



भारत सरकार
GOVERNMENT OF INDIA
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केंद्रीय जीएसटी आयुक्तालय, गुवाहाटी
CENTRAL GST COMMISSIONERATE, GUWAHATI
केदार रोड गुवाहाटी, माछखोवा - 781001
Kedar Road, Machhkhowa, Guwahati - 781001



C.No:1(22)01/WELFARE/CANTEEN SERVICE/PRO-GST/GHY/2021/

Dtd. 12/04/21

4101

E-TENDER NOTICE FOR CANTEEN SERVICES

On behalf of the President of India, the Office of the Principal Commissioner, Central GST Commissionerate, Guwahati intends to avail of the services of reputed Parties/Firms/Service Providers/Organizations based in Assam to run the Departmental Canteen situated on the 4th floor, GST Bhavan, Kedar Road, Guwahati. E-Tender invited in format **Annexure-B & C** are invited from reputed Parties/Firms/Service Providers/Organizations based in Assam through E-Procurement portal for running the Canteen.

General Terms & Conditions mentioned in the Tender document marked as **Annexure-A** attached to this notice.

CRITICAL DATE SHEET

Tender Publishing Date & Time	12.04.2021 at 17.00 Hrs.
Bid submission start Date & Time	12.04.2021 at 17.30 Hrs
Bid submission end Date & Time	02.05.2021 up to 17.00 Hrs
Bid opening Date & Time	03.05.2021 at 14.00 Hrs

1. The complete tender document containing general terms & conditions, pre-qualification requirements etc. are available on <http://eprocure.gov.in/procure/aap>, and can be downloaded free of cost.
2. The interested Parties/Service Providers are requested to submit their bids online only at CPPP website, following terms and conditions provided in Annexure-A.
3. The bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstance will father and his son(s) or their close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5. The bidder who has downloaded the Tender from the Central Public Procurement Portal CPPP website <http://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and tender is liable to be banned.
6. Interested bidders are advised to visit CPPP website <http://eprocure.gov.in/eprocure/app>, regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

7. Submission of Tender:-

(a) The tender shall be submitted online in two part, viz., technical bid and price bid.

(b) All the pages of bid submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

sdf
(Chongneithem Changsan)
Additional Commissioner (P&V)

C.No:1(22)01/WELFARE/CANTEEN SERVICE/PRO-GST/GHY/2021/

dt. 12/04/21

Copy to:

1. Uploading on CCP website <http://eprocure.gov.in/eprocure/app>
2. The Superintendent (System) CGST, Guwahati for uploading in CBIC website
3. Notice Board.

Chongneithem Changsan
(Chongneithem Changsan)
Additional Commissioner (P&V)

TENDER DOCUMENT**1. REQUIREMENTS:**

A reputed contractor having sufficient experience for providing canteen/catering services to a Govt. sector / PSUs / Educational Institutions/ Private Institutions of repute is eligible to apply, for providing services of Breakfast, Lunch, Snacks, Beverages, Tea/Coffee etc. to officers and staff of this office as per the items listed in "Menu" of Annexure-"C". Preference will be given to qualified and experienced contractors.

Separate Technical and Financial Bids should be uploaded. The Separate technical and financial bids should be clearly marked "Technical Bid" and "Financial Bid", strictly in the enclosed Proforma as the case may be. **The Technical Bids will be opened on 03.05.2021 (1400hrs)** in CGST Hqrs. Guwahati. Tenderers who do not qualify/fulfill the requirement as specified in Technical Bid, their financial bids will not be opened or considered for finalization of award of canteen contract and all their documents will be handed over to them under a proper dated receipt. Incomplete tenders and those without proper EMD shall be summarily rejected. There shall be no extension of the deadline for submission of the complete tenders along with EMD and all other required formalities.

The contract will be awarded on the following basis:

- A. In agreement with the terms and conditions enclosed in the tender notice and
- B. In agreement with the rates of food & other items as recommended by the Canteen Advisory Committee. In case the tenderer is not in agreement with the rates quoted by the Canteen Advisory Committee for supply of some food items, he will be given a counter offer to accept the rates of this department for those items also.

The cooks deployed by the bidder should have expertise in cooking north Indian/South Indian/Ethnic/Chinese/Vegetarian & Non-Vegetarian dishes. Raw materials, food articles, cooking gas/fuel, cleaning/washing materials/tool and man power shall have to be arranged by the contractor at his/their own without causing any damage to the Govt. property in the building. The contractors should be fully equipped to arrange for food, i.e., Breakfast/lunch/evening snacks on daily basis for 200 officers & staff (on an average) working in the GST Bhavan, Kedar Road, Guwahati.

Successful tenderer has to sign a Contract Agreement with this department/authorized person of the department subsequent to awarding the contract. **The period of contract will be initially for one year and extendable on yearly basis subject to a maximum of three years on the basis of satisfactory services, to be decided by Canteen Committee, at the end of the Contract period.**

The contract once awarded can be terminated by either party after giving 3(three) months notice to the other party. Nevertheless, the department may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. The decision of the Department that a breach has occurred will be final and shall be accepted without demur by the contractor.

The Principal Commissioner / Commissioner of CGST, Guwahati reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the highest maintenance charges offered, since due weightage shall be given to several factor besides the Commercial bid.

Earnest Money Deposit: The tender complete in all aspects is required to be submitted along with the E.M.D. of Rs. 25, 000/-(Rupees Twenty Five Thousand Only) in the form of D.D. drawn in favour of "**Principal Commissioner, Goods & Services Tax**" payable at "**Guwahati**". The EMD in the form of DD should be kept with the Technical Bid. The EMD of unsuccessful tenders will be refunded only after completion of the tender process.

2. FACILITIES PROVIDED BY DEPARTMENT:

The Canteen premises comprises an area of 1100 Sq.ft approx. having a kitchen, store, Washing Bay, Serving Counter and a big size fully furnished dining hall connected with an open terrace of 2500 sq. ft. approx. The kitchen will be provided with Table, Chairs, Serving Counter, Cooking range, Chimney, Refrigerator, Racks for storage of Raw material, Water cooler with water purifier, Mosquito/Insect repellent, cooking utensils, crockery etc by the Department. No electricity bill will be charged from the service provider but no heater of any type will be permitted for cooking of any item.

3. Terms and Conditions:

- I. The contractor shall procure food articles and vegetables of good quality to the satisfaction of the Canteen Committee. The Canteen Committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the specified brand.
- II. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and the stale food is not recycled. Stale food shall be removed from the Canteen premises as soon as possible. Un-refrigerated cooked food, not consumed within six hours in summer months and ten hours in winter months, shall be deemed to be stale and unfit for human consumption.
- III. The food items should be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the employees.
- IV. The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking again.
- V. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
- VI. The contractor shall pay special attention to maintain the canteen in a neat and tidy condition at all times. For this purpose, used plates/glasses should be removed from the dining table immediately as the person leaves the table after having his food and the canteen shall be cleaned thoroughly after each meal regularly with phenyl etc.
- VII. The contractor shall ensure that only hot and fresh food is served to the employees. Complaint, if any, in this regard shall be dealt with severely, which may include termination of the contract.
- VIII. The contractor should be in possession of a food safety license (**FSSAI License**) as per the Food Safety and Standards (Licensing and Registration of Food Businesses) Regulations 2011 mandatory for canteens, hotels, caterers, restaurants, and food processors with an aim to reduce the problems associated with poor quality food being served to the customers and ensure health and safety.
- IX. The contractor shall ensure that sufficient man power is deployed for preparation, during serving of each meal and for cleaning, washing and overall upkeep of canteen assets and premises.

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statement at any stage, I/We shall be blacklisted and will not have any dealing with the department in future. It is further submitted that the area specified in the tender are verified and found correct. I/We shall not dispute the area specified.

Signature of Authorized Person with Date & Seal

- XIX. The contractor will be required to display the rate list of all the food articles, soft drinks, tea, coffee and juice etc. sold in the canteen.
- XX. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in neither this department nor the contractor's workers shall have any right whatsoever to claim the benefit/emoluments that may be permissible or paid to the employees of this department. The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to its workers before deputing them to work at this office. The Contractor should pay wages to the Employees as per the Minimum Wages Act, as applicable.
- XXI. The Contractor shall make all damage/loss which may be caused by any act or default of the Contractor, his agents or servants or workers to any property of department, with the option to have damage or loss otherwise made good by charging the Contractor with the expenses.

- X. The contractor should supply the items at the rates mentioned in the rate list Annexed-A. The same rate list should also be displayed in canteen at a prominent place along with Menu.
- XI. The Canteen Committee reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
- XII. The contractor will ensure neat and clean clothes and aprons used by his/her employees handing food at all times. Every employee so appointed by the contractor should be well behaved and always polite to the officers/ staff of this department. They shall wear the prescribed uniform provided by the Contractor at his own cost. The canteen workers will bear the Identity Card issued by Contractor during the working hours. The contractor will ensure that the cooks will have proper shave and clipped nails while cooking food and should wear apron and head gear.
- XIII. **The canteen shall remain open from 9:00 A.M. to 5:00 P.M. from Monday to Friday.** However, depending on the exigencies, the contractor may be required to keep the Canteen open or close on any working days/holidays as per requirement of this department.
- XIV. The contractor will be solely and exclusively responsible to adhere to and meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority/State Govt./Central Govt./Local bodies etc. The Contractor will be responsible for payment of all taxes/statutory levies. While quoting the rates they may take into account all such legal/statutory payments.
- XV. The contractor shall ensure that police verification of personnel employed by him has been done prior to the commencement of the work and the contractor will bring no unauthorized person inside the premises.
- XVI. The contractor should serve Tea, Coffee & food items at the respective tables/floors to the officers through their authorized persons.
- XVII. Any increase in the rates during the contract period shall be effected with the due consent of the Canteen Committee. For this the contractor will bring the rate increase in the notice of Canteen Committee in writing justifying the reasons for the increase. The decision of the Canteen Committee will be binding on the contractor.
- XVIII. In case of any quotations of odd figure, the contractor shall be responsible to arrange the change and under any circumstances they will not detain any portion of money of the staff on the ground of non-availability of change particularly small amount. This should particularly be adhered to by the contractor.

ANNEXURE-B

TECHNICAL BID

Pre-qualification requirements for Award of Contract for Catering/Canteen Services :

Sr. No.	Details	
01	Name of the Firm/Company (enclose self-attested Copy of deed if any)	
02	Address of the Firm/Company with Telephone No., Fax and E-mail.	
03	Name and Address of the Proprietor/Partners/Directors with Mobile No.	
04	Pan No. (Enclose attested copy)	
05	Goods and Service Tax Registration No. (Enclose attested copy) (If applicable)	
06	Name of the Government Organization/Prominent Private Sector to whom similar services have been provided by the firm during the last 03 years.	
07	FSSAI License as per food safety standards	

Annexure-C

FINANCIAL BID (PROFORMA FOR QUOTING RATES)

Name of Work: To run the office Canteen in GST Bhawan, Kedar Road, Guwahati.

1. Name of the Organization/Firm:-
2. Address :-
(With Tel No., Fax No.)
3. Name & Address of the Proprietors/ Partners/Directors :-
(With Mobile No.)

Sl.No.	Name of the Items	Quantity/ Weight	Rate
1.	Tea	50 ml/100ml	
2.	Coffee	50 ml/100ml	
3.	Milk (Hot)	100 ml/200ml	
4.	Juice	200ml	
5.	Milk Shake	200ml	
6.	Lunch (Fixed Thali)	2 subji * , 1 dal, 4 chapati, rice, salad, dahi, papad	
7.	Lunch (Unlimited Thali)	2 subji * , 1 dal, 4 chapati, rice, salad, raita/dahi, papad	

Quote Rate for following items

Items for Breakfast (07.30 a.m. – 09.30 a.m.)

RATE (in Rs.)

1. Puri Bhaji,
2. Chole Bhature,
3. Poha/ Upma,
4. Pau Bhaji,
5. Idli/ Medu Vada with Sambhar Chatani (2 Nos.),
6. Masala Dosa with Sambhar Chatni,
7. Bread Omlette,
8. Veg Sandwich,
9. Paratha Bhaji.

Items for Lunch (12:30 p.m.- 02:30 p.m.)

1. PlainRice (100gm)
2. Plain Dal (150gm)
3. Dal Fry/ Dal Tadka/ Dal Makhani (150gm)
4. Veg Pulao/Biriyani
5. Paneer (Matar/sahi/kadhai) (150gm)
6. Mix Veg/Fried Veg (150gm)
7. Fish/Chicken (per piece)
8. Tandoori Roti (per piece)
9. Plain Naan (per piece)
10. Naan (Butter/Garlic) (per piece)
11. Curd 100gm
12. Sweet (Kheer/Halwa/Custurd/Gulab Jamun/Rasogulla) (per piece)
13. Raita (Boondi/Veg) (100gm)

Items for Evening Snacks (Daily- Any Two Items) (After 4.00 PM)

1. Samosa , (per piece)
2. Chowmein, (per plate)
3. Veg Pakoda (per piece)
4. Bread Pakoda, (per piece)
5. Lassi (200ml)

Annexure- 'D'

PRICE BID UNDERTAKING

From: (Full name and address with Tel/Mobile No. of the Bidder)

To,

Dear Sir/Madam,

I submit the Price Bid for the CANTEEN/CATERING SERVICES and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure C & BOQ inclusive of all applicable taxes.
4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.
5. I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case, any deviation is found in the above statement at any stage: I/We shall be blacklisted and will not have any dealing with the department in future.
6. It is further submitted that the areas specified in the Tender verified and found correct. We shall not raise dispute in the areas specified.

Signature of Authorized Signatory with date

Name of the Firm

Seal