

**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II)
M.P.**

53, ARERA HILLS, HOSHANGABAD ROAD, BHOPAL, M.P.

TENDER DOCUMENT

FOR RUNNING CANTEEN SERVICES

AT

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II) M.P.

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

Email:- agaumadhyapradesh2@cag.gov.in

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

No. Admin-III/Canteen Tender/2022-23/D:

Date: 21-07-2022

**Subject:- Notice Inviting Tender (NIT) for running canteen services at
Office of the Accountant General (Audit-II) M.P., Bhopal.**

Sealed Tenders are invited upto **11 August 2022 by 12:00 p.m.** from parties providing catering services/running Canteen services and having valid Food License, 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 **12 August 2022 at 03:00 p.m.** Parties/Representatives may be present during opening of the Tender.


Sr. Deputy Accountant General / Admin

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

No. Admin-III/Canteen Tender/2022-23/D:

Date: 21.07.22

TENDER NOTICE

Notice Inviting Tender (NIT) for running canteen services at Office of the Accountant General (Audit-II) M.P., Bhopal.

Schedule of Events

S.NO	ITEMS	DESCRIPTION
1.	Scope of Work	Running Canteen services at Office of the Accountant General (Audit-II) M.P., Bhopal.
2.	Cost of Tender document	NIL
3.	Availability of tender documents	Ground floor, Admin-III/AMG-I section, Office of the Accountant General (Audit-II), M.P., Bhopal
4.	Website for downloading tender document	https://cag.gov.in/ag2/madhya-pradesh/en and CPP Portal
5.	Bid submission start Date & Time	22.07.2022 (12 : 00 pm)
6.	Last date for bid submission and time	11.08.2022 (12:00 pm)
7.	Address where the tenders are to be submitted	Ground floor, Admin-III/AMG-I section, Office of the Accountant General (Audit-II), M.P., Bhopal
8.	Date and Venue of opening of bids	12.08.2022 (03 : 00 pm) Office of the Accountant General (Audit-II), M.P., Bhopal
9.	Bid Validity	60 days from the last date for bid submission
10.	Performance Security (To be deposited by the successful firm only before execution of the agreement)	Rs. 30,000/- by Fixed Deposit Receipt in favour of <u>PAO, O/o the PAG (A & E)-I, Payable at Gwalior.</u>

A. GUIDELINES FOR SUBMISSION OF TENDER

1. Please read the terms & conditions carefully before filling up the documents. Incomplete Tender Documents will be rejected.
2. **One sealed envelope super scribed as "TECHNICAL BID" will contain only the Technical Specifications.**
3. **A Second envelope super scribed as "FINANCIAL BID" will contain only the Financial bid in which price and other information, which has financial implications, will only be given.**
4. **Both the above sealed envelopes are to be kept in a main envelope, super-scribed as "TENDER FOR RUNNING CANTEEN SERVICES AT OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II) M.P., BHOPAL."**
5. The Bid should bear the name and complete postal address of the bidder. The envelope bearing the name & complete postal address of the bidder should be addressed to the **Sr. Deputy Accountant General (Admin), Office of the Accountant General (Audit-II) M.P., 53, Arera Hills, Hoshangabad road, Bhopal (M.P.).**
6. **All pages of the Tender Document must be signed by the Bidder as token of having accepted all the Terms and Conditions of this tender form.**
7. Department reserves the right to obtain feedback from the clients of the Tenderer and also depute its team (s) to inspect the site (s) at present contract (s) for on-the-spot first-hand information regarding the quality of food and services provided by the Tenderer. Decision of the Department with regard to award of the contract may also depend upon the feedback received by it from the previous/ and present clients and also from its team (s) deputed for the purpose. *The decision of the Department in this regard will be final and binding on all bidders.*
8. Tender shall be submitted in Department's **official tender form only**, if submitted in any other manner, the same shall be summarily rejected.
9. No paper shall be detached from the Tender Document.
10. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction or insertion shall be permitted in any part of the tender unless duly countersigned by the bidder.

11. The Department reserves the right to reject any or all the tenders without assigning any reason thereof.
12. The Department reserves the right to change any condition of the tender before opening of the bids.
13. Canvassing in any form will make the tender liable to rejection.
14. Conditional tender will not be accepted and will be rejected outright.
15. The successful bidder will have to enter into an agreement with the Department before taking charge of the canteen and commencement of the canteen work.
16. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the Tender is liable to be rejected.

B. ELIGIBILITY CONDITIONS

1. The firm should have a valid **Food/Catering or any necessary license** or permission required for running an office canteen.
2. The firm should have **at least 3 years working experience** or more in catering or running of canteen in **Govt. offices/PSUs**.
3. The firm should provide evidences (**Work Orders, Certificates etc.**) of having run an office canteen or presently running a canteen in **Govt. offices/ PSUs**.
4. The firm should provide firm's **PAN, GST Number** issued by Income Tax Department along with the quote.
5. The firm should have well-established office at **BHOPAL, M.P.**
6. Annual Turnover of the firm from Catering services/ running canteen services in Govt. offices / PSUs **should not be less than Rs. 10 lakh**. (Please attach documentary proof viz. P & L A/c / CA Certified documents and ITR copies for **recent three years viz 2019-20, 2020-21 and 2021-22**).

C. OPENING OF BIDS

1. The Financial Bids of only technically acceptable tenders will be opened for further consideration. **The Lowest 'Acceptable' tender shall only be considered.**
2. A fixed sum of **Rs. 30, 000/-** has to be deposited as performance security deposit by the successful firm in the form of **Fixed Deposit Receipt** in the favour of **PAO, O/o the PAG (A & E)-I, Payable at Gwalior.**
3. In case of any dispute, the decision of **Sr. Deputy Accountant General (Admin), Office of the Accountant General (Audit-II) M.P, Bhopal** will be final and binding on the firm.

D. GENERAL TERMS & CONDITIONS OF THE CONTRACT

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 subject to satisfactory performance, not exceeding a total three years' period, as may be necessary.
2. The price list as attached herewith (Financial bid) will be made an attachment to this agreement and will be valid for ONE Year. The firm will supply only such items specifically approved by the Sr. Deputy Accountant General (Admin.) and as directed by the Office of the Accountant General (Audit-II) MP, Bhopal.
3. The firm will be responsible for providing all food items mentioned in the LIST OF ITEMS enclosed herewith.
4. **The place/room for canteen, water and electricity (only light and fan) will be provided free of cost by the office (only in order to promote employee welfare).** The firm will be responsible for proper handling and safe custody. Repair and maintenance of the equipments will be carried out by the firm and it will not claim any reimbursement of expenses on its account.
5. In case of any food poisoning/contamination, the firm will be held fully responsible and it will bear all the expenses caused due to food poisoning/contamination.
6. The firm will employ adequate number of staff in order to maintain efficiency. Child labor is prohibited in canteen operation.
7. All persons engaged by the firm shall be the firm's own employees and they will claim no privileges from the Office of the Accountant General (Audit-II) MP, Bhopal. The firm will be directly responsible for the administration of its employees as regards general discipline and courteous behavior.
8. The firm will get all its workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness.
9. **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 firm itself for the operation of the canteen.
10. Canteen operating firm should not use heaters and insulated plates in food preparation.
11. The firm will be responsible for cleanliness of Crockery, Cooking Utensils, Furniture, Fixtures and Fittings, etc. in the kitchen as well as the canteen hall. The department will not provide any cleaning materials/dusters, etc. for the same.
12. Cleaning of the canteen must be carried out by the firm on a regular basis.
13. Very high standards of **HYGIENE and CLEANLINESS** shall be observed in the running of the kitchen, the canteen hall and connected services by the firm and workers engaged by

firm including those responsible for collection of used utensils and periodic disposal of waste and refuse.

14. The Canteen shall be opened for catering during office hours on all working days.
15. The firm will not take out of the Office premises, any articles or stores without a Gate-Pass to be issued by the concerned authority.
16. The sale and consumption of narcotics/ alcohols is strictly prohibited in the canteen premises.
17. If any prohibited work is carried out in the canteen premises, the firm is obliged to give immediate information to the department head.
18. The firm shall at its 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 firm in connection with the rendering of the aforesaid services to Office of the Accountant General (Audit-II) M.P, Bhopal and shall comply with the provisions of (Regulation and Abolition) Act, Employees Staff Insurance Act, Workmen's Compensation Act and other rules regulations and/ or statues that may be applicable to them now or that may be introduced.
19. The firm will have to furnish the statement showing the names of all the employees engaged for Office of the Accountant General (Audit-II) M.P.'s Canteen. Any addition/deletion must be communicated to Office of the Accountant General (Audit-II) MP, Bhopal.
20. Office of the Accountant General (Audit-II) MP, Bhopal shall have the right to search the firm's employees at any time during the office hours and there shall be no grievances expressed/ felt on this account either by the firm or its employees. The firm will issue ID Cards to the firm's workers in the format approved by Office of the Accountant General (Audit-II) MP, Bhopal.
21. **A Canteen Management Committee** will be nominated by Office of the Accountant General (Audit-II) MP, Bhopal to inspect and oversee functioning of the Canteen with a view to ensure food quality, hygiene, COVID appropriate behavior, sufficient service etc. in the canteen. In case there are repeated failures or lacuna noticed by the committee due to failure of firm, the Secretary and / or Chairman of the Canteen Management Committee can impose a fine up to Rs. 1,000/- for every breech.
22. The Canteen Management 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 authorized person(s) in the manner and as per procedure. If the material used or the edible prepared is found to be of lower grade/sub-standard, the contract shall be cancelled with the immediate effect.
23. Firm will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.

a) The Firm 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 Firm shall be responsible for all damages or losses to any of the Office of the Accountant General (Audit-II) MP's property by the firm itself or its 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) M.P., Bhopal 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 Firm in the canteen premises including kitchen and other rooms.

For termination of this agreement **one month's notice** will be required from either side in writing. The Firm 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) M.P, Bhopal 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 (Admin)**, Office of the Accountant General (Audit-II) M.P., Bhopal shall be final and binding upon the firm. The firm 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 firm.

24. The Firm has a bare permission only to run a canteen in the office 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 firm.
25. In case of any dispute, the decision of **Sr. Deputy Accountant General (Admin), Office of the Accountant General (Audit-II) MP** will be final and binding on the firm.

Terms and conditions mentioned above are accepted by me.

(Name & Signature of bidder)

With Seal and date

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

TECHNICAL BID FORM

Description	To be filled by the Bidder
Name of the firm	
Address	
Phone No./ Mobile No.	
GST Registration PAN No.	
Year of Establishment	
Food License No.	
Contracts executed till date in Govt. offices/ PSUs (Please give details of contracts executed along with documentary proof)	
Present assignment in hand in Govt. offices/ PSUs (Please give details of contracts executed along with documentary proof)	
Income from canteen operation from previous contracts (for recent three years)	
No. of staff/employees available for canteen	
Annual Turnover for last three years 2019- 2020, 2020-2021, 2021-2022 (Please attach documentary proof viz. P & L A/c / CA Certified documents and ITR copies)	

Date: _____

Signature of the Bidder With Stamp

LIST OF SNACKS/BEVERAGES/FOOD TO BE SOLD IN THE CANTEEN**(FINANCIAL BID)**

S.NO.	CATEGORY	FOOD ITEMS	MINIMUM QUANTITY	RATE TO BE QUOTED BY THE TENDERER (in Rs. in whole nos.)
I	Beverages			
1		Tea	100 ml	
2		Coffee	100 ml	
3		Lassi	200 ml	
4		Butter milk	200 ml	
5		Packed Mineral water bottle	1 lt	
6		Cold drink	200 ml	
7		Hot milk	200 ml	
8		Real juice tetra pack	200 ml	
II	Snacks			
1		Poha	1 plate	
2		Jalebi	100 gm	
3		Samosa/Kachodi/Aloo bada	Standard size	
4		Bread pakoda	Standard size	
5		Idli sambhar/Vada Sambhar	2 piece+1 bowl	
6		Masala dosa	Standard size	
7		Plain dosa	Standard size	
8		Upma	1 plate	
9		Uttapam	1 piece	
10		Sandwich	1 piece	
11		Dhokle	2 piece	
12		Pakode/ Mungode/ Bhajiya	1 plate	
III	Lunch/ Main course			
1	Ordinary Thali	Pulse, 1 vegetable (dry/liquid), rice 4 roti/puri, salad, sweet		
2	Special Thali	Pulse, paneer vegetable, seasonal vegetable(dry/liquid),rice, sweet, salad, roti/puri, papad, raita/curd		
3	Optional Lunch	Chole bhature		
		Pav bhaji		
4		Stuffed paratha (Aloo)+curd		
		Stuffed paratha (Gobhi)+curd		
		Stuffed paratha (Paneer)+curd		
IV	Sweets/Desserts			
1		Gulab Jamun	2 piece	
2		Rasgulla	2 piece	
3		Ice cream(Standard brand and flavour)	2 scoop	
4		Halwa	1 plate	
5		Balushahi	2 piece	

Signature of the bidder
With seal of firm and date