

कैटीन चलाने हेतु निविदा फॉर्म

निविदा प्रपत्र संख्या-----

सेवा में
श्रीमान अध्यक्ष,
कैटीन कमिटी,
कर्मचारी भविष्य निधि संगठन
क्षेत्रीय कार्यालय
सिटी सेंटर, दुर्गापुर
पश्चिम बंगाल - 713216

विषय : कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, सिटी सेंटर, दुर्गापुर, पश्चिम बंगाल - 713216 में कैटीन चलाने हेतु निविदा।

महाशय,

मैं निम्न व्यौरों के साथ अनुबंध के आधार पर भविष्य निधि भवन, क्षेत्रीय कार्यालय, सिटी सेंटर, दुर्गापुर में भोजन प्रबंधन की सेवा देने हेतु निविदा फॉर्म जमा कर रहा हूँ।

1. निविदाकर्ता का नाम
2. पता
3. पंजीकरण / लाइसेंस संख्या
(लाइसेंस की सत्यापित छायाप्रति)
- 4- बिक्री कर संख्या (बिक्री कर प्रमाणपत्र की सत्यापित छायाप्रति संलग्न होनी चाहिए)
5. स्थापना का वर्ष
6. आज तक किये गये कुल करारों का व्यौरा

(कृपया एक अलग शीट में पिछले किये गये अनुबंधों का विवरण दस्तावेजी सबूतों के साथ प्रस्तुत करें)

क्रम संख्या	अनुबंधों की प्रकृति	समय	सरकारी / अर्ध-सरकारी / निजी संस्थाएँ
I)			
II)			
III)			
IV)			

7.

क्रम संख्या	वर्तमान के अनुबंधों की स्थिति	समय	सरकारी / अर्ध-सरकारी / निजी संस्थाएँ
I)			
II)			
III)			
IV)			

पैन कार्ड संख्या.....(पिछले वर्ष के आयकर रिटर्न की प्रति संलग्न करें)

8. मैन पावर / संसाधन उपलब्ध :

9. बयाना राशि जमा : डिमांड ड्राफ्ट संख्या.....तारीख.....रूपये से लिया.....बैंक

प्रमाणित किया गया है कि निविदा फॉर्म में उल्लिखित सभी नियम और शर्तें मुझे स्वीकार्य हैं।

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, सिटी सेंटर, दुर्गापुर, पश्चिम बंगाल - 713216

भविष्य निधि भवन, क्षेत्रीय कार्यालय, सिटी सेंटर, दुर्गापुर में भोजन प्रबंधन की सेवा देने हेतु निविदा

प्राक्कथन

रेड क्रॉस रोड, सिटी सेंटर, दुर्गापुर -713216 में अवस्थित भविष्य निधि भवन के परिसर में स्टाफ कैटीन मौजूद है। यह निविदा भविष्य निधि भवन, क्षेत्रीय कार्यालय, सिटी सेंटर, दुर्गापुर 713216 के कर्मियों एवं अधिकृत आगंतुकों के लिए नियत है।

शब्द “कार्यालय” का तात्पर्य कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय,, दुर्गापुर होगा। शब्द “अध्यक्ष” का मतलब सहायक भविष्य निधि आयुक्त सह कैटीन कमिटी के अध्यक्ष होंगे। शब्द “ठेकेदार” का तात्पर्य वह व्यक्ति होगा जिसको कर्मचारी भविष्य निधि संगठन, भविष्य निधि भवन, क्षेत्रीय कार्यालय, सिटी सेंटर, दुर्गापुर में ठेका करार में निहित नियम और शर्तों के तहत ठेके का दायित्व सौंपा गया हो।

इस उद्देश्य के लिए कार्यालय द्वारा विधिवत रूप से गठित एक समिति द्वारा दिन - प्रतिदिन किए गये कार्यों पर नजर रखेगी।

कार्यक्षेत्र

ठेकेदार से यह अपेक्षा रखी जाती है कि वह कर्मचारी भविष्य निधि संगठन के लगभग सौ कर्मियों को चाय, कॉफी, दोपहर का खाना, नाश्ता इत्यादि मुहैया करेगा। कर्मचारी भविष्य निधि संगठन के नियमित कर्मी जैसा कि उपर बताया गया है, के अलावे कैटीन कार्यालयीन काम हेतु कार्यालय में आए हुए अधिकृत आगंतुकों को भी कैटरिंग की सुविधा उपलब्ध करायेगा। कार्यालय में जब कभी / कहीं बैठक या अन्य किसी अवसर पर चाय, कॉफी, नाश्ता, ठंडा पेय और दोपहर का भोजन उपलब्ध कराया जाएगा।

निविदाधारक का हस्ताक्षर

TENDER FORMS FOR RUNNING CANTEEN

TENDER FORM NO. _____

The Chairman,
Canteen Committee,
Employees Provident Fund Organisation,
Regional Office,
City Centre, Durgapur,
West Bengal -713216.

Sub: Tender for running Canteen in Bhavishya Nidhi Bhawan, Regional Office, City Centre, Durgapur, West Bengal – 713216.

Sir,

I am submitting herewith the Tender for providing catering services in the **Bhavishya Nidhi Bhawan, Regional Office, City Centre, Durgapur** on Contract basis as per details given below:-

1. Name of the Tenderer _____
2. Address _____
3. Registration/Licence No. _____
(Attested Photostat copy of license) _____
4. Sales Tax No.(Attested Photocopy of Sales Tax certificate should be attached)
5. Year of Establishment _____
6. Details of Contracts executed till date

(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof.)

S.No.	Nature of contracts	Period	Govt./Semi Govt./Private Organizations
I)			
II)			
III)			
IV)			

7.

S.No.	Present Contracts in hand	Period	Govt./Semi Govt./Private Organizations
I)			
II)			
III)			
IV)			

PAN Card No. _____ (Copy of the Income Tax Return filed in for the previous year may be enclosed)

8. Man Power/Resources available:

9. Earnest Money Deposit : DD No. _____ dt. _____ for
Rs. _____ drawn from _____ (Bank)

Certified that all the terms and conditions mentioned in the Tender Form

EMPLOYEES PROVIDENT FUND ORGANISATION, BHAVISHYA NIDHI BHAWAN,
REGIONAL OFFICE, RED CROSS ROAD, CITY CENTRE, DURGAPUR, WEST BENGAL - 713216.

TENDER FOR CATERING SERVICES IN THE
BHAVISHYA NIDHI BHAWAN LOCATED AT CITY CENTRE, DURGAPUR

INTRODUCTION

Staff canteen exists in the premises of the BHAVISHYA NIDHI BHAWAN located at Red Cross Road, City Centre, Durgapur - 713216. This tender is intended for the catering services for the staff and authorized visitors in the Bhavishya Nidhi Bhawan, Regional Office, Red Cross Road, City Centre, Durgapur - 713216.

The term "Office" shall mean the Employees Provident Fund Organisation, Bhavishya Nidhi Bhawan, Regional Office, Durgapur. "Chairman" shall mean the Assistant Provident Fund Commissioner/Chairman, Canteen Committee. "Contractor" shall mean the person who is awarded this contract by Employees Provident Fund Organisation, Bhavishya Nidhi Bhawan, Regional Office, Durgapur to run the canteen in the Office on contract, as per the prescribed terms and conditions of the contract.

The day-to-day working of the canteen will be watched by a Committee duly constituted by the Office for this purpose.

SCOPE

The Contractor is required to supply tea, coffee, lunch and snacks etc to nearly 100 employees of the EPFO. In addition to the regular employees of the EPFO as explained above, the canteen will also cater to the needs of the authorized visitors to the Office for official work. Tea, Coffee, Snacks, Cold Drinks and lunch shall also be supplied for meetings or other purpose, whenever and wherever required in the premises.

Signature of the Tenderer

TERMS AND CONDITIONS

1. (a) **Licence Fee:** Accommodation as given in Annexure-I will be provided for the canteen at a nominal licence fee of Rs.100/- per month.
(b) **Electricity** : Free. But it should not be used for cooking purposes.
The agency would use power consumption only for refrigerator, hot-case, Grinding of dal etc.
2. Existing furniture for use within the canteen premises will be provided by the Office except almirah/racks required for storage purpose etc.
3. The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the Office. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
4. The contractor shall arrange for items i.e crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking store etc. and items of similar nature of good quality as approved by the Office 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.
5. The contractor will have to provide employees in proper uniforms for service in the canteen as also for the service in rooms.
6. The timings of the canteen will be as prescribed by the Office from time to time subject to change. Skeleton services will also be provided beyond office hours.
7. The cost of the Gas consumed in Office Canteen will be born by the contractor and on expiring of the tenure of the contract NO DUES CERTIFICATE will have to be submitted before the Chairman.
8. **Service'** The contractor will be required to provide canteen service in the canteen premises and also in various rooms of the Office.
9. The contractor shall employ only such persons as are declared medically fit as certified by the Govt. hospital in West Bengal. No such employee will be under the age of 18 years. Documentary evidence will be provided by the contractor.
10. 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 cylinders.
11. 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 Office for the purpose of preparing lunch, tea and coffee. Furniture provided 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.

Signature of the Tenderer

13. Atleast two sweets and two salty items (samosa, vada, pakora etc.) will be prepared daily. (List of items to be provided is enclosed as Annexure-II). However this list is subject to modification by the Office from time to time.
14. Materials used for cooking purpose tea, coffee, spices, food stuffs, vegetable etc. should be of good quality only will be used. The Institute reserves the right to inspect the materials at any time.
15. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of the Office.
16. The rate list and menu as approved by the Chairman, Canteen Committee should be displayed conspicuously daily. The contractor may sell other food items at prevailing market rates only.
17. Details of working lunch are enclosed as Annexure-III.
18. The size and weight including quality of the various items should be approved by the Office. No new items would be introduced without approval of the Office. No rate will be revised without the approval of the Office.
19. 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 as per West Bengal Admn. Notifications issued from time to time, EPF and Bonus etc. as per Employees Provident Fund Act and Bonus Act amended from time to time.
20. The Office 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 his 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 Office also.
21. 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.
22. Under no circumstances any of the contractor's employees will stay in the Office 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 Office. 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 Office from time to time which will be binding on him and his employees. The Institute reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.

Signature of the Tenderer

23. The contractor shall not entertain any orders or supply eatables outside, Office.
24. The contract will be for one year to start with from the date of signing the agreement and the agreement may be renewed by the Office on such terms and conditions as may mutually be agreed upon between the parties. The Office reserves the right to repudiate the contract at any time after giving one month's notice, if the Office is not satisfied with the working of the said contractor. The decision of the Office in this regard shall be final will be binding on the contractor. The contractor, if he so desires, may seek termination of the contract by giving written notice of not less than three months duration during the agreement period.
25. The contractor will, at all times, ensure discipline decent and courteous behavior by his employees while they remain in premises of Office. In case any of his employee indulges in any act of indiscipline, misbehavior 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.
26. Under exceptional circumstances the Office reserves the right to change any term and condition as and when warranted.
27. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Chairman, Canteen Committee, will be final and binding.
28. The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.
29. The contractor will have to deposit Rs. ~~25~~²⁰000/- as security in the form of D.D. Drawn in favour of RPFC, Regional Office, Durgapur or in the form of Bank Guarantee . 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 Office and all dues from the contractor have been settled.
30. The contractor whom the above terms and conditions are acceptable, shall submit the completed tender forms to this office by 4.00 P.M in sealed cover on or before 20.03.2018 The tenders will be opened on 21.03.2018 at 11:00A.M before the Chairman, Canteen Committee, Bhavishya Nidhi Bhawan, EPFO, Red Cross Road, City Center, Durgapur, 713216.
31. 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.
32. Every tender should be accompanied by a Demand Draft for Rs.2000/- as earnest money drawn in favour of RPFC, Regional Office, Durgapur. This amount will be refunded after the contract is finalized . No interest will be payable on this amount.
33. If any case the contract violates the terms & conditions of the contract the Security Deposit will be forfeited.

THREE ANNEXURES ARE ALSO ENLCOSED HEREWITH.

Details of space provided for the canteen of EPFO Building ground Floor at City Centre, Durgapur - 713216.

Sr.No.	Accommodation	Area in sq. Ft.
7.	Kitchen/ Store	100 approx.
3.	Pantry	250 approx.
4.	Washing Room	100 approx.

Annexure II**List of Beverages and snacks**

S.No.	Item	Quantity with weight etc.	Material, per Unit Gram/ML	Rate to be quoted by the Tenderer
1	Hot Coffee	One cup (125 ML.)	Sugar 012.00 Gm Milk-50.00 mls Coffee Tea Leaves	
2	Hot Tea	One cup (125 ML.)	Normal, Spl. Tea Bag	
3	1Set Coffee	Containing 4 cups	Sugar 50.00 Gm Milk 200.00 Gm. Coffee 4"	
4	1Set Tea	Containing 4 cups	Sugar 50.Gm Milk 200.00Gm Tea Leaves 8.00"	
5	Half Set Coffee	Containing 2 cups	Sugar 25 Gm Milk 100.00 Gm Coffee 2.00 Gm	
6	Half Set Tea	Containing 2 cups	Sugar 25.00 gm Milk 100.00 gm Tea Leaves 4.00gm	
7	Bread & Butter	2 Pcs.(2 Slices Big+Butter thereon)	25gm butter	
8	Vegetable sandwitch	---	Set of two piece	
9	Omelette	--	Ghee-1- gm Onion-15gm Egg-1	
10	Omlette with slice	--	1 egg 2 Bread slice Big size	
11	Egg curry (one egg) one plate		1 egg+Gravey	
12	Mutton Curry	½ plate	Mutton of 2 pcs. Of 50gm+ Gravey	
13	Rice with Dal	1 plate	100 gm Boiled Rice + 50 gm Dal	
14	Vegetable	1 plate	75gm	
15	Puri/Chapattis	4 pcs. With Chholley/vegetable	100 gm.	
16	Kachauri	2 pcs with Chholley/Chatney	Ghee-15.00gm Maica-15.00gm Pith-5gm weight-35gm	
17	Chholley/Bhature	2 pcs in a plate	Each piece weight	

17	Chholley/Bhature	2 pcs in a plate	Each piece weighting about 40 gm	
18	Full Lunch (Thali System)	4 puries/Chappatis, Vegetables, Raita, Sweet and salad	Rice, Dal, Flour-75.00gm, Rice-75.00 gm, Dal-25 gm, Onion-15.00gm, Potato-40.00gm, Vegetables-30.00gm, Ghee-10.00 gm	

			Tomatoes-20.00gm Raita-40.00	
19	Gulab Jammun	45 gms	Khoya-10.00gm Paneer-2.15gm Sugar-30.00gm Maida-2.05 gm Ghee-2.05 gm	
20	Panir Pakora	25gm	Paneer-10.00gm Ghee-10.00gm Besan-10.00gm	
21	Vegetable Pakora Plate	50gm with Chutney	Ghee-15.00gm Besan-15.00gm Potato-20.00gm Onion-5.00gm Palak-5.00gm	
22	Samosa	45gm	Ghee-7.00gm Maida-9.00gm Potato-30.00gm	
23	Urd Vada	35gm	Ghee-10.00gm Dal Urd-20.00gm Dal Arhar-10.00gm	
24	Bread Pakora	40gm	Bread-45.00gm Beasan-10.00gm Ghee-10.00gm Potato-10.00gm	
25	Channa Vada	35gm	Ghee-10.00gm Chana-20.00gm Onion-10.00gm	
26	Onion Pakora	40gm	Besan-10.00gm Ghee-7.00gm Onion-30.00gm	
27	Soft Drink	Bottles of	Standard varieties	
28	Chips	Potatoes Wafer	30.00gm	
29	Idli Sambhar with Chutney	Plate containing 2 idlies	Rice-50.00gm Dal Urd-25.00 gm Arhar Dal-15.00 gm Vegetables-25.00gm Imli-5.00gm Idli Wt. 80.00gm	

30	Masala Dosa with Sambhar & Chutney	1 plate	Ghee-10.00gm Rice-25.00gm Dal Urd-10.00 gm Arhar Dal-10.00 gm Vegetables-10.00gm Dal Chana-5.00gm Potato-100.00gm Imli-5.00gm Tomatoes-5.00gm Onion-35.00gm	
31	Sada Dosa with Sambhar and Chutney	1 plate	Net wt. 150Gm	
32	Parantha with vegetables	1 pc+ vegetables	200 gm	
33	Vegetable Parantha	Plate containing one parantha with Chutney and Tomoto Ketchup		

Signature of Tenderer.

A. WORKING LUNCH FOR OFFICIAL MEETING ETC.

Rates to be quoted by the tenderer

- | | |
|-----------------------|-------|
| 1. One Dish of Paneer | _____ |
| 2. One Vegetable | _____ |
| 3. Channa/Dal | _____ |
| 4. Raita/Curd | _____ |
| 5. Pullao /Rice | _____ |
| 6. Salad | _____ |
| 7. Puree/Chapati | _____ |
| 8. Sweet | _____ |
| 9. Pappad | _____ |

B. PACKET LUCH (Veg.)

- | | |
|---|-------|
| 1. Four pieces of Vegetable
Sandwich with butter | _____ |
| 2. One Vegetable (Cutlet) | _____ |
| 3. One Sweet piece
(Burffi/Gulab Jamum) | _____ |
| 4. Potato Waffers | _____ |
| 5. One Banana | _____ |

Signature of Tenderer.
With Stamp