

**TENDER NOTICE FOR RUNNING CANTEEN AT
OFFICE OF THE ACCOUNTANT GENERAL
(AUDIT-II)**

**OFFICE OF THE ACCOUNTANT GENERAL
(AUDIT-II) MP**

53, ARERA HILLS, HOSHANGABAD ROAD, BHOPAL


WEBSITE: <https://cag.gov.in/ag2/madhya-pradesh/en>

e-mail: agaumadhyapradesh2@cag.gov.in

TENDER NOTICE

Sealed Tenders are invited upto **23 March 2022 by 4:00 p.m.** from parties providing catering services/running Canteen services and having Valid Trade Licence/Food Licence, GST registration for running a Canteen in Office of the Accountant General (Audit-II) M.P, 53, Arera Hills, Hoshangabad Road, Bhopal. Tender forms may be downloaded from the Website **<https://cag.gov.in/ag2/madhya-pradesh/en>** or collected from the Office of the Accountant General (Audit-II) M.P, 53, Arera Hills, Hoshangabad Road, Bhopal.

The tenders will be opened on **24 March 2022 at 03:00 p.m.** Parties/Representatives may be present during opening of the Tender.


Sr. Audit Officer | 7/03/22
Admin-3/ AMG-I

**TERMS & CONDITIONS OF THE CONTRACT – FOR RUNNING A CANTEEN IN OFFICE
OF THE ACCOUNTANT GENERAL (AUDIT-II) MP,
53, ARERA HILLS, HOSHANGABAD ROAD, BHOPAL (M.P.)**

1. The agreement shall be valid initially for a period of **ONE Year** from the date of agreement and thereafter it may be extended for a further period, not exceeding a total three years' period, as may be necessary.
2. A fixed sum of **₹10, 000/-** has to be paid as performance security deposit by the successful contractor.
3. The contractor should have a **valid food/catering or any necessary license** or permission required for running an office canteen.
4. The price list as attached herewith (Financial bid) will be made an attachment to this agreement and will be valid for ONE Year. The contractor will supply only such items specifically approved by the Sr. Deputy Accountant General (AMG-I/Admin.) and as directed by the Office of the Accountant General (Audit-II) MP, Bhopal.
5. The contractor will be responsible for providing all food items mentioned in the LIST OF ITEMS enclosed herewith.
6. The place/room for canteen, water and electricity (only light and fan) will be provided free of cost by the office. The contractor will be responsible for proper handling and safe custody. Repair and maintenance of the equipments will be carried out by the contractor and he will not claim any reimbursement of expenses on this account.
7. In case of any food poisoning/contamination, the contractor will be held fully responsible and he will bear all the expenses caused due to food poisoning/contamination.
8. The Contractor will employ adequate number of staff in order to maintain efficiency. Child labour is prohibited in canteen operation.
9. All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from the OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II) MP, BHOPAL. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.
10. The contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness.
11. All basic arrangements such as crockery/utensils for the purpose of making and serving including Gas Burners, refrigerators, furniture (table, chair, bench etc) shall be arranged by the Canteen contractor himself for the operation of the canteen.
12. Canteen operators should not use heaters and insulated plates in food preparation.
13. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, etc. in the kitchen as well as the canteen hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
14. Cleaning of the canteen must be carried out by the contractor on a regular basis.

15. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the canteen hall and connected services by the contractor and workers engaged by contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse.
16. The Canteen shall be opened for catering during office hours on all working days.
17. The contractor will not take out of the Office premises, any articles or stores without a Gate-Pass to be issued by the Canteen in-charge. In the event of failure, to supply the approved items without notice by the contractor, the same will be arranged by the Organization at the Contractor's risk and cost.
18. The sale and consumption of narcotics/ alcohols is strictly prohibited in the canteen premises.
19. If any prohibited work is carried out in the canteen premises, canteen contractor is obliged to give immediate information to the department head.
20. The Contractor shall at his own cost, there effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to Office of the Accountant General (Audit-II) MP and shall comply with the provisions of (Regulation and Abolition) Act, Employees Staff Insurance Act, Workmen's Compensation Act, Payment of was Act, The Employees Provident Fund and Family Pension Fund Act 1952, the other rules regulations and/ or statues that may be applicable to them now or that may be introduced.
21. The contractor will have to furnish the statement showing the names of all the employees engaged for Office of the Accountant General (Audit-II) MP Canteen. Any addition/deletion must be communicated to Office of the Accountant General (Audit-II) MP.
22. Office of the Accountant General (Audit-II) MP shall have the right to search the Contractor's employees at any time while going out of the office premises and there shall be no grievances expressed/felt on this account either by contractor or his employees. The Contractor will issue ID Cards to the contractor's workers in the format approved by Office of the Accountant General (Audit-II) MP.
23. A canteen Management Committee will be nominated by Office of the Accountant General (Audit-II) MP to inspect and oversee functioning of the Canteen with a view to ensure food quality, hygiene, COVID appropriate behaviour, sufficient service etc. in the canteen. In case there are repeated failures or lacuna noticed by the committee due to failure of contractor, the Secretary and / or Chairman of the Canteen Committee can impose a fine up to Rs. 5000/-at one time.
24. Office of the Accountant General (Audit-II) MP's committee reserves the right to take samples of the edibles/raw material from the canteen for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorised person/persons in the manner and as per procedure. If the material used or the

edible prepared is found to be of lower grade/standard, the contract shall be cancelled with the immediate effect.

25. Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.
26.
 - a) The contractor shall not sublet or assign the license or use the space provided for running the canteen for purposes other than running canteen and shall not allow anybody to reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the canteen nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the Office Management.
 - b) The contractor shall be responsible for all damages or losses to any of the Office of the Accountant General (Audit-II) MP's property by the contractor himself or his staff and shall 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 an act of God.
 - c) Office of the Accountant General (Audit-II) MP will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the contractor in the canteen premises including kitchen and other rooms.
27. For termination of this agreement **one month's notice** will be required from either side in writing. The contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by Office of the Accountant General (Audit-II) MP and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provided, from time to time and the decision of **Sr. Deputy Accountant General (AMG-I/Admin)**, Office of the Accountant General (Audit-II) MP shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the Office of the Accountant General (Audit-II) MP's property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.
28. In case of any dispute, the decision of **Sr. Deputy Accountant General (AMG-I/Admin)**, **Office of the Accountant General (Audit-II) MP** will be final and binding on the Contractor.
29. The Contractor has a bare permission only to run a canteen in the Office of the Accountant General (Audit-II) MP's premises during the contract period and nothing contained in this document shall be construed as demise in law of the said Office of the Accountant General (Audit-II) MP premises or any part thereof and shall not give any legal title or interest to the Contractor.
30. Working experience in catering or running of canteen in various offices at least of **2 years** or more.
31. **List of Offices or Organization** where the canteen had been run or presently running has to be enclosed with the contract agreement.

32. Contractor should provide firm's **PAN/TAN/GST** Number issued by Income Tax Department along with his quote. No payment will be released without submission of PAN/TAN/GST Number. All taxes will be recovered from his payment as per tax provision in vogue.
33. Due to any suitable reasons, the contract can be terminated by the Office on one month's prior notification.

Terms and conditions mentioned above are accepted to me.

(Name & Signature of Contractor)

With Seal and date

**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II) MP.
53, ARERA HILLS, HOSHANGABAD ROAD, BHOPAL**

TECHNICAL BID FORM

1. Name of the Tenderer _____

2. Address _____

3. Registration/Licence No. _____

(Attested Photostate copy of license issued by the local authority should be attached or copy of the letter pad or bill book may be attached)

4. GSTIN No. _____

(Attested Photocopy of GST Certificate)

5. Year of Establishment _____

6. Contracts executed till date _____

(Nature thereof): Govt./ Semi Govt./Private

Please give details of contracts executed in a separate sheet, along with documentary proof if any thereof)

i)

ii)

iii)

iv)

7. Present assignment in hand: Govt./Semi./Private

i)

ii)

iii)

iv)

8. Income from canteen operation from previous contracts _____

9. No. of staff/employees available for canteen _____

10. All the items and conditions, as mentioned in the Tender Form are acceptable to Me /Us.

Date: _____

Signature of the Tenderer

With Stamp

LIST OF SNACKS/BEVERAGES/FOOD TO BE SOLD IN THE CANTEEN

(FINANCIAL BID)

S.NO.	ITEMS	QUANTITY	RATE TO BE QUOTED BY THE TENDERER
1	Hot Coffee	One cup	
2	Hot tea	One cup	
3	Hot milk	One cup	
4	Butter Milk	One glass	
5	Lassi	One glass	
6	Cold drink	One glass	
7	Bread and Butter	2 PCs (2 Slices Big + Butter thereon)	
8	Vegetable Sandwich	Set of two piece	
9	Chhole/ Vegetable with Puri/Chapatti	4 Pcs with Chhole/Vegetable	
10	Vegetable Pakora/ Bhajiya/ Mangode	1 Plate with Chutney	
11	Samosa/ Kachori/AlooBonda/ / Bhaji Vada	01 Pc with Chutney	
12	Aaloo Pattis/ Bread Pakora	01 Pc with Chutney	
13	Idli sambar with Chutney	Plate containing 02 idlies	
14	Plain Dosa with sambhar and chutney	1 Plate containing 1 dosa	
15	Masala dosa with sambhar & chutney	1 Plate containing 1 dosa	
16	Uttappam	1 Pc with sambhar and chutney	
17	Upma	01 Plate	
18	Sambhar and Vada + chutney	01 plate (2 Pcs)	
19	Dahivada	01 pc with chutney	
20	Poha with Sev	01 plate	
21	Noodles	01 plate	
22	Gulab jamun/ Rasgulla	01 Pc	
23	Full lunch	5 Puri/4 Chappati, rice, vegetable, raita, dal, 1 sweet and salad	
24	Working lunch		
	1. Veg Plate	5 Puri/ 4 Chapatti, rice, dal, vegetable (2), raita, sweet, salad	
	2. Non-veg Plate (ON DEMAND)	5 Chapatti, rice, dal, Chicken OR Fish, raita, sweet, salad	
25	One day food arrangement such as i.e. food for one day. Veg. AND Non Veg.	Morning tea, Breakfast, Tea Biscuit, Lunch, Evening Tea with snacks, and dinner (Veg/NON-Veg) PER HEAD PER DAY.	

**Signature of the contractor
With seal of firm and date**