

HIMACHAL PRADESH GOVERNMENT
DIRECTORATE OF ANIMAL HUSBANDRY, HP

NO:- AHY-H(II)G-1-23/66-Vol-I-16730 Dated: Shimla, the 21 NOV 2024

NOTICE INVITING TENDER

Sealed quotations in two envelopes (Technical and financial bid) from firms/contractors are hereby invited on limited tender basis by the undersigned for the work "Running of Canteen in the space provided in the premises of Directorate of Animal Husbandry, Shimla" as per detail given below: -

Availability of tender documents: -


The tender document can be obtained from the office of the Directorate of Animal Husbandry, Shimla, District Shimla against the payment of prescribed tender fee of Rs.200/- (Two hundred only) or downloaded from the departmental website www.hpgrisnet.gov.in.

Detail of Tender Fee and Earnest money deposit: -

Tender fee	Rs.200/-(Two hundred only)(Non-refundable) in the shape of cash/ Demand draft in favor of Director, Animal Husbandry, Shimla
Earnest money Deposit	Rs.2000/-(Two thousand only) in the shape of Demand Draft or FDR duly pledged in favor of Director, Animal Husbandry, Shimla

Key dates:-

1	Date and time of issue of tender form	22.11.2024(from 10 AM to 4:30PM)
2	Date and time of receipt of tender	11.12.2024 up to 4:00 PM
3	Date and time of opening of tender (Technical) followed by opening of financial bid	12.12.2024 at 11:00 AM


(Dr Pradeep Kumar Sharma)
Director, Animal Husbandry,
Himachal Pradesh ,Shimla-5
Contact:-0177-830089

Copy forwarded to the following for information and necessary: -

1. The firms/contractors in Shimla dealing in such profession.
2. The DPRO for wide publicity.
3. Notice board of this office.


(Dr Pradeep Kumar Sharma)
Director, Animal Husbandry,
Himachal Pradesh ,Shimla-5
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TENDER DOCUMENT

TERMS & CONDITIONS OF THE TENDER

1.SCOPE OF WORK:-

- 1.1. Providing tea/beverages/lunch/snacks at Canteen in Directorate of Animal Husbandry, Shimla.
- 1.2. Providing tea/beverages/lunch/snacks(buffet/packed) etc. in meeting/Conferences at in Directorate of Animal Husbandry, Shimla.
- 1.3. Providing following packed food items on MRP: -
 - a) Biscuit
 - b) Namkeen
 - c) Cold Drink/Juices
 - d) Curd
 - e) Water Bottle
- 1.4. Proper tea/snacks/lunch in the office rooms in the Directorate as per the request of staff.
- 1.5. Proper upkeep of all furniture and articles in the canteen.
- 1.6. Cleaning of Canteen articles including canteen area once in a week.
- 1.7. Providing pest control in Canteen area including store, kitchen once in a week.
- 1.8. Contractor would be responsible for cleaning the Canteen including eating space and removal of waste etc. on day-to-day basis.

2. ELIGIBILITY CRETERIA: -

- 2.1 The tenderer having sufficient experience in providing canteen services to the satisfaction of Tender inviting authority will be preferred.
- 2.2 The tenderer should have PAN number.
- 2.3 The tenderer should not have been blacklisted by any Govt./PSU/Reputed private/Public Ltd. Company etc. (Undertaking to this effect is required to be submitted in technical bid).

3. INSTRUCTIONS TO THE TENDERERS: -

- 3.1 The tenderers are required to submit the tender in two envelop system i.e.- Technical and Financial bid.
- 3.2 The Technical bid should contain the following documents: -
 - i)PAN/Adhaar
 - ii)Experience if any.
 - iii)Undertaking to the effect that the contractor has not been blacklisted in any of the Govt. Department/boards/corporations etc in similar work.
 - iv)Complete tender document duly signed on each page.
 - v)Earnest Money Deposit of Rs.2000/-
- 3.3 The financial bid/envelop should contain the following documents: -
- 3.4 Financial bid as per Annexure-A duly signed.
- 3.5 Both the above envelop should be submitted in a separate envelop.

4.General Conditions of the tender: -

- 4.1 The department shall provide the facility of canteen space in the ground floor of the building of Directorate of Animal Husbandry at a fixed monthly rent Rs.500/-(five hundred only) to the run canteen for the office.

- 4.2 The Tender should be accompanied with an EMD of ₹ 2000/- (Two thousand only) in the shape of Bank Draft/Tern Deposit Receipt in favor of Director Animal Husbandry HP. In case of a 'tie' in the Rent amount the Tenderer with experience in running a similar Canteen, will be preferred.
- 4.3 The approved Tenderer shall have to execute an Agreement on Stamp Paper of ₹ 50/- (Rupees Fifty only) for running of Canteen for a period of one year, as per Terms & Conditions specified by the undersigned.
- 4.4 The approved Tenderer (Contractor) shall have to deposit a refundable performance Security Amount of ₹10,000/- (Ten Thousand only) in the shape of FDR duly pledged in favor of Director, Animal Husbandry, Shimla.
- 4.5 The Contractor shall not be at liberty to use the premises so allotted to him /her, for any purpose other than the Canteen. No other type of business, including advertisement on the walls shall be permitted.
- 4.6 Extension / addition /alteration of the existing space shall not be permitted.
- 4.7 The Contractor shall have to undertake the work of maintenance of the Canteen himself/ herself once the premises are handed over, including distempering & painting etc with the permission of Director Animal Husbandry HP.
- 4.8 Rent will have to be paid by 5th of every month, failing which interest @ 5% per annum shall be charged from the Contractor
- 4.9 The Contractor will have to pay Rs 500/- (Five hundred only) Electricity charges per month.
- 4.10 The Contractor will have to pay Water charges @ ₹ 200/- (Two hundred) per month.
- 4.11 The rates should be inclusive of all taxes
- 4.12 The Contractor shall have to keep the Canteen open between 8:30AM & 6:00PM on all days of the week except Sunday and gazetted holiday.
- 4.13 The list of approved Rates of food items will have to be displayed at the main counter of the Canteen.
- 4.14 Rates of food items to be served in the Canteen should not exceed the Rates fixed by the undersigned.
- 4.15 No increase in Rates of the food items shall be permissible, until & unless revised by the undersigned.
- 4.16 It shall be obligatory on the part of the Contractor to prepare & serve / make available all the food items, as mentioned in the Tender to the satisfaction of the Canteen Committee.
- 4.17 It shall be obligatory on the part of the Contractor to maintain good quality of the eatables served. Samples of the food items shall be sent at random to the District Health Officer, Shimla for checking the quality of food being served.
- 4.18 In case at any point of time the authority finds that the food being served is of suspected quality, the undersigned reserves the right to cancel the Contract with immediate effect.
- 4.19 The Contractor shall have to provide room service to staff of the Directorate of Animal Husbandry for serving Tea & Refreshment etc.
- 4.20 The Contractor shall have to keep quality standard and crockery and cutlery neat and clean.
- 4.21 The Contractor shall have to obtain all the licenses required to run a canteen and he will be responsible for any breach of any regulation of the Govt.
- 4.22 The Contractor shall not be allowed to sell Tobacco products, alcohol or other intoxicants in the Canteen. Use of any kind of Tobacco products, Alcohol or intoxicants will be strictly prohibited in the Canteen (including canteen staff) and the Contractor shall be responsible for the same.
- 4.23 The undersigned reserves the right to evict a Contractor forthwith, with 7 days' notice, due to failure to comply with any or all the above Terms & Conditions. This eviction shall also result in forfeiture of the EMD & Security Deposit, and initiation of legal proceedings, if required.
- 4.24 The undersigned reserves the right to accept or reject any or all the Tenders without assigning any reason forthwith.



5.EVALUTATION OF FINANCIAL BID: --

- 5.1 The rates of the food items will be evaluated on weight age assigned to each item. The tender shall be awarded to the firm having lowest rates on commutative total of all the items based on weightage point basis.
- 5.2 It is compulsory to quote the rates for each item.
- 5.3 Rates quoted shall be inclusive of all statutory duties and taxes (Including GST).
- 5.4 The tenderer shall not charge for packed items like cold drinks, juice, biscuits, namkeen, mineral water etc., more than MRP printed on the item.



ANNEXURE -A

Financial bid

LIST OF FOOD TO BE SERVED IN THE CANTEEN OF DIRECTORATE OF ANIMAL
USBANDRTY, HIMACHAL PRADESH, SHIMLA-05

SR. NO	FOOD ITEM	QUANTITRY UNIT	RATE QUOTED (in figure and words)	Weightage percentage
1.	TEA (PLAIN)	150ML.		12
2.	Tea with tea bag/Masala Tea	150ML.		5
3.	COFFEE(Milk/Black)	150ML		7
4.	MILK	200ML.		3
5.	Samosa	PER PIECE		8
6.	Bread Pakora	PER PIECE		8
7.	Pakora (Onion/ Potato/Paneer, Vegetable)	100GM		5
8.	PRANTHA WITH BUTTER/ Dahi	Per Plate		7
9.	Lunch with Chapati and Rice,Dal,Vegetable,Salad(Hal f plate)	Per Plate		16
10	Lunch with Rice,Chapti Dal,Vegetable,Salad(Full plate)	Per Plate		16
11.	Bread With Butter/Jam/two eggs ommelate/boil egg	Four bread piece		6
12.	Lunch (Special)(Rice/ Chapati/ Dal/ Paneer/ Vegetable/ Raita/ Salad/ Sweet Dish).	Per plate		7



To,

The Director,
Animal Husbandry,
Himachal Pradesh Shimla-05

Reference: Tender No. _____

Sir,

1. I/ We the undersigned (hereinafter known as the Contractor) hereby apply for grant of Contract for running the Canteen in the Directorate of Animal Husbandry, HP Shimla-5
2. I/ We have gone through all the Terms & Conditions enlisted by you in your Notice inviting Tender, for the subject under reference.
3. I/ We hereby confirm that I/ We have understood all the Term & Conditions and confirm my/ our commitment to abide by them. In case of any discrepancy / dispute or wrong / incorrect nomenclature in the Schedule, the decision of the Director, Animal Husbandry, HP Shimla -5 shall be final.
4. I / We also confirm My / Our commitment to provide the material as enlisted in Schedule of item with your Notice inviting Tender under reference.
5. I/We have an experience of _____ years for running Canteen in a Government Sector/ PSU/ Educational Institution(s) at the following places/ offices.

1.	
2.	
3.	
4.	
6. I / We are enclosing herewith a DD / FDR bearing Sr. No. _____ dated: _____ on (Bank _____) at Branch Name _____ for Rs. 2000/- (Two thousand only) drawn in favor of the Director, Animal Husbandry, HP Shimla-5. I / We understand that this amount will be forfeited if the applicant who is awarded the Contract refuses to accept the Contract.
7. I / We understand that I / We shall have to deposit a Security Deposit of Rs.10000/- (Ten thousand only) as refundable security deposit in favor of the Director, Animal Husbandry, HP Shimla-5 before signing the Agreement. In case I am / we are awarded the Contract. This deposit will not bear any interest and shall be refunded upon



termination of the Contract, after adjusting dues, if any.

8. In case the contract is awarded to me / Us, I/ we shall sign an Agreement (on a Non – judicial Stamp paper worth Rs. 50/-) within 10 days of receipt of the letter awarding the Contract.

9. I / We _____ S/O /W/O D/O _____
R/O Local Address _____ & Permanent Address _____

Solemnly State that I /We have not so far been blacklisted by any of the institutions / Offices in which I/ We have run Canteen.

Dated: This _____ day of _____ 2024.

Name & Address of the Tenderer.

I accept the above conditions.

(Full signature of the Tenderer with Seal of the Agency)

