



Jharkhand State Cooperative Milk Producers' Federation Ltd
Medha Dairy, Near Birsa Munda Jail, Hotwar, Ranchi – 835217

Phone no: 7544003404

Email: purchase@jmf.coop

TENDER DOCUMENT FOR
ANNUAL CONTRACT FOR CANTEEN OPERATION AT MEDHA DAIRY PLANT



Date of Publish of Tender : 05 Dec 2018
Last date for submission of sealed tender : 20 Dec 2018 by 17:00 hrs

Name of Tenderer: _____

Address: _____

Telephone no: _____

Email Id _____

TENDER DOCUMENT

Sub: REQUEST FOR TENDER FOR PROVIDING CANTEEN OPERATION SERVICE AT MEDHA
DAIRY PLANT, HOTWAR, RANCHI.

CONTENTS AND ELIGIBILITY CRITERIA:

Technical Bid of Tender Document (Documents to be attached with the bid)

1. The Tenderer/Bidder shall have at least 03 years experience in these fields and shall submit the self attested copies of the following documents along with the tender documents:
 - a. PF Registration with PF code number.
 - b. ESI Registration
 - c. Food Licence issued by Food Safety Administration, Dept. Of Health- Government of Jharkhand.
 - d. Trade Licence issued by Nagar Nigam
 - e. Shop licence issued by Taxation Department.
 - f. Details of works of similar nature carried out in Central/State Govt. Bodies/Department/PSUs/Autonomous bodies/industries/factories/or other similar organization in the last 3 years ending on 31st March 2018.
 - g. Details/particulars of the firm submitting the bid in Annexure-I.
 - h. Proof showing **at least one currently valid contract** in similar field.
 - i. Copies of certificates/allotment letter of **GST and PAN** Number.
 - j. Details of managerial, supervisory and other staff.
 - k. Copy of Last income tax return (AY- 2017-18).

Evaluation Criteria for Bid Evaluation:

1. The contract will be awarded to the bidder who will have lowest sum of weighted cost of all the listed items.

ANNEXURE - I -

PROFORMA FOR FILLING TENDER

1. Name of the Tenderer:.....
2. Address of the Tenderer:.....
.....
.....E-mail :
3. Telephone No./Mobile no.....
4. GSTIN No. (Enclose Photocopy)
5. PAN no. (Enclose photocopy):.....
6. Bank Details: Bank name
- Account No.
- IFSC Code

7. DETAILS OF KEY PERSONNEL:

Sl. No	Name(s)of the person	Position	Mobile No.	E-mail ID
1		Proprietor / Director/ Owner		
2		Operation In charge		

1.	No. of Employee Strength	Cook	Helper	Cleaner

I do hereby confirm that the information provided above are true and correct to the best of my knowledge.

Date:

Tenderer Signature & Seal

Place:

Name:

Designation:

TERMS & CONDITION:

1. The Tenderer needs to fill the company's detail in the enclosed Vendor Registration Form.
2. The tenderer need to fulfil its complete detail as requested in the prescribed format enclosed as Annexure -I "Proforma for filing Tender".
3. The tenderer need to quote the rate for the item(s)/ material(s) as per the format enclosed as "Annexure-II (Commercial/Financial Bid)".
4. All entries in the 'Tender Form' 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 overwriting or cutting is permitted in the Price Bid Form (Annexure-II - Commercial/Financial Bid). In such cases, the tender shall be summarily rejected.
5. The quoted rate shall be valid for 1 year from the date of issue of work order.
6. The tenderer must furnish full details and information as required in this biddocument.
7. Based on the evaluation of the proposal submitted by the tenderer, one of the bidders will be selected.
8. Award of the bid is at the sole discretion of Jharkhand Milk Federation (JMF). Proposal of the successful bidder would form the basis for future negotiations and will lead to signing of a Contract Agreement for running up the Canteen at JMF premises at Medha Dairy Plant, Hotwar, Ranchi.
9. The tenderer shall have to pay Earnest Money Deposit of Rs. 50,000/- (Fifty Thousand only) in form of crossed Demand Draft in favour of "Jharkhand State Cooperative Milk Producers' Federation Ltd", payable at Ranchi while submitting the tender. Submission of earnest money by any mode other than specified above shall not be accepted and the related tender shall not be eligible for consideration.
10. Earnest money deposit of unsuccessful tenderers will be returned within 30 days from the date of opening of the tenders. The earnest money deposit of the successful tenderer will be converted as 'Security Deposit', which shall be released within 60 days only after completion of the contract for the job/services awarded.
11. The successful tenderer in case submits the 'Bank Guarantee of amount Rs. 50,000/- as Security Deposit, the EMD amount submitted will be released. The Bank Guarantee shall be valid for at least 18 months from the date of award of Work Order/ Contract. The Bank Guarantee shall be issued from a Nationalised Bank.
12. No interest will be paid on the earnest money for the period during which it (the earnest money) lying deposit with the Jharkhand Milk Federation (JMF).
13. **In case canteen operator fails to serve as per the contract agreement/terms & conditions, the above security deposit shall be forfeited by JMF.**
14. If the canteen operator fails to deliver vacant and peaceful possession on expiry of the agreement or earlier determination, the canteen operator will be liable to pay Rs. 2000/- per

day from the date of expiry of the agreement/termination of the contract by way of Liquidated Damages to JMF till the canteen space is vacated.

15. The Restaurant/Canteen operator at the end of their term of contract of one (1) year, peacefully surrender and yield up to the Admin Department /JMF the space and goods in good initial/usable state and condition in all respect.
16. The Canteen operator is allowed to serve foods to the visitors, only after the consent of competent authority of JMF, on the approved price list as agreed and approved by JMF. The Price List shall be on display in the canteen at Medha Dairy Plant, Hotwar, Ranchi building.
17. The rate and items served by canteen operator shall be approved by competent authority of JMF. All milk and milk products to be used by canteen operator shall be of Medha Dairy.
18. **Subsidy per plate for lunch/dinner (Normal Thali & Standard Thali) served to JMF employees/ manpower engaged through contractors in the canteen shall be provided by JMF, as per rates approved by the management.**
19. Payment of subsidy shall be made on monthly basis on production of signed documents by the users in the prescribed format along with invoice duly certified by Admin & HR Group.
20. The contractor can sell items in the canteen against cash / other payment modes.
21. Regular Tea with other items shall be served to the offices, 2 times in a day at the rate approved by JMF. However, competent authority may ask to serve the tea with other items at any time.
22. Jharkhand Milk Federation shall pay to the Caterer in respect of items of food, meals, tea and snacks served at per unit basis as per rates get finalized in Purchase Order.
23. The Canteen operator shall give priority to JMF employees during the lunch hours, timing between 1:30 p.m to 2:30 p.m. The visitors / outsiders shall be allowed during this duration only in case of availability of space and other facilities. However, if general customers are already in the facility, they would not be disturbed.
24. The Restaurant / Canteen operator shall have the option to revise the rates of subsidised items once a year with approval of the JMF.
25. The Restaurant / canteen operator shall bear and pay the cost of repairs and maintenance of the canteen space together with any improvement as would be deemed necessary and be made by the canteen operator with the approval of competent approval of JMF. The Restaurant / canteen operator shall keep the canteen space in good and usable conditions. If any damage caused by the canteen operator shall be repaired at its own cost. The Restaurant / canteen operator shall not do any act of nuisance or annoyance or inconvenience to the other occupiers in the building, or neighbours.
26. The Restaurant / Canteen operator shall not store or allowed to be storing any inflammable or obnoxious article in the canteen space excepting those as may be required for the use of the canteen operator which is covered by any lawful license.

27. Officials of JMF will have the right to inspect the entire canteen space and dining area during the day and night time and shall also test the sample of food items for quality checking.
28. If there is any complaint on the hygiene aspect or quality of food, which will appear justified by the JMF, the contract is liable to be terminated after a hearing.
29. The Restaurant / Canteen operator shall bear the service charges in respect of the canteen space as fixed by the JMF from time to time for electricity, water supply, peripheral security, conservancy services, generator and fire fighting system, lighting charges for the common areas, insurance and any there services provided by the JMF
30. The Restaurant / canteen operator shall be allowed to use for water, urinal/ privy and toilet on common usage basis.
31. Besides, the contractor shall also be liable to pay the electricity charges on actual consumption basis to the JMF Office at the then prevailing rates. For the purpose, there shall be a meter installed in the canteen by the JMF. The electricity charges shall however, be subject to revision/change from time to time which shall be payable by the contractor as aforesaid at the then prevailing rates.
32. However in case of non-payment of electricity charges in time, the contractor shall be bound to pay a penalty towards belated payment @ 5% per month of actual dues (to be rounded off) over and above the bill.
33. Non-payment of the electricity charges within time shall be deemed to be a serious breach of the contract and may lead to termination of the contract at the discretion of the JMF.
34. The Restaurant / Canteen operator shall obtain all the necessary licenses and approvals including all insurance covers for running its business in the canteen at Medha Dairy Plant, Hotwar, Ranchi.
35. Canteen space shall not be used for catering services.
36. No liquor would be served in the Restaurant / canteen.
37. The canteen furniture will be provided by the JMF for the canteen space which would have fixed sitting arrangements in the building. Canteen operator will not be allowed to construct any permanent fixtures inside the canteen space.
38. Number of canteen staff to be decided in consultation with the Admin Dept of JMF. All staff engaged by the agency shall have photo identity cards with construe signature of the competent authority of JMF.
39. The canteen operator shall run the canteen in all days including public holidays and shall make provision to serve food items in night also.
40. The contractor shall use the premises ONLY for which it has been given by the JMF under the contract. The use of the premises for other purposes will lead to the suspension/termination of the contract.

41. JMF reserves the right to accept or reject any or all the offers without assigning any reason thereof. Managing Director, JMF shall be Arbitrator in case of any disputes and his decision will be final and binding on both the parties. For all legal matters & dispute Ranchi court shall be our Jurisdiction. Any money found recoverable shall be recovered under the public Demand Recovery Act without prejudice to any other mode of recovery.

Award of contract:

42. JMF shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially acceptable.

43. The contract work against the tender is for one year's requirement and the terms and conditions of this tender shall be operative for a period of one year from the date of award of contract. The validity of contract can be extended for further one year or less period on the same rates, terms and condition.

44. Once this Work Order is awarded, the agency shall execute an agreement with Jharkhand State Cooperative Milk Producers' Federation Limited on a Rs. 100/- valued Non-judicial Stamp Paper incorporating the terms and conditions of the contract within fifteen days from the date of issue of Work Order.

Managing Director,
The Jharkhand State Milk Coop. Milk
Producers' Federation Ltd

ANNEXURE-II-**Price Schedule of Items to be sold in Medha Dairy Canteen, Hotwar**

(The prices to be quoted by bidders should be inclusive of GST)

List of Menu for Catering Services					
Sl.No.	Item Description	Unit	Qty		Rate/Unit (In Rs.)
1	Tea	Each	Cup	150ml	
2	Tea for office Staff	Each	Cup	150ml	
3	Coffee	Each	Cup	150ml	
4	Packaged Water (1 Ltr)	Each	Bottle	Packaged	MRP
5	Standard Cold Drinks	Each	Bottle	Packaged	MRP
6	Fruit Juices -Tetra Pack	Each	Pack	Packaged	MRP
7	Biscuits/ Chips/ Cakes	Each	Pack	Packaged	MRP
8	Medha Products-Dahi etc	Each	Pack	Packaged	MRP
9	Samosa	Each	1 Piece	120gm	
10	Kachori	Each	1 Piece	120gm	
11	Bread Chop/Pakora	Pieces	2 Piece	225gm	
12	Pakora	Plate	1 Plate	250gm	
13	Egg Omlet	Each	1 Piece	01 egg	
14	Egg Omlet	Each	2 Piece	02 eggs	
15	CholeBhature	Plate	1 Plate	Standard size	
16	Alu/Muli/Gobhi Paratha	Plate	1 Piece	Standard size	
17	Puri Sabji	Plate	5 Piece	Standard size	
18	Tawa Roti	Each	1 Piece	Standard size	
19	Plain Pratha with Vegetables	Each	1 Piece	Standard size	
20	Steamed Rice -Plain	Plate	1/2 Plate	250gm	
21	Vegetable Fried Rice	Plate	1/2 Plate	250gm	
22	Seasonal Vegetable Curry	Plate	Plate	200gm	
23	Aloo Dum	Plate	Plate	200gm	
24	Egg Curry	Plate	2 Piece	150gm	
25	Paneer Curry/Masala	Plate	Plate	150gm	
26	Chicken Curry/Masala	Plate	Plate	180gm	
27	Standard Thali containing 2 type of vegetables, Arwa rice, salad, dal, 4 Chapati& sweet dish (mention sweet dish name and quantity), Papad & Aachaar	Pre-plated	1 Plate	Standard mess plate	
28	Standard Thali containing 2 type of vegetables, Arwa rice, salad, dal, sweet dish (mention sweet dish name and quantity), Papad & Aachaar	Pre-plated	1 Plate	Standard mess plate	
29	Normal Thali containing 2 type of vegetables, Boiled rice, salad, dal, Papad & Chutney/Aachaar	Pre-plated	1 Plate	Standard mess plate	
30	Special Thali Containing: Fried Rice, Chana Dal, Mix Veg, Paneer/Chicken, Papad, Salad, Aachaar & Gulab Jamun	Pre-plated	1 Plate	Standard mess plate	

Signature of Bidder:.....

Date:.....

VENDOR REGISTRATION FORM

No	Details		
1	Name of Vendor/ Tenderer		
2	Address Of Registered Office		
3	Address Of Factory/ Works		
4	Name Of Contact Person		
5	Contact Nos.		
6	Type Of Firm : Ltd Co/ Pvt. Ltd. / Partnership/ Proprietor		
7	Nature Of Firm: Manufacturer/ Traders / Autho. Dist. / Dealer		
8	Year Of Establishment		
9	Name Of Product, you Deal		
	Please, Specify in separate sheet (As per below Format)		
	S. No	Item Description (Shortly)	Make/Brand
10	G.S.T. No & Reg. Date		
11	PAN No & Date		
12	Turn Over Of last 3 Year (Rs.)	1.	2. 3.
13	If You have maintained any quality standard (Pl. Specify)		
14	Name Of Clients (If required, Pl. Specify in separate sheet)	1.	2. 3.
15	Min. Lead Time Required (Days)		
16	Bank Details	Name of Bank : Branch Address: Account No. : IFSC Code :	
17	Documents to Be Attached	1. Copy of Registration + PAN Copy + GST Regn. 2. ISO Certificates 3. Autho. Dealership 4. Fin. Statements 5. Product Brochures 6. Copy of PO's (Min.5)	
Recommendation:			
Seal & Sign. Of Vendor			