No.D-31016/8/2009-Genl.
Government of India
Ministry of Statistics and Programme Implementation

Sardar Patel Bhavan, Sansad Marg,
New Delhi-110001 Dated the 31.08. 2012.

Subject: - Contract for running canteen in Sardar Patel Bhawan, New Delhi.

1. Patel Bhawan is occupied by 5 Ministries/ Departments of Government of India Canteen is located on 5th floor and is used by staff posted in these Ministries/Departments including visitors visiting these establishments. Canteen operator is required to provide packed lunch/snacks etc. for official meetings beside direct sales of eatables, tea, coffee, lunch, soft drinks, deserts etc. The tenders may be sent to Under Secretary (Genl.), Room No.201, 2nd Floor, Sardar Patel Bhawan, New Delhi-110001 on 25th sep, 2012 by 3.00 PM. The tenders will be opened on the same day at 4.00 PM. Representative of the tendering firms may like to be present at the time of opening of tenders. Technical bid (i.e. eligibility criteria) and financial bid shall be submitted in separate envelops. Financial bids of those vendors shall only be opened who meet eligibility criteria as laid down in tender.

2. Sealed quotations are invited for running the Canteen on following terms and conditions:-
   i. The contractor should be ISO: 9001:2008 certified and possess SQF Certificate for quality of its products.
   ii. The average turnover of the contractor in this sector should not be less than Rs. 50 Crore during each of the financial years 2011-12, 2010-11 and 2009-10.
   iii. The contractor should have experience of operating such canten statsfactorily in at least two establishments of Ministries/Departments of Govt. of India.
   iv. The contractor should have a catering license issued by the Competent Authority.
   v. The contractor would be liable to pay license fee @Rs. 19/- per Sq. ft. per month of carpet area and water charges @Rs. 100/- per month per Tap.
   vi. The following facilities will be provided by the Ministry and the contractor will be responsible for proper handling, safe custody, repair and maintenance and return all the items in good condition on expiry of the contract. Contractor will not claim any reimbursement of expenses on account of repair and maintenance of the following facilities:

      a) Kitchen with store, Manager's room, coupon/cash counter & serving hall
      b) Water supply
      c) Electricity
      d) Intercom facility
      e) Empty Gas Cylinders
      f) Service Counter, Deep Freezer, Hot case, Tea Boiler, Tabels & Chairs, Water boiler, Tandoor, Grinder Machine, Dish Wash Basin set etc.

(Exact details of items/gadgets will be finalized at the time of handing over the canteen to the contractor)

vii. Earnest Money Deposit (EMD) of Rs. 60,000/- (Rupees sixty thousand only) should be submitted along with the tender in the form of Bank Draft/ Pay Order in favor of Pay & Accounts Officer, M/o Statistics & PI, Sardar Patel Bhwan, New Delhi. The successful Tenderer will have to deposit another Rs.1, 40,000/- (totalling a sum of Rs. 2,00,000/-) in the form of bank draft/pay order towards Performance Security which will be released on successful completion of the contract period. EMDs of unsuccessful Tenderers will be returned within one month of opening the tender.

viii. The contractor will ensure that raw materials used for cooking are of very good quality, safe for human consumption and conform to the standards laid down by the Government in this regard. . In the event of any food poisoning / contamination, the contractor will be held fully responsible and will bear all the liabilities arisen due to food poisoning / contamination and other penal actions under the law.

ix. The contractor will ensure proper sanitation / hygienic condition in the premises and deploy persons free from infectious diseases.

x. The contractor will employ adequate number of staff in consultation with Ministry's representatives in order to maintain efficiency and standard of service desired by this Ministry. Present canteen employees may be considered for engagement as per their eligibility in consultation with the Management committee.

xi. 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 Ministry in respect of each staff member.

xii. The eatables will be served in neat and clean utensils and the cafeteria staff will be in proper uniform.

xiii. The prices of the eatables as approved by the Ministry will be displayed at the Counter /Notice Board in the Cafeteria. Tentative list of items to be provided by the contractor are listed in Annexure to this tender. However contractor can add items as per his option.

xiv. The contractor shall also make arrangements for service of tea/coffee, cold drinks, breakfast/ lunch/ dinner etc. for Senior Officers in their Rooms on payment.

xv. The contractor will also supply Lunch/Refreshment/tea etc. on Credit basis and raise the bills to the Administration for payment in subsequent month as per procedure laid down by Ministry.

xvi. The contractor may also be asked to supply the packed/ branded eatable items like Sugar packets / Sugar cubes, Milk Powder, Tea, Juices, Biscuits, Namkeens, Dry fruits etc. on MRP rates on credit basis.

xvii. The Canteen shall be opened for catering during office hours on all working days. The working hours presently are from 9.00 AM to 6.00 P.M. The Canteen may also be required to be opened on Saturdays and Sundays, if considered necessary. However, the canteen will remain closed on Saturdays /Sundays and other Govt. holidays unless specifically told to open by MOSPI administration.

xviii. Room service will be required to be provided by the contractor within a reasonable time at all points in the office and in meeting rooms as and when required during 9.00 AM to 6.00 PM. In the event of failure to supply the approved items, the same will be arranged by the Ministry at the Contractor's risk and cost.

xix. A canteen Management Committee will be nominated by this Ministry to inspect the functioning of Canteen with a view to ensure hygiene and sufficient service. In case of repeated failures or lacunae are noticed by the Committee on the part of the contractor, the Joint Secretary and/or Chairman of the Canteen Management Committee may impose a fine of up to Rs.5000/-.

xx. In case services are found unsatisfactory or breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month notice. The security deposit of Rs. 2, 00,000/- shall also stand forfeited in case of termination of the contract under the clause.

xxi. The payment of electricity consumption of the premises of the canteen, as per sub meter, will be made by the contractor.

xxii. The contractor shall be for two years. However, initially it shall be awarded for one year. The contract may be extended for further period of 1 year on satisfactory performance on same terms and conditions.

xxiii. For premature termination of the agreement, two months' notice shall be required from either side in writing. The contractor shall vacate the premises, if desired by the Ministry and shall handover the same to the Ministry along with all furniture, fittings and other articles as may have been provided. The decision of the Ministry shall be final and binding upon the Contractor.

xxiv. The contractor shall be responsible for all damages or losses to Ministry'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.

xxv. Contractor should provide attested copy of firm's registration Certificate, PAN Number issued by Income tax Department and Service Tax Reg. No. along with attested copies of related documents listed in tender. It shall be the sole responsibility of the contractor to obtain and keep ready necessary licenses/permissions from various government bodies and /or NDMC for running catering services and produce the same before the concerned authority as and when asked for.

(K.R.SHARMA)
UNDER SECRETARY TO THE GOVT. OF INDIA
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PRICE LIST **Annexure-1**

S. No.	NAME OF THE ITEM	UNIT	RATE TO BE CHARGED in round fingers (Rs.)
1.	Lunch Vegetarian (i) One Seasonal dry Veg (ii)Dal/Karhi/Rajma/Chhole/Chana, (iii) Raita/Curd, (iv)Salad (v) Papad (vi) Pickle (vii) 3 Chapatis & Rice.	Per Thali	Rs.
2.	Special Lunch Vegetarian (i) Mushroom Muttar/Muttar Paneer/ Malai Kofta (ii) Dal/ Rajma (iii) Raita/Curd (iv) 3 Chapatis (v) Rice (vi) Salad (vii) Papad, Pickle, (viii) Sweet	Per Thali	Rs.
3.	Seasonal Vegetable (150 ml.)	Per Plate	Rs.
4.	Special Vegetable (150 ml.)	Per Plate	Rs.
5.	i Chholey ii Dal iii Rajma iv Karhi v Curd vi Raita vii Chicken Curry viii Mutton Curry ix Egg Curry	Per Plate	Rs.
6.	(i) Dal –Rice (ii) Peas Pulao	Per Plate Per Plate	i Rs ii Rs.
7.	i Espresso Coffee ii Tea Vending Machine iii Tea Bag tea iv Coffee(Vending Machine)	One cup One cup One cup One cup	i Rs. ii Rs. iii Rs. iv Rs.
8.	Cold drinks of different varieties Fruity/Pingo in Tetra Pack Cold Drinks Post mix machine COCA COLA/ LIMCA/FANTA etc.	As per market Rates	Rs.
9.	Biscuit Sweet/Salted of different varieties	As per market Rates	Rs.
10.	i Green Salad ii Soups (Seasonal) iii Papad iv Pickle	Per Plate Per Cup Per Piece Per pouch	i Rs. ii Rs. iii Rs. iv Rs.
11.	i Sweet dish ii Kheer iii Custard iv Pastry vii Ice Cream vi Fruit Cream vii Rasgulla/Gulabjamun	Plate (2 Pc) Plate Plate Per piece As per market rates 150 gms 2 Piece	i Rs. ii Rs. iii Rs. iv Rs. vii Rs. vi Rs. vii Rs.
12.	i Chapati ii Naan iii Parantha iv Puri	One One One One	i Rs. ii Rs. iii Rs. iv Rs.

13.	**Snacks of good quality in the Morning/ Evening :-**			
	I	Aloo Bonda	Per Piece	I Rs.
	ii	Samosa	Per Piece	ii Rs.
	iii	Pakopra	Per Piece	iii Rs.
	iv	Vada	Per Piece	iv Rs.
	V	Idli	Per Piece	v Rs.
	vi	Bread slice with butter	20gms+4 Slice	vi Rs.
	vii	Bread Toast with butter	20gms+4Slice	vii Rs.
	viii	Chholey Bhature	Per plate	viii Rs.
	ix	Chholey Kulche	Per plate	ix Rs.
	X	Veg. Cutlets	Per Piece	x Rs.
	xi	Veg Burger	Per Piece	Xi Rs.
	xii	Egg Pakora	Per Piece	xii Rs.
	xiii	Boiled Egg	Per Piece	xiii Rs.
	xiv	Omlette (1Egg.)	Per Piece	xiv Rs.
	xv	Bread Pakora	Per Piece	Xv Rs.
	xvi	Paneer Pakora	Per Piece	xvi Rs.
	xvii	Masala Dosa	Per piece	xvii Rs.
	xviii	Plain Dosa	Per piece	xviii Rs.
	xix	Veg. Petty		xix Rs.
	xx	Kachori	Per piece	Xx Rs.
	xxi	Sandwich	Per piece	xxi Rs.
	xxii	Cheese sandwich	Per piece	xxii Rs.
	xxiii	Paneer Kulcha	Per piece	xxiii Rs.
	HighTea, Lunch for meetings			
14.	For Tea & Evening Snacks		As per fixed Menu	Rs.
15.	**Tea /Coffee with Biscuits for Meeting**		Per Head	Rs.
16.	**High Tea/Coffee with Snacks for Meeting (Menu details) (i) Samosa/Kachori/Dhokla (ii) Paneer Pakora (iii) sweet**		Per Head	Rs.
17.	**Veg. Lunch/Dinner for meeting (Packed) (Menu details)** (i) Dal Makhani (ii)Shahi Paneer (iii) /Raita (iv)Rice Pulao (v)2 Chapati (vi)Papad (vii) Salad (viii) Sweet.		Per packet	Rs.
18.	**Lunch/Dinner for meeting (Buffet) (Menu details)** (i) Dal Makhani (ii)Shahi Paneer (iii) /Raita (iv)rice Pulao (v)2 Naan/Chapati/ Paraotha (vi)Papad (vii) Salad (viii) Sweet		Per plate	Rs.
19.	**Non Veg**. Lunch/Dinner for meeting (Packed) (Menu details) (i) Butter Chicken/Mutton Curry (ii) Dal Makhani (iii)Raita (iv) Rice Pulao (v) 2Naan/ Chapati/ Paraotha (vi) Papad (vii)Salad (viii)Sweet		Per packet	Rs.
20	**Non Veg**. Lunch/Dinner for meeting **(Buffet)** (Menu details) (i) Butter Chicken/Mutton Curry (ii) Dal Makhani (iii) Raita (iv) Rice Pulao (v) 2 Naan/ Chapati / Paraotha (vi) Papad (vii)Salad (viii) Sweet		Per plate	Rs.
21	Room Service charges if any			Rs.

(Signature of Vender)
With Stamp