भारत सरकार / GOVERNMENT OF INDIA
वित्त मंत्रालय/ MINISTRY OF FINANCE
राजस्व विभाग / DEPARTMENT OF REVENUE
आयुक्त का कार्यालय / OFFICE OF THE COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क /
CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, माननचिरा /
CENTRAL REVENUE BUILDING, MANANCHIRA
कालीकट 673001 / CALICUT 673001

Ph : 0495 – 2727522 **Email :** ce46pro.ker@nic.in
commr-cexcalicut@nic.in

Dated: 01/04/2024

For Publication

TENDER NOTICE

കോഴിക്കോട് മാനാഞ്ചിറയിലെ സെൻട്രൽ ടാക്സ് & സെൻട്രൽ എക്സൈസ് (Central GST) കമ്മീഷണറുടെ ഓഫീസിലെ കാൻ്റീൻ വ്യവസ്ഥകൾക്ക് വിധേയമായി നടത്തുന്നതിലേക്ക് ടി വിഷയത്തിൽ മുൻപരിചയമുള്ള വ്യക്തികളിൽ/ സ്ഥാപനങ്ങളിൽ നിന്നും അപേക്ഷ ക്ഷണിക്കുന്നു. നിശ്ചിത മാതൃകയിലുള്ള അപേക്ഷ 08/04/2024ന് 5 PM നു മുമ്പ് ടി ഓഫീസിൽ സമർപ്പിക്കേണ്ടതാണ്. കൂടുതൽ വിവരങ്ങൾ മേൽ ഓഫീസിലെ നോട്ടീസ് ബോർഡിൽ പ്രസിദ്ധപ്പെടുത്തിയിട്ടുണ്ട്.

എന്ന്,
അസിസ്റ്റൻ്റ് കമ്മീഷണർ (Admn.)

भारत सरकार / GOVERNMENT OF INDIA
वित्त मंत्रालय/ MINISTRY OF FINANCE
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Dated: 01/04/2024

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TENDER NOTICE

Tenders are invited from persons/establishments with prior experience in the field, for running the Canteen in the Office of the Commissioner, Central Tax & Central Excise, Mananchira, Calicut, subject to the terms and conditions prescribed in the tender document. Further details are available on the Notice Board in the office. Duly filled application, complete in all respects should reach this office by 5.00 P.M on 08/04/2024.

ASSISTANT COMMISSIONER (ADMN.)

TENDER DOCUMENT

FOR OPERATING CANTEEN IN THE OFFICE OF THE COMMISSIONER, CENTRAL TAX & CENTRAL EXCISE, (CENTRAL GST), MANANCHIRA, CALICUT-673001.

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TENDER PARTICULARS

1. Department : **OFFICE OF THE COMMISSIONER, CENTRAL TAX & CENTRAL EXCISE, MANANCHIRA, CALICUT-673001**
2. Officer Calling Tender : ASSISTANT COMMISSIONER (ADMINISTRATION)
3. Tender Title : Tender for Operating Canteen
4. Product Category : Service
5. Cost of Tender Document : Nil
6. Tender Type : Service Contract **(One year)**
7. Availability of Bid Document : Date: 01/04/2024 Time: 10AM
8. Start date of Bid : Date:02/04/2024 Time: 10AM
9. Last date of submission of Bid : Date: 08/04/2024 Time: 5 P M
10. Opening of Bid : Date: 08/04/2024 Time: 5.15PM

Contact Persons Particulars

1. Name and Designation : PUBLIC RELATIONS OFFICER
2. Address : CENTRAL TAX & CENTRAL EXCISE, CALICUT
3. Email ID : ce46pro.ker@nic.in
4. Phone No. : 0495-2727522

GENERAL INFORMATION

1. SCOPE OF WORK:

i. The tender is for operating Canteen at the Office of the Commissioner, Central Tax & Central Excise (Central GST & Customs) Office, Mananchira, Calicut, for one year period.

ii. The Canteen building with existing facilities/equipment will be handed over by the Canteen Managing Committee (CMC) in as is where is the condition to the contractor. Any additional facilities required for operating canteen will be procured and installed by the contractor at his own cost. Such additional equipment added by the contractor shall be taken back by the contractor on expiry of the contract period.

2. MINIMUM QUALIFICATION CRITERIA

The Tenderers should have;

i. Three years experience in running canteens in reputed organizations in Kerala having at least 100 employees. Copy of work order and experience certificate towards successful running of canteen as per the above condition from the organization concerned should be submitted along with tender document.

ii. Valid *FSSAI, GST, PAN, ESIC and EPFO registrations*. (Copy of relevant certificates should be submitted along with tender document).

3. INSTRUCTIONS TO THE TENDERERS

Tender document is displayed on the Notice Board of Hqrs Office & Divisional Offices, Calicut.

4. Submission of Bid

i) The bid shall be submitted in two parts,

Part - I: Technical Bid and Part - II: Price Bid

ii) Information Required in the Bid

Part I: Technical Bid shall contain scanned copy of all documents as per the Schedule A. All pages of the Tender Document shall be duly signed by the Tenderer.

***iii)* Bid Opening – Technical Bid(s)**

Technical Bid: Technical Bid(s) shall be opened in the office of the PRO as per the date and time fixed in the schedule. If the Technical Bid submitted contains any deviation from the Bid Document then the Bid will be rejected.

***iv)* Part II- Bid Opening – Price Bid**

The price bids o f qualified bidders shall be opened **on the same day and venue.**

DETERMINATION OF RESPONSIVENESS: The Tender which does not satisfy the pre-qualification criteria shall summarily be rejected and shall not be considered for further evaluation.

5. **ACCEPTANCE OF TENDER**:

The tenders that do not fulfill any of the above conditions or are incomplete in any respect are liable to be rejected.

6. **AWARD OF CONTRACT**:

Subject to other satisfactions of tender conditions, the Tender Evaluation Committee/Canteen Managing Committee shall award the Contract to the Tenderer whose offer has been determined on the basis of technical bid and price bid, evaluated by the Tender Evaluation Committee, nominated by the competent authority.

7. **LETTER OF ACCEPTANCE (LOA)**:

The **contractor shall sign an agreement within 07 days of receipt of the LOA.** Until a formal contract is prepared and executed, the notification of award and form of the tender shall constitute a binding contract. **The contractor must commence the work within 07 days of receipt of the LOA failing which CMC shall terminate the contract.**

8. **EXECUTION OF DOCUMENT**

The tenderer shall be deemed to have full knowledge of all documents, the canteen and premises, furniture, utensils and other infrastructure available in the Canteen and the submission of a tender by a tenderer implies that he/she has read all the conditions and has made himself aware of the facilities available in the Canteen and scope, specifications & other factors mentioned in the tender.

Signature of the bidder……..

Full Name of the bidder…….....

Address…….....

……

Email……

Mobile No……

TERMS & CONDITIONS OF THE CONTRACT

The Contractor has to run Canteen at Central Tax & Central Excise (Central GST & Customs) Office, Mananchira, Calicut, for one year. The Canteen will be handed over in 'as is where is' the condition to the contractor. All additional facilities required for operating the canteens will be procured and installed by the contractor at his own cost. Such additional equipment added by the contractor shall be disclosed to the Canteen Managing Committee and the same shall be taken back by the contractor on expiry of the contract period, with the permission of Canteen Managing Committee.

1. Canteen premises and facilities

The furniture and fixtures like dining tables, chairs, exhaust fan, ceiling fans, tube lights, kitchen/cooking equipment, wares and utensils in the kitchen will be provided on as is where is condition and without rental charges. However, the Contractor will be responsible for their safe custody and upkeep of the items. **The maintenance of the equipment/fixtures shall be carried out by the Contractor at his cost under intimation to the Canteen Managing Committee.**

i. The contractor shall be responsible for the acts, defaults and neglects of its workmen, fully being deemed as those of the contractor itself.

ii. The contractor shall not make any addition or alteration to the building of the said Canteen premises or tamper with the fittings or electrical installations therein, nor make any unauthorized constructions or extension to the electricity or water supply lines, without the specific written permission of the Canteen Managing Committee.

iii. The Contractor has to return all the items, such as furniture and fixtures, kitchen/cooking equipment, wares and utensils in the kitchen cook-wares, utensils and other items in the Canteen and at the time of expiry of tenure of his contract period, in good working condition. If any damage/loss is noticed at the time of handing over of these items and other equipment, the Contractor has to compensate/replace those items, else the cost will be recovered from the Security Deposit as assessed by the Canteen Managing Committee.

iv. The contractor shall make own arrangements for housekeeping, washing of utensils, disposal of used materials, waste management etc. and he/she shall submit waste disposal plan for approval of the Canteen Managing Committee within 05 days of taking over the contract.

v. Water and electricity charges required for operating the canteen will be paid by the department. Payment of cooking gas should be borne by the canteen operator.

vi. Timings: The canteen shall function on all working days from 8AM to 5PM.

2. Canteen Managing Committee (CMC).

i. There will be a Canteen Managing Committee, headed by a Convener approved by the Commissioner for monitoring the running of Canteen.

ii. The Contractor shall adhere to the decision of the Canteen Managing Committee and he will attend

the meeting "on-call". The Canteen Managing Committee will meet once in every month or as and when required and will also conduct the periodic inspection concerning the quality of food and general cleanliness in the canteen, compliance to statutory contributions to ESIC/EPFO etc., and issue notice to the contractor for lapses if any. The Canteen Managing Committee must ensure the compliance of terms and conditions under the Tender Document.

3. Complaint Mechanism

i. Complaint box for officers/staff availing canteen services to address quality or any other issues relating to canteen food/services shall be maintained by the Canteen Managing Committee. Any adverse complaints received shall be notified to the party for rectification. Failure to rectify or act upon such notice shall be a valid ground for termination of the contract.

i. Contractor shall finalize the items in a daily menu in advance in consultation with the Canteen Managing Committee and revise the items in the menu periodically.

ii. The contractor must use good quality provision and fresh vegetables for making food items and those items must be purchased from reputed merchants.

iii. The contractor shall ensure the supply of purified boiled drinking water at free of cost.

iv. Cooked food items shall not be kept in refrigerators and the food items once cooked shall not be recooked and served in any manner.

v. It will be the responsibility of the Canteen Contractor to store the stock of materials purchased by him in a neat, tidy and hygienic manner, which must be kept in containers and the containers should be airtight.

vi. No non-recyclable plastic or plastic containers are allowed to use in the canteens.

vii. Safety of staff employed and security of the premises shall be the responsibility of the contractor.

viii. The stock materials required for making food items must be in good quality and good condition and if it is found such items are outdated, rotten or damaged, the Canteen Managing Committee shall have right to impose a fine

ix. The services will be reviewed at every three months and shall be terminated, if services are not satisfactory, with a notice of one month.

x. Uniform has to be worn and neatly maintained for the suppliers and the staff of canteen.

4. Food Safety License/Registration Number

i. The Contractor should strictly observe all the rules and regulations, Bye-laws and also directions issued from time to time by the Central and State Government, local and other authorities and obtain necessary licenses, required for running the canteen, engaging workers for preparation and serving food etc.

ii. The Contractor shall also be liable to pay any fees, taxes, etc., levied by the local and other authorities. He/she should obtain/renew the license for running the canteens from the appropriate authorities of

the Government of Kerala/Govt. of India, and the valid license should be exhibited in the canteen premises during the entire contract period for inspection by the competent authority.

5. Pre-Medical Examination of Canteen Staff

i. Pre-employment medical examination should be done for appointing canteen staff. Periodic medical examination at least once in 6 months should be done for all Canteen staff. The Contractor shall not employ or permit to be employed or allow entry or the presence in the premises of any person suffering from any contagious disease.

6. ESI & EPF Registration & Contribution in r/o Canteen employees

i. Contractor shall have the ESIC & EPFO Registrations as per the requirement of the Act and comply with the provision of ESI & EPF as applicable to the canteen workers.

i. The Contractor shall be responsible for strict adherence to discipline and good conduct by its workers.

i. The contractor shall be liable to ensure compliance of all enactments, rules, regulations and orders of other authorities, besides the instructions of the CMC that may be in force from time to time including all the labour laws, employees compensation and the minimum wages, as well as Weights and Measures and Prevention of Food Adulteration etc

7. Quality, Hygiene, & Cleanliness

i. The ingredients used for the preparation of the various food items by the Contractor shall be unadulterated and be of good quality. The supply of food, etc., should also be in hygienic conditions.

ii. The medium of cooking and frying shall be in branded coconut oil only. Oil once used shall not be reused for any kind of cooking/frying purposes. For the preparation of Porotta/chappathi/snacks, hydrogenated vegetable oil should be used. **Palmolein oil and Dalda shall not be used as a cooking medium.**

iii. The curry powder like chilly, turmeric, coriander etc., all these packed items must be of ISI quality standard or Agmark brands only.

iv. Milk supplied by MILMA only should be used in the canteen for making tea, coffee and buttermilk.

v. No item shall be stored/ kept in the Canteen after the date of expiry displayed on the packet.

vi. The dining hall, wash area, kitchen, store etc shall be maintained neat and tidy. Any lapse in this matter will lead to cancellation of the contract.

SCHEDULE-A

List of Documents- Scanned copy to be submitted online TECHNICAL BID

Sl.No.	Description of Documents	Remarks
1.	Tender Document duly filled signed and stamped on all the pages.	Yes/No
2.	Self-attested copy of FSSAI registration	Yes/No
3.	Self-attested copy of GST registration	Yes/No
4.	Self-attested copy of PAN	Yes/No
5.	Self-attested copy of ESIC registration	Yes/No
6.	Self-attested copy of EPFO registration	Yes/No
7.	Self-attested copy of work order and completion/experience certificate for three years, during 2015-23, towards successful running of canteen from the organization concerned.	Yes/No
8.	Authority/Resolution in favour of the person signing the bid on behalf of the firm submitting the tender	Yes/No
9.	Self-attested copy of address proof/ Aadhar Card of individual applicant/person signing the bid.	Yes/No
10.	Format of Agreement **(Annexure-I)**	Yes/No

Schedule-B

FINANCIAL BID			
Name Of Work : Running a canteen in the Central GST Hqrs Office, Mananchira, Calicut.			
Sl. No.	**Name of Items**	**Minimum Weight**	**Rate for officers/staff**
	BREAKFAST		
1	Idli / Plain Dosa / Appam / Idiyappam / Puttu with Chutney and Sambar / (Set of 2 Nos.) Poori (3 Nos) / Chappathi (2 Nos) with Potato Masala/ Vegetable Curry	Standard quantity	
2	**LUNCH** a) Veg.Meals/Fish Curry Meals Boiled/Plain rice of fine quality Sambar /Pulissery/Two side dishes (Thoran /Aviyal/ Kichady/ Mezhukkupuratty etc)/Fish Curry Butter Milk/ Rasam Pappad Pickle b) Biriyani(Chicken) c) Ghee/ Fried Rice + Hot water (boiled with Jeerakam/ Coriander). (additional veg/ non veg items, if any, can be served, specify the items and its price)	Standard quantity	
3	**Tea & Snacks** Tea /Coffee (150 Ml) Ada/ Uzhunnu Vada/ Pazham Pori/ Bonda/ Sukheyan/ Pathiri/ Undan Pori/ Parippu Vada/Neyyappam	Standard quantity	

Signature of the bidder.....

Full Name of the bidder.....

Address.....

Mobile No.

ANNEXURE-I

AGREEMENT FORMAT

THIS AGREEMENT made on the .....day of ....., 2024 between the ....Canteen Managing Committee (hereinafter referred as the "Committee") represented by

Shri/Smt.....S/o.....

AND

Shri/Smt.....S/o.....(hereinafter referred to as "The Contractor").

WHEREAS THE Contractor has agreed to operate the Canteen at Office of the Commissioner, Central GST, Calicut.

NOW THESE PRESENTS WITNESS AS FOLLOWS:-

1. The Contractor shall run Canteen in the Office of the Commissioner, Central GST, Calicut, as per the terms and conditions mentioned in general conditions of contract appended to this agreement.

2 The Contractor shall charge for the various items supplied by him in the Canteen to the officers/staff of the Dept. at the rates and quantity mentioned in Menu and Rates to this agreement and shall not make any variations in the rates except by the terms of this agreement.

3 The Canteen shall be liable to be inspected at any time during working hours by the Officials/ Convener and Members of Canteen Managing Committee.

4 The Canteen Managing Committee shall have the right to alter, amend or annul any of the conditions governing this contract.

5 The following documents will form part of the agreement:-

1. General Information.
2. Instructions to the bidders
3. Terms & Conditions of the contract.
4. Annexure-I, i.e, Application and declaration of the Tenderer.
5. The Letter of Acceptance (LOA) issued by the Authority to the successful bidder shall be an integral part of this contract.

IN WITNESS WHEREOF the parties hereto have signed these present on the day and year first above written.

a. **Convener**

(For and on behalf of the Canteen Managing Committee)

b. **Contractor's name and address**

Witness: 1.

Witness: 2.