



भारत सरकार / Government of India

वित्त मंत्रालय / Ministry of Finance

GST & EXCISE COMMISSIONERATE : SURAT

CENTRAL EXCISE BUILDING, CHOWK BAZAR, SURAT-395001

Email:genhq-cgstsurat@outlook.com Phone: 0261-2460417 Fax: 0261-2465675

Notice Inviting Tender

GST & Excise, Surat invites Tender for providing Canteen services to the Departmental Canteen situated in the premises of GST & Excise, Surat, Opp. Gandhi Baug, Chowk Bazaar, Surat.

The Tender should be submitted in sealed covers addressed to The Additional Commissioner (Gen. H.Q), GST & Excise, Surat, Opp. Gandhi Baug, Chowk Bazaar, Surat on or before 25-06-2018 at 16.00 hrs. & the same will be opened at 12.00 hrs of 26-06-2018 in the presence of bidders, who wish to be present.

Tender documents, giving full details can be obtained from the Superintendent (Gen. HQ), GST and Excise, Surat, Room No. 408, 4th Floor, A Wing, Central Excise Building, Opp. Gandhi Baug, Chowk Bazaar, Surat & can also be accessed on department website www.cbec.gov.in & <http://www.excisesurat1.nic.in/>

The Commissioner, GST & Excise, Surat, reserves the right to cancel or postpone or reject the tender process or reject any bid without assigning any reason whatsoever.

sd
(Prashant S. Kaduskar)
Additional Commissioner (Gen. H.Q)

F.No. XVI/027/2017

Dated: **08.06.2018**

Copy to:-

1. The Superintendent (Gen. H.Q), GST & Central Excise, Surat for publication in the daily local newspapers.
2. The Superintendent (System), GST & Central Excise, Surat for uploading on departmental websites.

1. GENERAL

Sealed tenders are invited by the Additional Commissioner (Gen. H.Q), GST & Central Excise, Surat from reputed and experienced Companies/ Firms/Agencies/proprietorship under Two Bid System i.e. Pre-qualification Technical Bid and Financial Bid for providing Canteen services at Departmental Canteen situated in the premises of GST & Central Excise, Surat, Opp. Gandhi Baug, Chowk Bazaar, Surat for one year from the date of commencement of the contract, unless extended further by mutual consent of the Competent Authority and the service provider on the terms and conditions mentioned in the tender document or unless terminated in accordance with the terms and conditions mentioned herein.

2. PARTICULARS OF THE TENDER

(A) NAME AND ADDRESS OF THE AUTHORITY

The Additional Commissioner (Gen. H.Q), GST & Excise, Surat, 2nd Floor, A Wing, Central Excise Building, Opp. Gandhi Baug, Chowk Bazaar, Surat.

(B) CONTACT PERSON

For any Clarifications:-

Shri- Anil Agarwal, Superintendent (Gen.HQ) GST & Central Excise, Surat, 4th Floor, New Central Excise Building, Opp. Gandhi Baug, Chowk Bazaar, Surat. Phone No. 261-2463078

(C) PERFORMANCE SECURITY DEPOSIT:

The successful bidder will have to deposit a Performance Security Deposit of 30,000/- (Rupees Thirty thousand only), in the form of Bank Guarantee/ Demand Draft with **Pay and Accounts Officer, CBIC, Surat** of validity of one year and additional sixty days. In case the contract is further extended beyond the initial period of one year, the performance security deposit will have to be accordingly renewed by the successful bidder.

(D) VALIDITY OF TENDER:

Tender should be valid for a period of one year from the date of opening of the Financial bid.

(E) SCOPE OF WORK:-

This tender is intended for providing canteen facility at GST & Excise Departmental Canteen situated in the premises of GST & Central Excise, Surat, Opp. Gandhi Baug, Chowk Bazaar, Surat. The Contractor is required to run the canteen and serve Tea, Coffee, Lunch and snacks etc. to employees/authorized visitors of the department on fair charge basis. In addition to the regular employees of the GST & Central Excise, Surat, the canteen will also cater to the needs of the authorized visitors to the department for official work as well as to the participants in academic, training programmes organized by the department from time to time. Tea, Coffee, Snacks, Cold Drinks and lunch shall also be served for meetings or other purpose, whenever and wherever required in the premises.

3. ELIGIBILITY

The following requirements should be fulfilled in the technical Bid.

1. The tenderer should have a financial turnover of at least 2 (Two) lakhs each for any two years during the last three years. Necessary supporting documents should be submitted by the Bidder in this regard.
2. The tenderer should have at least 2 years' experience of having rendered in Catering Services in Government organizations/PSUs/other reputed establishments. Documentary evidence in support of the same to be enclosed.

3. The tenderer shall possess all the latest licences/certificates/authorisation of running the canteen/supply of food items etc.
4. The tenderer should have following certificates/licenses and shall submit authentic proof thereof:
 - (i) Certificate/Affidavit of formation of the Company / Firm / Tenderer / proprietorship under the relevant Act(s)
 - (ii) Attested Photocopy of PAN/TAN If any.
 - (iii) Attested Photocopies of Income Tax Returns for the last 2 years.
 - (iv) Attested Photocopies of similar contract executed with Central Government offices/PSUs/Private Institutes of Repute during last 2 financial years.

4. INSTRUCTIONS FOR SUBMISSION OF BID:

All the Tenders shall be prepared and submitted in accordance with the instructions as follows.

Any proposal which is not submitted in accordance with these instructions will be summarily rejected without any communication in this regard.

(i) The bid shall be submitted in two separate sealed envelopes. The first envelope shall be superscribed "Technical Bid" and shall contain **Annexure I** incorporating the information regarding eligibility criteria and the second envelope superscribed "Financial Bid" shall contain **Annexure II**. Both these envelopes and the covering letter accompanying the tender document (including all the Annexure), duly signed on each page with seal by the authorized representative of the bidder, should be enclosed in a bigger third envelope, which shall be superscribed "**Bid for providing Canteen Services**" at Central Excise Departmental Canteen situated Central Excise Departmental Canteen situated in the premises of GST & Central Excise, Surat, Opp. Gandhi Baug, Chowk Bazaar, Surat and should reach the **following address** on or before the expiry of the prescribed time limit:-

"The Additional Commissioner (Gen. H.Q), GST & Central Excise, Surat 2nd Floor, Central Excise Building, Opp. Gandhi Baug, Chowk Bazaar, Surat."

(ii) No tender will be considered which is not as per the printed/typed form. The bidders should ensure that each page of the tender is signed by the person authorized to sign the tender document, affixing the seal of the Bidder.

(iii) All entries in the tender forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No corrections including overwriting or striking out will be permitted in the Financial Bid. In such cases, the tender shall be summarily rejected.

(iv) If any bidder is found to have close family relationship with any employee of GST & Central Excise Department, Surat, his bid will be rejected. Declaration to that effect is to be given.

(v) No modification or substitution of the submitted bids shall be allowed.

(vi) The Bids shall be opened on the scheduled date and time at Conference Hall, 3rd Floor, New Central Excise Building, Opp. Gandhi Baug, Chowk Bazaar, Surat-395001 in the presence of the representatives of the bidders, if any, who are present on the spot at that time. No separate intimation shall be sent to bidders for the same.

(vii) The bidders are required to enclose photocopies of the supporting documents, self-certified by the authorized representative of the bidder.

(viii) Tenders will not be accepted after the prescribed time and date as set out in the Tender Notice or subsequent extensions, if any, notified by the office.

(ix) GST & Central Excise, Surat takes no responsibility for delay, loss or non-receipt of the bid sent by post/courier. Bid sent through Fax or Email shall not be accepted.

(x) Interested parties may submit their tender after inspection of the Canteen Premises at the office of the Addl. Commissioner (Gen. H.Q), GST & Central Excise, Surat, 2nd Floor, Central Excise Building, Opp. Gandhi Baug, Chowk Bazaar, Surat-395001. The inspection of the canteen premises can be made between 11.00 A.M. and 5.00 P.M. on all working days from the date of issue of notification till the date of closure of tender.

(xi) There should be no cutting/overwriting in the Tenders/Quotations.

(xii) The Department reserves the right to accept or reject any Tender / Quotation in full or in part in case of incomplete quotations and also without assigning any reason thereof. In case of any dispute, decision of the GST & Central Excise, Surat will be final and binding.

(xiii) The GST & Central Excise Surat reserves the right to retain bids once submitted.

5. TERMS AND CONDITIONS

1. The successful bidder will be intimated by the office whereupon he will enter into agreement with the Additional Commissioner (Gen. H.Q), GST & Central Excise, Surat and commence the work immediately thereafter not later than 02 days from issuance of the intimation. **The contract shall be awarded for 1 year. It is to start from the date of signing of agreement.** The contract shall continue for one years unless it is curtailed or terminated by the office owing to deficiency of services, sub-standard quality of skilled and unskilled manpower deployed, breach of contract, reduction or cessation of the requirements, non-compliance of statutory requirements/obligations by the bidder or any such ground as may be deemed fit by the GST & Central Excise Surat. The GST & Central Excise Surat requires that successful bidder under this contract to observe the highest standard of ethics and should not engage in activities that conflict with the interest of the office under this contract.

2. Tender(s) will remain valid for a period of 1 (one) year from the date of awarding of contract. If any tenderer withdraw during the validity period, his/her Performance Guarantee will be forfeited.

3. A Canteen Hall with Store room, Kitchen & Wash room having Total area 898.24 square feet approximately, with electricity and running water supply will be provided by the office. The light fittings, fans fitting, 3 AC fittings, furniture, equipment and utensils provided by the department in the canteen premises are in good condition & in working order and the same is under the ownership of GST & Excise Commissionerate, Surat. The tenderer shall make use of such facility with the great care and caution and shall get the same repaired from time to time at his cost to keep the same in working condition. The expenses for the same to be spent and born by the tenderer. Any other items required for running canteen or kitchen may be brought by the Tenderer at his own cost.

4. Electricity: Free But it should not be used for cooking purposes. The tenderer would use power consumption only for refrigerator, hot-case, Grinding of Dal and for such purposes as allowed by the department.

5. The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the department. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste

6. The contractor shall cooking gas cylinders at his own cost and maintain the said items in proper and hygienic conditions, for due discharge of obligations in respect of running of canteen.

7. Arrangements to be made for Tea/Coffee and Lunch with Cookies/Break Fast/Snacks on regular basis for about 30-150 persons on subsidized rates.

8. All the arrangements for cooking and keeping food warm and water cold will be made by the tenderer.

9. All the arrangement of servicing and arrangement of good quality utensils and plates to be done by the Tenderer.

10. Arrangement of sufficient numbers of good Disposable water glasses to be made by the tenderer.

11. All the edible items should be of good quality, prepared in fresh oil. The department reserves the right to inspect the materials either its own or on the basis of any complaint at any time. If it is found that raw material for food of inferior quality is used, the contract would be terminated immediately and the tenderer would be blacklisted.

12. The contractor will have to provide employees in proper uniforms for service in the canteen as also for the service in rooms.

13. The timings of the canteen will be as prescribed by the department from time to time subject

to change. Skeleton services will also be provided beyond office hours as and when required.

14. The contractor will use commercial gas connection on his own name.
15. The contractor will be required to provide canteen service in the canteen premises.
16. The contractor shall employ only such persons as are declared medically fit as certified by a Registered Medical Practitioner. No such employee will be under the age of 18 years. Documentary evidence will be provided by the contractor.
17. Only cooking gas is to be used in the canteen for preparing hot drinks & cooking which is to be arranged by the contractor including gas cylinder.
18. The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the Institute for the purpose of preparing Lunch, Tea and Coffee. Any furniture articles, if made available to the contractor will be maintained properly. Any loss/damage (including repairs) to the same will have to be made good by the Contractor, at his cost.
19. Daily requirement of Snacks item will be informed to the contractor, If, necessary.
20. Materials used for cooking purpose Tea, Coffee, Spices, Food stuffs, Vegetable, Oil etc. should be of good quality only.
22. The contractor will take all necessary precautions against fire hazards and will comply with all rules and regulations as laid down by concerned government authorities and to the satisfaction of the Department.
23. The subsidized rate list and menu as approved by the department should be displayed daily. The contractor may sell other food items like Cold Drinks, packed snacks at prevailing market rates only.
24. No rate will be revised without the approval of the department.
25. The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen. The contractor will have to pay the minimum wages to the engaged staff, as per minimum wages Act. Notifications issued from time to time, EPF and Bonus etc. as per Employees Provident Fund Act and Bonus Act amended from time to time.
26. The department shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the contractor and such persons, as will be employed by him. While engaging these employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to the department also.
28. The contractor shall obtain license under the Contractor Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the contractor labour Act) and all other requisite licenses at his own cost from the Appropriate Authorities and comply with the terms and conditions of the license(s) and all other relevant and necessary provisions of the contractor labour Act and the Rules framed there under all such other provisions of laws in any enactment or otherwise laid down by an authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.
29. Under no circumstances any of the contractor's employees will stay in the premises beyond canteen hours after closing the canteen. He will ensure that the canteen rooms are properly locked and secured during closed hours of the department. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by the department from time to time which will be binding on him and his employees. The Department reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.
30. The contractor shall not entertain any orders or supply eatables outside GST & Central Excise, Surat, Opp. Gandhi Baug, Chowk Bazaar, Surat-395001.

31. The contractor will, at all times, ensure discipline decent and courteous behaviour by his employees while they remain in premises of GST & Central Excise, Surat, Opp. Gandhi Baug, Chowk Bazaar, Surat-395001. In case any of his employees indulges in any act of indiscipline, misbehaviour or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.

33. Under exceptional circumstances the Department reserves the right to change any term and condition as and when warranted.

34. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Commissioner of GST & Central Excise Surat will be final and binding.

35. The contractor will be required to execute an agreement in the prescribed form in case the contract is awarded.

36. The contractor will have to deposit Rs. 30,000/- as performance security guarantee in the form of D.D./Pay order/Bank Guarantee Drawn in favour of "**Pay and Accounts Officer, CBIC, SURAT** payable at S.B.I, Surat . No interest will be paid on this amount. The same will be refunded when the contract is over and canteen premises are handed over to the department and all dues from the contractor have been settled.

37. The contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.

38. If any case the contract violates the terms & conditions of the contract the Security Deposit will be forfeited.

We agree to the above terms and conditions.

Signature and Name with Date _____

Name of the Firm _____

6. EVALUATION CRITERIA AND METHODOLOGY:

1. Firstly, the envelopes containing Technical Bids shall be opened in respect of all the bidders.
2. The Canteen Committee nominated by the Commissioner of GST & Central Excise Surat shall evaluate the Technical Bids.
3. The successfully qualified bidders in the Technical stage will have to pass through quality test of their foods before the nominated tender Committee.
4. The Financial Bid of unsuccessful bidders in Pre-qualification stage shall **NOT** be opened.
5. The Financial Bid of **only** the qualified bidders in Pre-qualification stage shall be opened.
6. The bidder quoting the least overall rate in the Financial Bid shall be accepted.

Annexure –II

PROFORMA FOR FINANCIAL/COMMERCIAL BID

List of few standard Beverages and snacks/Lunch with rates to be quoted for purpose of evaluation:-

Sr. No.	Item	Item with weight	Material Unit/Gram/ML (Standard)	Rate to be quoted by the Tenderer
1	Hot Tea	One Cup (Full Cup)	125 MI	
		One Cup (Half Cup)	75 MI	
2	Hot Coffee	One Cup (125 MI)	--	
3	Butter Milk	Per Glass	200 MI	
4	Lassi	Per Glass	200 MI	
5	Juice	Per Glass	200 MI	
6	Bread Butter	2 Pcs (2 Slices Big+ Butter thereon)	---	
7	Vegetable sandwich	Set of 2 Pcs	Big Slices	
8	Poha	Per Plate	100 Gms	
9	Pav bhaaji	Per Plate	2 Pcs	
10	Bhajiya	Per Plate	100 Gms	
11	Samosa	Per Plate	2 Pcs	
12	Kachodi	Per Plate	2 Pcs	
13	Aaloo Parantha	Per Plate	1 Pcs	
14	Omlette	Per Plate	1 Pcs	
15	Idli sambhar	Per Plate	2 Pcs	
16	Chapati	-----	1 Pcs	
17	Vegetable	Per Plate	100 Gms	
18	Rice	Per plate	100 Gms	
19	Lunch (Full thali System) with sweets	4 Chapati or 3 Parantha or 6 Pooris, 1 Vegetable sabji, 1 Special sabji like Paneer etc , Rice, 1 Dal, Salad and sweets.		
20	Lunch (Full thali System) without sweets	4 Chapati or 3 Parantha or 6 Pooris, 1 Vegetable sabji, 1 Special sabji like Paneer etc, Rice, 1 Dal, Salad.		
21	Papad	Per Pcs		

Place:

Date:

Signature and seal of the
Proprietor/ director of the firm

Annexure –I

PROFORMA FOR TECHNICAL BID

Sr. No.	Particulars	Documents Submitted
1.	Name of Tendering Company/ Firm/ Tenderer (Attach certificates of registration)	Encl No.1
2.	Name of Proprietor / Director of Company/ Firm/ Tenderer (Attach certificates of registration)	--do--
3	Full address of Registered office with telephone number/fax/e-mail/mobile website together with that of branch office, if applicable (Attach certificates of registration)	--do--
4	Proof of Financial Turnover for last 2 years	Encl No.2
5	An undertaking to deposit a performance security deposit as prescribed in this tender document in case selected as successful bidder	Encl No. 3
6	PAN/TAN No. (Attach attested copy)	Encl No.4
7	Affidavit stating that the tenderer is / has not been black listed by Centre / State Government /PSU/ Society/Trust/ Public Ltd. / Private Company Encl No.7. Further, a declaration to the effect that the bidder does not have close family relationship with any employee of the GST & Central Excise, Surat Commissionerate	Encl No.5
8	Attested Photocopies of Income Tax returns for the last 2 financial years.	Encl No.6
9	A statement to have read, understood and agreed to the terms and condition of this tender together with a copy of this tender documents signed and stamped on each page by the bidder/authorized representative	Encl No.7
10	Attested Photocopies of similar contract executed with Central Government offices / PSUs / Private Institute of Repute during last 2 financial years with certificates from such offices for successful performance of the work.	Encl No.8

Place:

Date:

Signature and seal of the
Proprietor/ director of the firm