

e-file No. 35365/2023/163

Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office
Data Processing Centre

Sankhiyiki Bhawan
Maharishi Valmiki Marg
Delhi-110032
Dt: 23.11.2023

TENDER NOTICE

DPC(Delhi), NSSO, MOSPI invites tenders for running a canteen in Sankhiyiki Bhawan, Maharishi Valmiki Marg, CBD Sahadara, near Karkardooma Court, Delhi 110032 from reputed firms/agencies having minimum three years' experience in this field.

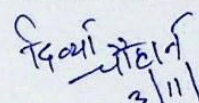
For further details please refer the website of the Ministry www.mospi.gov.in. Last date of submission of bids is **21.12.2023**.

दिवा चौहान
23/11/2023
(Divya Chauhan)
Joint Director &HO

Date: 23.11.2023
Place: Delhi

Tender Timeline

Date of Issue of Tender	24.11.2023
Last Date of Submission of Tender	21.12.2023
Date and time of opening Technical Bid	22.12.2023 at 11:00 hrs.
Date and time of opening Financial Bid	22.12.2023 at 15:00 hrs.
Place of submission of Tender Bids	DDO Room, C Block, 3 rd Floor, Sankkyiki Bhawan, Maharishi Valmiki Marg, CBD Sahadara, near Karkardooma Court, Delhi 110032
Place of opening the Tender	Director Room, B Block, 2 nd Floor, Sankkyiki Bhawan, Maharishi Valmiki Marg, CBD Sahadara, near Karkardooma Court, Delhi 110032

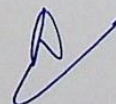

23/11/2023
(Divya Chauhan)
Joint Director & HO

Date: Delhi
Place: 23.11.2023

Sealed tenders are invited under **Two Bid System**, i.e. (**Part-I Technical Bid and Part-II Financial Bid**) from reputed, experienced and financially sound firms/agencies who can provide canteen facilities at Sankhiyiki Bhawan, Maharishi Valmiki Marg, CBD Sahadara, near Karkardooma Court, Delhi 110032 on contract basis for a period of three years from the date of awarding the contract, extendable by one year and by further one year at Sankhiyiki Bhawan, Maharishi Valmiki Marg, CBD Sahadara, near Karkardooma Court, Delhi 110032.

A. Eligibility Criteria

1. Only those contractors/agencies/firms who fulfill the following pre-qualification criteria are eligible for the tender.
 - (i) Minimum 3 years' experience in the field of managing/providing canteen facilities with a minimum turnover of Rs. 2.5 Lakh per year in the last 3 years.
 - (ii) The bidder must be earning profit for last three consecutive years to be supported with requisite Tax Return of the firm.
 - (iii) Tenders should have valid registration with statutory authorities constituted for Labour Welfare and other purposes such as ESI, EPF, PAN, TIN, GST, Service Tax, Trade license, licensing food establishments, etc. duly supported by documentary evidence and certificates of registration.
 - (iv) Tendering firms/companies should have a current account in a scheduled financial bank.
 - (v) Bidder should have a scheduled working address in Delhi/NCR.
 - (vi) Bidder should not have been black-listed by any Central/ State Government Offices and should submit a self-declaration certificate for the same in proper format.
 - (vii) The bidder should not be under liquidation, court receivership or similar proceedings and should not be bankrupt. Bidder should submit an Undertaking to this effect with bid.
2. The Tender document can be downloaded from the CPP portal or from the Ministry's website www.mospi.gov.in. Sealed tenders addressed to JD&HO, DPC(Delhi), NSSO, MOSPI, Sankhiyiki Bhawan, Maharishi Valmiki Marg, CBD Sahadara, near Karkardooma Court, Delhi 110032, shall be submitted in two sealed parts clearly mentioning "Technical Bid" and "Financial Bid" and both to be sent in a sealed single envelope. Full name, postal address, email address and telephone number of the bidder shall be written on the bottom left hand corner of the sealed cover. **The bid has to be submitted not later than 3.00 pm on 21.12.2023 at DDO Room, C Block, 3rd Floor, Sankkyiki Bhawan, Maharishi Valmiki Marg, CBD Sahadara, near Karkardooma Court, Delhi 110032. Bids submitted through any other mode viz. Fax /email etc. will not be accepted.**

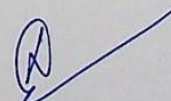


The bidders shall submit duly signed (in each page) all the requisite documents as given in Annexure-I and Annexure-II for qualifying in the technical bidding process and documents as given in Annexure-III for financial bid.

3. Bidder/authorized signatory of the bidder shall sign on each page of the document submitted for bidding.

B. TERMS & CONDITIONS:

1. The intending bidders shall physically visit the site before submitting the bid and familiarize themselves thoroughly with the site conditions, scope of work, terms and conditions of the tender. Non- familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with the specifications. Canteen timings would be 09:00 AM to 06:00 PM during Monday-Friday excluding Gazetted holidays and weekends (Saturday and Sunday).
2. Before submitting the bids, the bidder may go through the terms and conditions specified herein, on which the work will be awarded by the DPC (Delhi), NSSO, MOSPI and required to be executed by the successful Bidder. The Bidders may satisfy themselves as to eligibility and other criteria prescribed therein. No queries or requests for clarifications shall be entertained afterwards in this regard. It may also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the DPC(Delhi), NSSO, MOSPI from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful bidder, or to alter, modify or omit any of the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work being awarded under this Tender.
3. In case of non-compliance of any of the clause/terms, DPC (Delhi), NSSO, MOSPI will have the right to impose penalty at the rate of 10% of the contract value which will be deducted from the performance security or terminate the contract without any notice and this decision shall be final and binding. In case of any dispute, the jurisdiction will be the GNCT of Delhi.
4. Bidder should maintain sufficient staff in canteen and the entire staff employed will be at their own cost and risk. This staff shall work under the overall supervision and directions of the Canteen Management Committee of DPC (Delhi), NSSO, MOSPI or any other officials authorized by the committee.
5. The successful bidder will provide a Non-Judicial stamp paper of Rs. 100/- for preparing the contract agreement.
6. The Earnest Money Deposit (EMD) amounting to Rs. 9,000/- (Rupees Nine Thousand only) has to be deposited with DPC, Delhi, NSSO, MOSPI through demand draft drawn in favour of the PAO, MOSPI, New Delhi along with tender documents, failing which the tender shall not be considered for acceptance and will be out-rightly rejected.



7. The successful bidder shall have to deposit a Performance Security amounting to Rs. 18,000/- (Rupees Eighteen Thousand only) in the form of Bank Guarantee in favour of PAO, MOSPI, New Delhi.
8. The agency shall not engage any sub-contractor or transfer the contract to any other person. The agency should not allow anybody from outside in the canteen.
9. Escalation shall not be granted on any account over the rates quoted in the tender.
10. No alterations or modifications in the premises provided for running the canteen will be carried out by the licensee.
11. **EXPERIENCE:** The Bidder should furnish a proof of his experience of three (3) or more years in this line and requisite Tax Return should be furnished. Sales Tax/Service Tax if any, may also be furnished.
12. **CLEANLINESS OF CANTEEN:** The premises shall always be kept in clean and good hygienic and sanitary condition. The agency/firm shall be responsible for compliance with all Municipal/Labour Laws and other requirements of law as prevalent in the National Capital Territory (NCT) of Delhi. A copy of the license, if any may also be furnished.
13. **EXTENSION OF CONTRACT:** The contract will be for a period of three years from the date of the agreement and the same may extendable by one year and further one year, if the services are found satisfactory. In case the agency closes the canteen at his own within the contract period, his performance security amount will be forfeited.
14. **UTENSILS AND CROCKERY:** Stainless steel utensils and crockery of good standard quality approved by the Canteen Management Committee shall be used in the canteen by the contractor.
15. **FURNITURE AND OTHER CANTEEN ITEMS:** Items of furniture i.e., tables, chairs and other items like tube light, fan, AC in the canteen will be provided by the office. The agency will be responsible for the proper maintenance of furniture, fixtures and other equipments of the canteen. Any damage/improper handling will attract penalty as per the cost of the damage done which will be deducted from the performance security.
16. **FUEL TO BE USED IN KITCHEN:** The agency will use only commercial LPG Gas Cylinder for cooking and preparation of eatables and drinks. Under no circumstances, it will be permitted to use kerosene oil, wood or any other fuels which emits smokes and bad odour.

17. **WATER AND ELECTRICITY:** Water and electricity will be supplied by the office subject to the condition that it will be used only for running the canteen. Electricity will not be used for cooking.
18. **RAW MATERIAL OF FOOD:** Materials of good quality only will be used and Canteen Management Committee will have the right to examine the provisions used and satisfy themselves with the quantity/quality. The decision of the Canteen Management Committee of DPC (Delhi), NSSO, MOSPI or any Officer authorized by it in this regard shall be final and binding on the agency/firm. Agency will also make satisfactory arrangements for room service for officers.
19. **QUALITY OF FOOD:** Food should of good quality and hygienic. Strict adherence to rates/weight of the Menu items (Annexure-I) should be followed. Any deviation from the above will attract penalty at the rate of 10% of contract value which will be deducted from the performance security.
20. **STAFF HYGIENE:** All the staff in Canteen should be in proper uniform with identity card issued by the agency. Also copy of identity card of employees of the agency should be submitted to DPC (Delhi).
21. **RATES OF ARTICLES:** The rates are quoted for the basic items required in the Canteen as given in Annexure-I. Other than the mandatory food list the firm/agency is at a liberty to sell other items to the officials/staff and support staffs of Sankhiyiki Bhawan at the rate decided by them in consultation with Canteen Management Committee of DPC Delhi. Packaged food will be served within MRP only. The agency will supply food in the premises of the Sankhiyiki Bhawan on cash basis and the office (DPC (Delhi), NSSO, MOSPI) and Canteen Management Committee shall not be liable for any amount due on account of material sold to anyone on credit basis.
22. The firm will also supply lunch/refreshment/tea etc., on credit basis and raise the bills to the administration for payment in the same or subsequent month as per procedure laid down by the Ministry/DOPT.
23. **NORMAL HOUR OF SERVICES:** This shall be regulated as per working hours of the offices.
24. **LICENCE:** The agency shall obtain such permits and license as may be required under any law in force for the time being for its business and shall be liable for any of its employee's action/misbehavior resulting in any damages/losses or injury of any type to the people and property of this office.

C. TERMINATION OF CONTRACT:

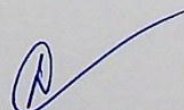
1. DPC(Delhi), NSSO, MOSPI may terminate the license at any time without any notice in the event of breach of any of the terms and conditions as mentioned in this Tender Document.
2. The contract can be terminated by giving one month's clear notice by DPC (Delhi), NSSO, MOSPI in case the services of the contractor are not found satisfactory and the performance security deposit will be forfeited.
3. In order to ensure the quality of food and service, DPC (Delhi) is not bound to award the contract to a firm which has quoted at the highest rates.

D. CRITERIA FOR EVALUATION

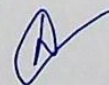
1. In the first stage, **the Technical Bids will be opened at 11:00 hrs on 22.12.2023 at the aforesaid address.** The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Subsequently, the selected Technical bids will be evaluated as per the methodology given in the Tender document. Decision in this regard will be at the sole discretion of Tender Evaluation & Disposal Committee (TEDC) /at DPC(Delhi), NSSO, MOSPI.
2. **The Financial Bid of only those bidders, who have been shortlisted in first stage will be opened at 15:00 hrs on 22.12.2023 at the aforesaid address.**
3. No deviations/ conditions shall be stipulated by the bidder in either Technical or Financial Bids. **Conditional tenders will not be accepted and will be summarily rejected.**
4. Tenders received after the prescribed time and date will not be considered. Tenders not submitted as per the guidelines stated above are liable for rejection. Decision in this regard will be the sole discretion of DPC (Delhi).
5. Bidder has to give Monthly License Fee to the office (payable on monthly basis) and in this context annexure 3 is to be furnished for Financial Bid.
6. **The basis of selection of successful bidder would be H-1 (i.e., the firm/agency who will provide the highest amount of Monthly License Fee to DPC (Delhi), NSSO, MOSPI)**

E. AWARD OF TENDER TO SUCCESSFUL BIDDER

1. It shall be noted that required documents as mentioned in para A(iii) and Annexure-II, checklist of enclosures, have to be submitted for evaluation of tender. Bid received without Original EMD will not be evaluated further and in case of any other deficiency, the technical bid will be rejected and financial bid will not be opened.



2. All the documents produced by the firm will be thoroughly scrutinized by the TEDC Committee at DPC(Delhi), NSSO, MOSPI and in case of any deficiency, the Technical Bid will be rejected and Financial Bid will not be opened.
3. After scrutiny of Technical bids, the TEDC committee will shortlist the eligible bidders who qualify in the Technical evaluation stage and inform them of the date and time of opening of the Financial Bids.
4. The representatives of the bidders willing to attend tender opening process will have to submit a letter of authorization from the bidder to this effect. Bidders/representatives not attending the tender opening process will lose their right to challenge the process at a subsequent stage.
5. The Financial Bid price of each bidder shall be read out on the spot
6. The basis of selection of successful bidder would be H-1 (i.e., the firm/agency who will provide the highest amount of Monthly License Fee to DPC (Delhi), NSSO, MOSPI.
7. The successful bidder shall have to deposit a Performance Security amounting to Rs. 18,000/- (Rupees Eighteen Thousand only) in the form of Bank Guarantee in favour of PAO, MOSPI, New Delhi.

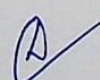


Annexure -I

List of Item for Canteen Along with Weight

Sl.No.	ITEM	WEIGHT	RATE (Rs.)
1.	Tea ordinary	80 ml	7.00
2.	Tea ordinary	150 ml	10.00
3.	Tea Special (Coffee Day) All variants	150 ml	15.00
4.	Coffee (Coffee Day) all Variants	130 ml	15.00
5.	Paneer Pakora (Standard Size)	50-70 gm	20.00
6.	Samosa/Mix Pakoda	50-80 gm	10.00
7.	Bread Pakora	70-80 gm	15.00
8.	Dhokla	1 piece	10.00
9.	Chhole Bhature	2 pieces	50.00
10.	Masala Dosa	Per piece	60.00
11.	Sambar Vada /Idli	Two pieces	50.00
12.	Roti	per piece	05.00
13.	Roti Sabzi (4 roti)	40-50/80-100 gm	40.00
14.	Puri Sabzi	4 puris	30.00
15.	Aloo Paratha/Gobhi Pratha	per piece	20.00
16.	Rice Full Plate with Dal, Sabzi, achar, papad	220-225 gm	50.00
17.	Lunch Thali-Sabzi, Seasonal Dal, Salad Raita, 2 Nan/4 plain tawa Roti or two plain tawa Roti with Rice		70.00
18.	Gulab Jamun Standard Size	per piece	10.00
19.	Egg(Boiled) Egg (Omelet)	Per piece	10.00 15.00
20.	Chowmein	1 plate	50.00
21.	High Tea for Meeting/ Conference Office Lunch (Veg/non-veg)		On credit basis. Menu as decided by the Canteen Management Committee based on the ceiling of MOSPI.

Note: The rates of the above may be changed with the approval of the Canteen Management Committee only.



BID Acceptance Form

Reference: Tender No.....

To,
The Head of Office
DPC (Delhi), NSSO, MOSPI
Sankhyiki Bhawan
Maharishi Valmiki Marg
CBD Sahadara
Delhi-110032

Madam,

Having examined the conditions of contract and specification including all other related documents, the receipt of which is hereby duly acknowledge, we the undersigned, offer to execute the work of canteen facilities at Sankhyiki Bhawan, Maharishi Valmiki Marg, CBD Sahadara, near Karkardooma Court, Delhi 110032 in conformity with the conditions of the contract and specifications.

We undertake, if our bid is accepted, to execute the work in accordance with scope of work, specifications, terms and conditions stipulated in the tender document. We also undertake to abide by the provisions of **Minimum Wages Act, 1948**, in case we are declared as the successful bidder. We also abide by the mode of payment as per terms and conditions of the tender document.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alternation and replacement.

Dated this.....day of.....2023

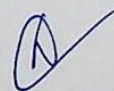
Signature of Authorized signatory.....

In the Capacity of

Duly authorized to sign the Bid for and on behalf of

Witness.....

Address.....



Annexure- II

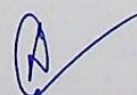
CONTACT DETAILS FORM

GENERAL DETAILS OF BIDDER/ BIDDER FIRM

1	NAME OF THE COMPANY	
2	NAME AND DESIGNATION OF AUTHORIZED REPRESENTATIVE	
3	COMMUNICATION ADDRESS	
4	TELEPHONE AND MOBILE NO.	
5	FAX NO.	
6	E-MAIL ID	

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1	NAME OF THE CONTACT PERSON	
2	DESIGNATION	
3	COMMUNICATION ADDRESS	
4	TELEPHONE NO.	
5	MOBILE NO.	
6	E-MAILID	
7	BANK NAME	



8	BRANCH ADDRESS	
9	ACCOUNT NUMBER	
10	IFSC CODE	

DETAILS OF PREVIOUS CONTRACTS

Period of Contract From - To	Name and Address of the Organization with reference letters	Name of the contact person & PhoneNo.	Value of contract and other Details	Remarks

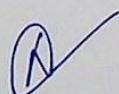
Give details of current contracts, If any, of similar services being rendered by your firm and which will be available for inspection by our officials:

Period of Contract From-To	Name and Address of the Organization with reference letters	Name of the contact person & Phone No.	Value of contract and other Details	Remarks

Place:

Date:

SEAL AND SIGNATURE OF THE BIDDER



Annexure- II

Check List - Enclosures to be attached (All documents should be signed by Authorised Signatory)

- a) EMD security of Rs 9,000/- (Rupees Nine Thousand only) in favour PAO, MOSPI, New Delhi
- b) Copy of latest trade license
- c) FSSAI Registration/License
- d) Proof of 3 years' or more experience in the field of canteen facilities which the office (DPC(Delhi), NSSO, MOSPI) can physically verify at any time.
- e) Copy of Audited balance sheet showing minimum turnover of Rs. 2.5 Lakh per year in the last 3 financial years.
- f) Proof of the bidder, earning profit for last three consecutive years to be supported with requisite Tax Return.
- g) Copy of the following registration certificates
 - i) ESI
 - ii) EPF
 - iii) PAN
 - iv) TIN
 - v) GST
 - vi) Service Tax
 - vii) Trade license
 - viii) Licensing of food establishments
- h) Proof of Current account bank details
- i) Proof of address.
- j) Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, office address and office telephone numbers. Also, mention that the bidder is a sole proprietor/partnership firm and if partnership or Pvt Ltd firm, names, address and Telephone numbers of directors/partners should also be provided.
- k) Self- Declaration Certificate that the bidder/firm has not been black-listed by any Central/ State Government Office.
- l) Undertaking stating that the bidder/firm should not be under liquidation, court receivership or similar proceedings should not be bankrupt.



Financial Bid
(In a separate sealed envelope)

The offered Monthly License fee to the office for getting the work of canteen facilities

Rs.

In Words - Rupees _____

(Minimum quoted price shall be Rs.5,000 per month, and payable on monthly basis)
Vendor will be selected on the basis of the highest quote given among those, who have cleared the technical bid phase.

Place:

Date:

SEAL AND SIGNATURE OF THE BIDDER

