

**Subject: Regarding floating of tender for Canteen Services at Anaaj Bhawan, Sector 39-C, Chandigarh.**

It consists of:-

- I. Notice Inviting Tender (NIT).
- II. Eligibility Criteria/ Pre qualifications/Checklist  
Annexure-1: Self Declaration  
Annexure-2: Experience & Satisfactory Certificate
- III. Important instructions
- IV. Terms and conditions of tender.
- V. Form of Application
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I. **Notice for Inviting Tender**

**Punjab State Grains Procurement Corporation (PUNGRAIN), Anaaj  
Bhawan, Sector-39C, Chandigarh-160036**

Sealed Tenders are invited for Canteen Services at Anaaj Bhawan, Sector 39C, Chandigarh. All Details related to tender is available at department website: "[www.foodsuppb.gov.in](http://www.foodsuppb.gov.in)". in case of any corrigendum, it will be uploaded on the above mentioned website.

**SD/-**  
Managing Director PUNGRAIN

## II. Eligibility Criteria (Pre-qualification)/Checklist:

1. Blacklisted contactors/firms are not eligible (self-declaration regarding non blacklisted from any organization).(Annexure-I)
2. The firm must have minimum 3 years' experience of running canteen during the last 10 years in the office of State/Centre Government Departments/ Board/ Corporation/Body/etc in Tricity (Attach the documents to support the same) (Annexure-II)
3. The firm/contractor must have Valid Pan Number & GST no.
4. The firm/party must have Valid FSSAI License.
5. The firm/party should submit Satisfactory Certificate from the previously worked department/organization/institution.
6. Must attach copy of Income Tax returns of last 3 years
7. The bidder must have paid the tender fee of Rs 2000/-(Non Refundable).
8. Earnest money payable at Chandigarh alongwith the tender is Rs. 25,000 (Twenty five thousand only) through Bank Draft in favour of Managing Director, Pungrain. EMD of the unsuccessful bidder shall be refunded.
9. The party/firm must number and sign all the tender documents.
10. Bids are to be submitted by “Two Bid System” in duly sealed envelopes. Each envelope will clearly be super-scribed with the words “Technical Bid” or “Price Bid” as the case may be

**SELF DECLARATION**

I.....S/o.....  
R/o.....

is hereby declared that I/my partner/Directors/Members/Family members has not incurred any of the following disqualifications:-

- i) Has/have been declared bankrupt/insolvent.
- ii) Has/have been blacklisted by any Govt./Semi Govt./Cooperative agency/institution.
- iii) Has/have been convicted with imprisonment for a period of more than three years in any criminal case by any court of law.
- iv) Owes any amount due by way of recovery by any Govt./Semi Govt./Cooperative agency/institution.

Name & Signature of Declaring Person

I hereby declare that the above said information/statement is true and correct and noting has been concealed therein.

Dated:  
Place:

Name & Signature of Declaring Person

**Experience and Satisfactory Certificate**  
**(On Tenderer Letter Head)**

S.No	Name of the Organization and Address	Contract Period	Annual value of the Contract	Satisfactory Performa from Organization (along with office number and date)
1	2	3	4	5

**Signature of the Tenderer**

### **III**

### **IMPORTANT INSTRUCTIONS**

1. Bid will only be submitted in the prescribed tender format. Bid which are not submitted in the prescribed form or any other deviation from the terms and conditions of the tender notice shall be rejected out-rightly.
2. This tender form fee is not transferable and is non-refundable. Subletting of contract is not allowed under any circumstances.
3. The Technical bids shall be opened in the Office Room of General Manager (Finance), 3<sup>rd</sup> Floor, Anaaj Bhawan, Sector 39-C, Chandigarh.
4. After the evaluation of the technical bids, only those bidders who will qualify in the technical bid, their Financial Bid shall be opened.
5. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice/website.
6. The tenderer must attach all the documents mentioned in the checklist/Technical bid proforma to qualify in the Technical bid.
7. Conditional tenders shall not be entertained under any circumstance and same shall be summarily rejected.
8. The tenderer must possess necessary permissions and licenses required for carrying out its obligations under as detailed in the terms and conditions of the tender as Govt. Rules.
9. In case of violation of any terms and conditions, earnest money shall be liable to be forfeited in full by the Managing Director, PUNGRAIN.
10. M.D. Pungrain reserves the right to cancel any tender or whole of the tender process without assigning any reason.

#### **IV Terms & Conditions**

1. The company should have provided such services to Government /Semi-Government / Public Sector Organizations for minimum period of 3 years during the last 10 years. Attested copies of Experience and performance Certificates must be enclosed.
2. Self-Attested copies of GST, PAN & FSSAI as applicable issued in the name of the Firm must accompany the application.
3. The service provider company/Firm/Agency shall submit Self declaration stating that the agency is/ has not been black listed by Central Government/ State Government/any PSU or No due is pending against him as per Annexure I.
4. Tenders in any form, other than the prescribed form issued by Managing Director, PUNGRAIN will not be entertained and will be summarily rejected.
5. Each document attached with the Tender shall be numbered.
6. The Tender Notice, terms and conditions, tender, amongst other documents, shall form part of the agreement with the party whose tender is accepted in full by the Managing Director, Pungrain. Tenderer must sign all the pages of Tender Document issued by Managing Director, Pungrain (in original) in token of acceptance of all terms and conditions laid down in Tender failing which Tender will be rejected.
7. In case the Agency fails to execute the job after signing the Agreement Deed or terminate the Contract before completion of period of Contract at their own accord, the Managing Director shall have the right to forfeit the Performance Security deposited by the Agency for the execution of the Contract.
8. The Agency shall not engage any sub-contractor. In case the selected Agency violates this condition, the contract is liable to be cancelled and the Performance Security deposited by the Agency will be forfeited.
9. The contractor will ensure all precautionary measures and safety arrangements while executing the work and will be responsible for any accident occurred during duty hours.
10. The Contract period will be initially for a period of 03 years with provision to extend by not more than 12 months subject to the satisfactory performance by the Agency.
11. The Canteen will cater the daily needs of Lunch, Tea, Coffee and snacks etc. for the working staff of 350 persons (approx) and around 100 visitors (approx) daily, officers all working days.
12. Bids are to be submitted by “Two Bid System” in duly sealed envelopes. Each envelope will clearly be super-scribed with the words “Technical Bid” or “Price Bid” as the case may be.
13. Annual Review of Performance shall be monitored. In the event of catering service being unsatisfactory in the opinion of the DFS-cum-Managing Director, Pungrain or committee constituted by the authority and in the event of violation of any condition of the contract, the contract may be cancelled by the DFS-cum-

Managing Director at any time after giving notice to the contractor. The DFS-cum-Managing Director may also impose any other penalty or condition or take any other action whichever is deemed necessary.



14. The tentative list of items to be provided in the canteen is given below:-

Sl.No	Description of Menu/ Items	Rates (in Rs.)
1	a) Tea Cup	10.00
	b) Dip Dip Tea/Green Tea	10.00
	c) Coffee Per Cup	15.00
	Biscuits	At Printed Price
2	Lassi -Verka/Vita/ Mother Dairy/Amul	At Printed Price
3	Cold Drinks/Energy Drinks	At Printed Price
4	Lunch (Simple) 2 Chapatti+1/2 plate Rice, 1 seasonal vegetable, Dal, Achaar/ chatni or 4chapati without rice	60.00
5	Lunch (Special) 2 Chapatti/Lachha parantha, ½ plate Rice, Mushroom Paneer/Karahi Paneer/Raita,Mix vegetable, Dal, Sweet Dish	100.00
6	Channa Bhatura(2 Bhaturas & Channa)	35.00
7	Full plate rice with Cheese Mattar Paneer/Rajmah/Channa	35.00
8	Samosa (Big) Bread Pakora(Double)	10.00
9	Omlate(2 egg+2 slices+sauce)	30.00
10	Matthi (50 gm)	5.00
11	Vegetable patty with Sauce	12.00 (small) 18.00 (Large)
12	Veg Sandwich with sauce	30.00
13	Vegetable cutlets(2 pcs)	30.00
14	Butter Toasts(4 slices)	30.00
15	Soup Vegetable(200 ml)	30.00
16	Rasgulla/Gulab Jamun 1 plate (2 Pcs)	30.00
17	Burfi Besan(40 gm)	12.00
18	Balu shahi per pc(40 gm)	12.00
19	Chips/Biscuits/Namkeen (of good quality)	At printed price
20	Curd (Verka/Vita)	At printed price

21	Mineral Water	At printed price
22	Veg Buffet (For meetings) (Basmati Rice, Curd, Dal, Seasonal vegetable, Paneer shahi/kadhai, green salad, Achaar, chattni, chapatti plain and missi, sweet dish	240.00
23	Non Veg Buffet (For meetings) Basmati rice, Boneless chicken and mutton, Curd, Dal, Seasonal Vegetable, Paneer, shahi/kadhai, Green Salad, Achaar, Papad, Chatni, Chapatti Plain and Missi, Sweet Dish	300.00
24	VIP Lunch: For Meetings Veg: Non Veg:	500.00 600.00
25	High Tea (Standard)-for Meetings High Tea (VIP)-for Meetings	100.00 150.00
26.	Tea with Biscuits-for Meetings Coffee with biscuits-for Meetings	20.00 25.00

## V. Form of Application

To,

Director Food civil Supplies & consumer affairs Punjab  
cum-Managing Director, PUNGRAIN  
Anaaj Bhawan, Sector 39-C, Chandigarh.

Sir/Madam,

### **Tender for Canteen Services at Anaaj Bhawan, Sector 39-C, Chandigarh.**

1. I/we have read and understood the instructions and others terms and conditions furnished in the Website in respect of the captioned tender. I/we here by submit my application for captioned "Request for proposal" of your office. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.
3. I clearly understand and agree that if any of the information furnished by me/us here under is found to be wrong or untrue or false or incorrect on incomplete, my/our application is liable to be rejected. Further, if I am/we are appointed as the "Executing Agency" for the above project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, untrue, false or incorrect, my/our contract with the M.D Pungrain is liable to be terminated forthwith at the discretion for such termination.
4. I/we understand and agree that the decision of the M.D Pungrain in selection the Service Provider is final and binding to me/us.

Thanking You,

Yours Faithfully,

Signature of the Tenderer

Name:

Place:

## **VI. Selection Criteria & Other Instructions:-**

1. The selection of the eligible firm/contractor should be on the basis of Pre-qualification and the quality of the food. The committee constituted by the DFS-cum-Managing Director Pungrain will examine the food items and will make the merit list according to the quality/quantity and presentation of the food prepared by the firm/contractor. The contractor will have to make his own arrangement for the raw material, food items, cooking accessories, cooking fuel etc.
2. Cleanliness of Kitchen/Dining Hall and surroundings will be maintained by the contractor.
3. The contractor should assess for himself the likely requirement of tea, lunch, snacks etc required for each day. No assurance can be given for the minimum amount of business on lunch, tea and snacks etc.
4. Pungrain can arrange the lunch for meetings from any other caterer in special cases such as BOD meeting or any high level meeting.
5. The contractor shall use only refined standard brand oil (like Markfed etc) as the cooking medium. All masalas and cooking material should be I.S.I/EGG/Agmark marked. Verka/vita/amul brand milk, butter, curd should be used.
6. Inspection of material prepared/supplied can be done by the constituted committee and a report in this regard shall be made to higher authorities.
7. Good and hygienically fresh food will be provided by the contractor. If the quality of the food does not maintained by the contractor or any complaint regarding contaminated food by the committee constituted by the Pungrain.
8. Staff for kitchen/waiters for services etc. shall be arranged by the contractor and he will assure that the staff is in uniform. The age of workers shall be not less than 18 years. In case of any liability arising out of breach of the provisions of the above said Acts, the contractor shall be responsible for the same.
9. Earnest money payable along with the tender is Rs. 25,000 (Twenty five thousand only) through Bank Draft in favour of Managing Director, Pungrain.
10. The Contractor shall furnish a bank guarantee of Rs. 50,000 (fifty thousand only) or Bank draft in favour of Managing Director, Pungrain which will be

released at the time of completion/termination of contract subject to the recovery of damage, if any done to the items provided to the contractor by Pungrain.

11. The contract shall be terminated with one month prior notice from either side.
12. In the event of catering service being unsatisfactory in the opinion of the DFS-cum-Managing Director, Pungrain or committee constituted by the authority and in the event of violation of any condition of the contract, the contract may be cancelled by the DFS-cum-Managing Director at any time after giving notice to the contractor. The DFS-cum-Managing Director may also impose any other penalty or condition or take any other action whichever is deemed necessary.

## **VII Financial Bid for Canteen Services in Anaaj Bhawan.**

(To be submitted in separate sealed envelope)

	Amount in Rupees	Amount in Words
Monthly Charges to be paid to PUNGRAIN		

This is to certify that I/we before signing this tender have read and fully understood all the Terms & Conditions contained herein and undertake myself/ourselves abide by them.

Signature of the Tenderer

Name:

Place:

## VIII Important Dates :

Important dates		
Date of Advertisement	17.05.2023	
Sale of Tender form Starts from:	18.05.2023	9.00AM
Last Date of Sale of Tender Form	28.05.2023	5.00PM
Last of Submission of tender Form	30.05.2023	5.00PM
Opening Of Technical Bid	31.05.2023	10.30AM
Opening of Financial Bid	to be announced to the successful bidders	