



Central Information Commission
/ Baba Gangnath Marg
/ Munrika, ई ढ / New Delhi 110067

TENDER DOCUMENT

For Selection of Vendor

for

Provision of Canteen and Catering Services at

CENTRAL INFORMATION COMMISSION, NEW DELHI



Central Information Commission
/ Baba Gangnath Marg
/ Munrika, ि ढ / New Delhi 110067

File No. 19/3/2017-CIC (GA)

06th September, 2019

Sub: Notice Inviting Tender (NIT) for provision of Canteen and Catering Services at Central Information Commission, New Delhi

Sealed Tenders are invited for providing Canteen services in the Building of Central Information Commission, CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi for a period of two years initially which can be extended further on mutual agreement as per the existing terms and conditions.

The agency selected as a result of the bid process shall sign a contract with Central Information Commission to carry out the operation of Canteen and Catering Services.

The tender document can be downloaded from the website of the Commission at <http://cic.gov.in/index.html> and bid response can be submitted in Room No. 507, CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi on or before **30-09-2019 up to 15:00 hrs.**

Name : (S. K. Rabbani)

Designation: Deputy Secretary (GA)

Phone: 011-26717352, Email: sk.rabbani@nic.in



Central Information Commission
/ Baba Gangnath Marg
/ Munrika, दिल्ली/ New Delhi 110067

File No. 19/3/2017-CIC (GA)

06th September, 2019

TENDER NOTICE

Notice Inviting Tender for Canteen and Catering Services at Central Information Commission, New Delhi

Schedule of Events

Nature of the Work	Selection of Vendor for provision of Canteen and Catering Services at Central Information Commission, New Delhi
Details of Contact Person for clarifications/queries	S.K. Rabbani Central Information Commission, CIC Bhawan, Room No. 507, 5 th Floor, Baba Gangnath Marg, Munirka, New Delhi – 110067
Cost of Tender Document	NIL
Project Period	2 Years
Earnest Money Deposit (EMD)	Rs. 22000/-
Publishing Date	06-09-2019
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	http://cic.gov.in/index.html
Pre Bid meeting for queries and better understanding the provision of Canteen and Catering Services	18-09-2019, 15.00 hrs
Bid Submission Start Date & Time	06-09-2019, 10.00 hrs
Bid Submission Closing Date & Time	30-09-2019, 15.00 hrs
Address where the Tenders are to be submitted	Deputy Secretary(GA), Central Information Commission, CIC Bhawan, Room No. 507, 5 th Floor, Baba Gangnath Marg, Munirka, New Delhi – 110067
Venue for Technical Bid opening	Central Information Commission, CIC Bhawan, Room No. 522/417, Baba Gangnath Marg, Munirka, New Delhi , 110067
Date, Time and Venue of opening of Financial bids	Shall be communicated after opening of Technical Bids.
Bid Validity	90 days from the closing date of bid submission

केन्द्रीय
Central Information Commission
/ **Baba Gangnath Marg**
/ **Munrika, दिल्ली/ New Delhi 110067**

File No. 19/3/2017-CIC (GA)

Dated: 06th September, 2019

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed, experienced and financially sound firms for providing Canteen and Catering services in the Building of Central Information Commission at Baba Gangnath Marg, Munirka, New Delhi initially for a period of two years which can be extended further on mutual agreement as per the existing terms and conditions.

Validity of Tender

2. The tender shall remain valid for a period not less than 90 days after the deadline specified for submission of bids.

Location of the Tender box

3. Room No. 507, 5th Floor, CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi. Only those Bids that are found in the Tender Box will be opened. The last date of submission of bids through dak and directly into tender box is **30.09.2019 at 15.00 hours**. Tender Bid will not be accepted after last date of tender submission.

Place of opening of Bids

4. Room No. 522/417, CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi-110067. The Bidders may depute their representatives, duly authorised in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all the Bidders will be read out in the presence of the representatives of all the Bidders. The technical bid will be opened on **30.09.2019 at 15.00 hours**.

Clarification regarding contents of the Bids

5. During evaluation and comparison of bids, the Commission may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-Bid clarification on the initiative of the bidder will be entertained.

Rejection of Bids

6. Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

7. Sealed bids are required to be submitted in the prescribed format enclosed with this letter [**Annexure I** (Technical Bid) and **Annexure II** (Financial Bid)]. The tender form along with terms and conditions can be downloaded from website www.cic.gov.in. Financial Bids of only those bidders, who have been declared technically qualified, will be opened.

8. The Tender alongwith Demand Draft of **Rs.22000/-**(Rupees Twenty Two Thousand only)as Earnest Money Deposit drawn in favour of Pay & Account Office, CAT, New Delhi sealed in an envelope alongwith technical bid and financial bid in separately sealed envelopes together sealed in an envelope super-scribed with - Tender for CANTEEN and CATERING SERVICES in Central Information Commission, New Delhi|| should be sent in the name of Deputy Secretary (GA), Central Information Commission, Room No. 507, 5th Floor, CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi – 110067 and dropped in the Tender box on or before **30.09.2019 at 15.00 hours**. The bids received after the closing date will not be entertained. The technical bids will be opened at 15.30 hrs on the same day. The Tenderer or his authorized representative may like to be present at the time of opening of tender. The Earnest Money will be refunded to the unsuccessful bidder.

Name : (S. K. Rabbani)

Designation: Deputy Secretary GA)

Phone: 011-26717352, Email: sk.rabbani@nic.in

General Terms & conditions for providing Canteen and Catering services:

1. The Contractors should have valid Trade License and valid Food License for operation/running of the Canteen and Catering services. The Contractor should have at least **3 years experience** in running restaurants/hotels/canteens and catering services in Govt offices/PSUs/Private Organisations.
2.
 - (a) Space: Accommodation will be provided by the Commission for running the canteen and catering services.
 - (b) Electricity: Electricity will be provided free of cost for the use of power consumption only for refrigerator, hot-case, etc.
 - (c) Cooking gas pipe line with meter shall be made available at canteen premises. Usage of gas shall be paid by the Vendor.
 - (d) Water shall be supplied to the contractor free of cost.
 - (e) Furniture item in the canteen space will be provided by the Commission without any cost.
3. The Contract will be awarded initially for a period of two years which can be extended further on mutual agreement as per the existing terms and conditions. The Commission also reserves the right to terminate the contract, at any time during the currency of contract by giving 30 days notice to the Contractor. The Contractor has to give 60 days notice, if he wants to terminate contract at his own end.
4. The Contractor has to ensure that canteen premises are used only for the purpose of running the canteen and catering services for the Central Information Commission and not for other purpose in any manner. The Contractor himself and/or his worker should not use the premises for any other business purpose. The Contractor shall not be authorized for any kind of sub-letting the premises in any manner.
5. The Contractor will be provided with the canteen premises and furniture as available in the Commission. The maintenance and upkeep of premises, furniture and fixtures will be the sole responsibility of the Contractor. In case any damage is caused to any of the item which is provided due to mishandling, the item of the same quality shall be replaced by the Contractor.
6. The Contractor shall employ his own canteen staff, provide them clean uniform at his own cost and shall be responsible for timely payment of their wages/salary directly in their bank accounts. The contractor will also be responsible to deduct and pay EPF as per rules and also extend medical facilities etc. as per statutory rules in force from time to time. Central Information Commission shall not be responsible in any manner.
7. The Contractor shall procure and use all fresh and standard/good quality food material, eatables, etc. necessary for running the canteen at his own costs. The quality of food shall be maintained in consultation with the Commission and the decision of the commission in respect of quality of food shall be final.

8. The Contractor shall also undertake and ensure that all the raw material including milk etc. shall be available during the course of the working hours of the Commission and he shall also arrange to supply the food items tea, coffee, lunch, dinner etc. even beyond the working hours and/or on holiday, if required by the Commission, at the same rate.
9. The Contractor shall provide the canteen/catering services normally on five days a week and will also provide the said services on holidays or late hours, if required by the Commission.
10. The successful bidder shall have to deposit **Rs. 50,000/-** as Security Deposit/Performance Guarantee at the time of award of contract which shall remain valid for the entire period of the engagement and no interest shall be paid upon the same. If the Contractor withdraws his services and/or fails to discharge his services up to the satisfaction of the management, the said security shall be forfeited.
11. EMD of all bidders will be returned without interest after the completion of tender process and award of contract.
12. The Contractor or his manager who should be qualified and professionally experienced must be available in the canteen at all times to attend the complaint, if any.
13. The oil/ghee and other ingredients to be used shall be of good quality.
14. The Contractor will be responsible for maintaining cleanliness inside and around the canteen.
15. The tentative list of items to be provided is in Financial bid Format (Annexure II). However the Commission may change list as per mutual discussion with the selected vendor any time.
16. The selected vendor will be allowed limited cooking in the premises of the Commission alongwith preparation of Tea and Coffee.
17. All books of accounts, registers and any other documents used in connection with running of the canteen shall be maintained by Contractor at his own cost and the same shall be produced for inspection either on demand by the MCI/ESIC/ Provident Fund Authorities/Municipal Authorities or any other official Agency/ officer authorized by the Competent Authority in this connection.
18. The Contractor will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.

19. It will be obligatory on the part of the Contractor to sign the offer and other documents for all the components & parts. After the work is awarded, the Contractor has to enter into an agreement for work awarded on a non-judicial stamp paper of required value at his own cost within ten working days from the date of receipt of acceptance order or before the work is undertaken.
20. The contractor should verify the character and antecedents of all the persons employed, through local police and shall submit a certificate to this effect.
21. The liability/responsibility in case of any accidents causing injury/death to canteen worker or any of his staff shall be of the contractor. The Commission shall not be responsible in any means in such cases.
22. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Commission. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.

23. **Payment:**

(a) No advance/ part payment will be made. Payment will be made by the individual consumer in the Commission.

(b) The Commission will make payment in respect of those items for which work order is issued by the authorized officer.

24. The Commission will form a Committee for the monitoring and smooth functioning of canteen and catering services.

25. Pre bid meeting will be held on **18.09.2019 at 15.00 hrs.**

26. The Central Information Commission reserves right to get outside Caterers for specific occasions.

27. Quantity mentioned in the financial bid is tentative and the Commission may increase or decrease the quantity as per actual requirements.

Special Conditions of Service:

- a) The Contractor will ensure that its servicing and cooking staff washes hands with soap after use of the rest rooms & before cooking/serving of food.
- b) The Contractor should ensure that there is no re-use of leftover foods from the previous day.

- c) Ensure all employees are free of any contagious diseases or ailments.
- d) Ensure all employees are well mannered and display courteous behaviour.
- e) Ensure pest control administration periodically (rats/ mice/ flying insects/crawling insects), but not with aerosol based anti-pest sprays that could get in the food.
- f) Operation of canteen is subject to regular (every week) inspections by the Committee appointed by the Commission to ensure all points are adhered to. Periodic checking/ performance audit by a monitoring committee shall also be carried out to evaluate the performance of the caterer on standards of hygiene, cleanliness and health. Committee will monitor/check the quality, quantity and hygienic condition of utensils and service persons and submit the report to Commission. New food items as required by users or by vendor will be added on the recommendations of the Committee.
- g) Any violation of the terms and conditions of the contract shall attract penalty on the contractor which shall be decided by the management of the Commission and the same shall be acceptable to the contractor.

CRITERIA FOR ELIGIBILITY

1. Bidder should have minimum **3 years experience** in running restaurants/hotels/canteens and catering services etc. in Govt Offices/PSUs/Private Organisations.
2. Turnover of the applicant from catering Services (as mentioned in 1 above) during each of the last three years should not be less than **Rs. 10 Lakh** per year.
3. Bidder should have valid GST No. and PAN No.
4. Should have **ESIC** and **EPF** Registration No.
5. Should have a license of FSSAI and should be registered with Shops and Establishments Act
6. Bidder should have well-established office in Delhi/New Delhi/Noida/Faridabad/ Gurugram/Ghaziabad.

Technical Bid Evaluation

- A. The technical bid evaluation will be done on the basis of the following conditions:-

Annexure I**(Technical Bid Format)**

S.No.	Description	To be filled by the Bidder
1.	Name & Address of the Bidder	
2.	Name & Designation of the person Signing the bid	
3.	Phone No./Mobile No.	
4.	Aadhar No. (Attach copy)	
5.	Details of EMD	Amount (Rupees) : Draft/Pay Order No.: Bank & Branch :
6.	PAN No. (Attach copy)	
7.	GST No. (Attach copy)	
8.	EPF Code No., if any (attach copy)	
9.	ESIC Code No., if any (Attach copy)	
10.	Details of Experience (Attach copy of certificates)	
11.	Annual Turnover of last three years	
12.	License from FSSAI/ Registration with Shops and Establishments Act (Attach Copies)	

Signature of the Tenderer**Name :****Designation:****Seal/Rubber Stamp:**

B. Condition of prior turnover and prior experience has been relaxed for Startups and Micro & Small Enterprises subject to meeting of quality and technical specifications.

Financial bid evaluation:

A. The work will be awarded to the bidder whose bid has been determined to be technically qualified and who has offered the lowest total cost. The total cost will be calculated on per day basis.

B. Proposed items for Canteen and Catering Services (Breakfast & lunch):

Annexure II

Financial Bid Form

S.N.	Description (Tentative requirement)	Approx. Qty (per day)	Unit Rates (Rupees) Including all taxes, duties and services	Total Cost
1	Lunch (Veg) per Head(Salad, Raita, vegetable, Rice, Dal, 2 Roti)	25		
2.	Lunch(Non-Veg) per Head Salad, Raita, Mutton/chicken/Fish, Rice, Dal, 2 Roti	10		
3	Tea per Cup (125 ml)	40		
4	Coffee per Cup (125ml)	30		
5	Samosa / Bread Pakoda / Dal Kachori / Pyaz Kachori (100 gm piece)	40		
6	Poha/ Upma (100 gm)	20		
7	Veg Sandwich	20		
8	High Tea - 2 Snacks +Cookies +1 Dessert + Tea/Coffee + Soft drinks	01 per week for 30 persons.		
9	Seminar Lunch/ Dinner(Veg) - 1 Soup, 2 Salads, Raita, 1 Paneer,2 vegetables, Rice, Dal, Assorted Breads, 2 Dessert	50 persons once in three months (Quarterly)		
10	Seminar Lunch/Dinner(Non-Veg) - 1 Soup, 2 Salads, Raita, 1 Mutton/Chicken/Fish, 2 vegetables, Rice, Dal, Assorted Breads, 2 Dessert	50 persons once in three months (Quarterly)		
11	Tea/Snacks in Seminar-1 Veg Snack, Cookies, Tea/Coffee	50 persons once in three months (Quarterly)		

12	Tea/Snacks in Seminar-1 Non-Veg Snack, Cookies, Tea/ Coffee,	50 persons once in three month (Quarterly)		
13	Mineral water - 1 Ltr	25 per day		
14	Mineral water - 500 ml	30 per day		
15	Mineral water - 300 ml	35 per day		

Additional items

16	Rajma/Chhole/Kadi/Paneer + Rice	10 per day		
17	Paneer/vegetable/Dal/Rajma/Chhole/ Kadi/Raita/Maggie/Rice/Chapati/salad	10 per day		

Other items on MRP

18	Ice Cream/Sweets/Biscuits/ Namkeen/Chips	30 per day		
----	---	------------	--	--

Signature of the Tenderer

Name :

Designation:

Seal/Rubber Stamp: