „A” and „B” to be kept in cover „C” and sealed with wax / gum tape. Strict adherence to the formats wherever specified is required. Non-adherence to the formats and / or submission of incomplete information may render the tender invalid and result in rejection of the bid.
- 9.4 Conditional tender will also be summarily rejected.
- 9.5 **The sealed tender must be addressed to the Project Engineer, Sagar-Division, MPPH&IDCL, Bhopal.**
- 9.6 The sealed tenders should be superscripted with “**Tender for running of Cafeteria-cum-canteen**”.
- 9.7 The sealed tenders must be deposited at the Office of Project Engineer, Sagar-Division, M.P. Police Housing & Infra. Dev. Corp. Ltd, Bhadbhada Road, Bhopal-462002.

10. EVALUATION PROCEDURE:

- 10.1 The sealed Tenders will be opened as per the schedule by the Project Engineer, Sagar-Division, MPPH&IDCL, Bhopal or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time.
- 10.2 The Cover – A consisting of the documents related to Eligibility criteria will be opened first. The tenders will be evaluated so as to ascertain the capability of the bidders to provide the material within the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as detailed in Clause 6 above.
- 10.3 The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- 10.4 Cover – B as specified in 9.2 above, consisting of Price Bid of only those bidders, who have fulfilled the eligibility criteria specified in Clause „6”, will be opened. and the envelopes containing the Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender will stand rejected. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the MPPH&IDCL. No further correspondence will be entertained regarding the disqualification.

10.5 The Project Engineer, Sagar-Division, MPPH&IDCL, Bhopal, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Project Engineer, Sagar-Division, MPPH&IDCL, Bhopal, also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Project Engineer, Sagar-Division, MPPH&IDCL, Bhopal is final and binding.

11. DISCLAIMER:

- 11.1. Neither MPPH&IDCL nor its employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender schedule and it is not possible for the MPPH&IDCL to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his or her own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender schedule and obtain independent advice from appropriate sources.
- 11.2. Project Engineer, Sagar-Division, MPPH&IDCL, Bhopal, reserves the right to reject any or all the Bids submitted in response to this tender at any stage without assigning any reasons whatsoever.
- 11.3. Project Engineer, Sagar-Division, MPPH&IDCL, Bhopal, reserves the right to change any or all of the provisions of this tender.

12. REJECTION OF TENDERS:

- 12.1. The Project Engineer, Sagar-Division, MPPH&IDCL, Bhopal reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability as against the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
 - 12.2. No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule shall stand forfeited.
13. For breach of any of the conditions prescribed in the tender or as specified by the MPPH&IDCL from time to time, the EMD/PSD is liable to be forfeited. Decision of the Project Engineer, Sagar-Division, MPPH&IDCL, Bhopal in this regard shall be final and binding on bidder.

REQUIREMENT:

Details of items to be provided in Cafeteria

1. Tea, Biscuits, Snacks, and Tiffin items, etc.
2. Any other item as per requirement with the prior approvals of MPPH&IDCL.
3. For cafeteria Microwave oven, vending machines shall be permitted for warming food item and for distribution and the provision of the above shall be arranged by the contractor at their own cost.
4. The canteen should be installed with exhaust fan in kitchen area at the cost of contractor.
5. No non-recyclable plastic or plastic containers are allowed to be used in the campus.
6. The contractor shall ensure the supply of purified drinking water free of cost.

Declaration by the Bidder

I/We hereby declare that all the terms and conditions of the tender document has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender document and shall comply with them strictly.

Further I/We hereby declare the following:

- a. I/We have never been blacklisted by any institution/department due to any reason.
- b. I/We are ready to get our capabilities inspected by the Officer/Committee of the Corporation, to judge the level of competency for undertaking the work.

If our bid is accepted, we undertake:

- a. Not to object to our disqualification on the basis of above declaration, if found wrong and misrepresented at any point of time during contract.
- b. That the workers deployed will be more than 18 years of age and shall comply with all the statutory requirements.

Place:

Bidder's Signature

Date:

Seal.

Financial Bid

IN COVER „B“

Running of Canteen on rent/lease basis at **MPPH&IDCL,Bhadbhada Road, Bhopal (M.P.)**.

Please quote amounts in numerals and words:

Schedule	Description	Rent per Month (Rs.)
	1	2
Schedule -I	Running of Canteen on rent basis + GST as applicable	Rs. _____ In Words: Rs. _____ _____ _____ _____

Note:1) The bidders who fulfils the eligibility criteria and quotes the highest rent will be awarded the contract.

(Seal & Signature of Bidder)

(on the official letterhead)
SAMPLE MENU/PRICE LIST (Including GST)

IN COVER „B“

S.No.	Item Name	Weight (in Grms/ml)	Quantity (No"s)	Price (Rs.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
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11				
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13				
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29				
30				

Note: The bidder should include the prices of food items (including tea, milk & coffee), which they intend to supply. MPPH&IDCL has the right to alter/negotiate the rates of the items and to remove/add the items from the list. During the total period of contract the contractor need to supply only those items approved by MPPH&IDCL with same prices as approved.

(Seal & Signature of Bidder)

Bid letter form

IN COVER „B“

From:

(Registered name and address of the bidder)

To

The Project Engineer,

Sagar-Division

M.P. Police Housing & Infrastructure Development

Corporation Limited, Bhopal (M.P.)-462002

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to “run the cafeteria/canteen” in the premises of MPPH&IDCL, Bhadbhada Road, Bhopal as the case may be, in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender call dated.....

We undertake to provide the above mentioned services, as assigned to us in conformity with the said bidding documents, for an estimated monthly rent of Rs.+ GST (as applicable) (Total bid amount in figures plus GST as applicable) which may vary in accordance with the schedule of prices attached herewith and coverage options made by MPPH&IDCL or its user organization.

If our bid is accepted, we undertake to:

- a. Run the canteen according to the time schedule specified in the bid document,
- b. Deposit the DD or obtain the performance guarantee from a scheduled bank in accordance with bid requirements for the due performance of the contract,
- c. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and bid, may be accepted any time before the expiration of that period.
- d. We understand that you are not bound to accept the highest or any bid you may receive, nor to give any reason for the rejection of any bid, and that you will not defray any expenses incurred by us in bidding.

Place:

Bidder's Signature

Date:

Seal.

IN COVER „A“

1	Name of the organization				
2	Year of establishment				
3	Complete postal address				
4	Name & Designation of Authorized person				
5	Phone No.				
6	Fax No.				
7	Email				
8	Nature of the firm (Proprietary/partnership/etc...)				
9	Bank Details of the Agency:				
	Bank Name				
	Bank Address				
	Bank Account Number				
	IFSC Code				
10	PAN No. [to be enclosed]				
11	TIN No. [to be enclosed]				
12	EPF Registration No. [to be enclosed]				
13	ESI Registration No. [to be enclosed]				
14	Labour License No. [to be enclosed]				
15	Food License Certificate No.: [to be enclosed]				
16	Bid Document Fee (Non refundable)		Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :		
17	EMD		Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :		
18	Experience Details:				
	S.No.	Period		Organization	Services provided
		From	To		
19	Details of certificates enclosed.				

IN COVER „A“

List of Major Customers (Minimum 02)

S. No	Customer Full Address along with contact details	Year

CHECK LIST

IMPORTANT:

The Bidder must ensure that the following details in the check list are furnished along with the bid document. The bidder must also carefully go through all the contents of the BID Document and any additional information/documents, required more than the items listed in the check list below, also shall have to be furnished. Non-furnishing of any required information/document as per the Tender Document will lead to rejection of the bid. **[IN THE FOLLOWING ORDER ONLY]**

S.No	Particulars	Page Number
1	Bidder Information	
2	Tender Processing Fee of Rs.2000/- (by way of DD from any nationalized/Scheduled Bank).	
3	EMD of Rs.25,000/- per each schedule (from Nationalized/Scheduled Bank)	
4	Check List	
5	Signed copy of Tender Document (each page has to be signed by the bidder)	
6	Proofs of having minimum 3 yrs of experience in running canteen in a Govt. organization/University/PSU/reputed institution/firm widely known.	
7	Performance certificate from at least 2 reputed firms	
8	Proofs of turnover of Rs.10.00 Lakh during each of the last three financial years (i.e.2017-18, 2018-19 & 2019-20) [Chartered Accountant certificate to be enclosed]	
9	Proofs of statutory Registrations: a. PAN b. Firm Registration c. Labour License d. Service Tax Registration e. VAT Registration f. Food License g. EPF Registration h. ESI Registration i. FSSAI license	
10	Bidders declaration	
11	Power of Attorney, wherever applicable	
12	Price list of the food items they intend to supply (include in price bid cover).	
13	List of Present clientele with addresses & Phone numbers	
14	Any other details, the contractors want to submit in support of their suitability.	

NOTE: All pages of the bid documents must be serially numbered and signed.

विषय : कार्पोरेशन मुख्यालय में नवनिर्मित कैंटीन को किराये पर देने हेतु निविदा प्रपत्र का अनुमोदन।

संदर्भ : प्रबंध संचालक महोदय द्वारा प्रदान किये गये निर्देश।

संदर्भित निर्देश परिपालन में मुख्यालय में नवनिर्मित कैंटीन को किराये पर देने हेतु निविदा प्रपत्र तैयार कर आपकी ओर अनुमोदनार्थ संलग्न प्रेषित हैं।

परियोजना यंत्री

अधीक्षण यंत्री