Government of Rajasthan
Directorate of Economics and Statistics
North Block, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur (Rajasthan)

F.NO.: DES/Store/Canteen Services/2018/ 2205 Date: 04.9.2019
NIB.: A 04/2019-20/06/ 2205 Dated 04.9.2019

To,

Interested vendors for providing canteen services at DES, Yojana Bhawan.

Subject: Quotation for providing canteen services at DES, Yojana Bhawan.

Sir,

DES is in process of selecting a vendor for providing canteen services at DES, Yojana Bhawan premises. Selected vendor shall provide refreshment products to staff of DES & Other offices of Yojana Bhawan and shall operate from DES premises.

You are requested to read the annexed RFQ document on the department Website and SPPP portal carefully and submit your quotation latest by 01.00 P.M. of 16-09-2019.

Kindly note that service provider should possess a valid license under Prevention of Food Adulteration Act, 1954 and Contract Labour (Regulation & Abolition) Act, 1970 and rules frames (At the time of submission of quotes) and same should be submitted along with quotation and other documents at the time of submission of quotes.

( Kuldeep Bhatnagar)
Joint Director (Administration)
Directorate of Economics and Statistics

Encl:-

1- RFQ document & Financial quote format.
Request for Quotation (RFQ) Document
for providing canteen services at Yojana Bhawan, North Block building, Jaipur

NIB:- A 04/2019-20/06/2205 Dated 04.9.2019

Mode of Submission
Manual or by Post at below mentioned location:-
Directorate of Economics and Statistics
Room No. 03, North Block, Ground Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur (Rajasthan)

Procurer Authority
Director and Joint Secretary, Directorate of Economics & Statistics, Rajasthan, Jaipur

Last Date & Time of Submission of Quotation
16-09-2019 till 01:00 PM

Date & Time of Opening of Quotations
16-09-2019 at 03:00 PM

Bidding Document Fee: Rs. 200/- (Rupees Two Hundred Only) by Cash /Demand Draft in favour of “Director Economics & Statistics” payable at JAIPUR

EMD Amount: RS 6000/- (Rupees Three Thousand Only)
2% of EMD amount Rs. 2400/- shall be deposited with BID document & remaining 3% of EMD amount Rs. 3600/- shall be deposited by successful bidder after issuance of work order.
Mode of payment:-
By Cash /Demand Draft in favour of “Director Economics & Statistics” payable at JAIPUR

Name of the Firm:

Contact Person (Authorised Bid Signatory):

Correspondence Address:

Mobile No. Telephone & Fax Nos.: Website & E-Mail:

Directorate of Economics and Statistics
North Block, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur (Rajasthan)
Phone: 0141-2222740 Fax: 0141-2229756
Web: statistics.rajasthan.gov.in Email: dir.des@rajasthan.gov.in
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1. **SCOPE OF WORK, DELIVERABLES & TIMELINES**

A. **Scope of Work**

- The service provider shall prepare and serve tea, coffee, beverages, snacks etc. to the office staff, dignitaries, and training course participants of Yojana Bhawan Building, DES on all working days (Monday to Saturday) and on holidays when ever desired to open by DES from 09:00 hrs to 20:00 hrs.
- The selected service provider shall establish necessary infrastructure as mentioned below to provide uninterrupted services:-
  - Microwave
  - Espresso Coffee maker
  - Refrigerator
  - Gas Stove (with commercial cylinder)/Induction
  - Crockery & utensils for preparing and serving of food
- The list of eatables items to be supplied at canteen shall be as below. No other item shall be supplied by service provider without written permission from DES official.

  List of items to be provided at canteen:-
  - Packaged Curd
  - Packaged Butter/ Milk
  - Packaged Lassi
  - Mineral water
  - Tea
  - Coffee
  - Lemon Juice
  - Cold drinks
  - Patties
  - Biscuites
  - Namkeen
  - Kachori/Samosa
  - Sweats
  - Other edible food articles as required.

  **Note:** - All packaged items shall be FSSAI approved

- A 4 member committee has been constituted for supervision and functioning of Canteen in Yojna Bhawan by DES, which is also liable for approval of rates of items.
The rates of items approved by DES/Canteen committee are enclosed as Appendix ‘B’. The rates of items will be revised by canteen committee on halfyearly basis and chart of Rates should be displayed by the contractor in the pantry premises.

The selected service provider shall charge to the customer on basis of rates of items approved by canteen committee or DES.

Based on the demand and supply of items, selected service provider shall maintain inventory of items and shall fix a threshold quantity level in stock to provide uninterrupted services and ensure availability of all items.

The contractor shall deploy manpower consisting of cook and service staff.

The quality of articles of eatables and provisions should be of good standard.

The eatables must be prepared and served under clean and hygienic conditions.

The contractor shall be responsible for maintaining the entire pantry area (Kitchen, stores, service area etc.) spotlessly clean at all times.

It will be the responsibility of the contractor to store the material purchased by him in a neat, tidy and hygienic manner in the space provided in canteen. The security of such material will be the sole responsibility of the contractor.

The contractor will do the disposal of leftover or waste eatables, cups, and other garbage on daily basis at regular intervals to the satisfaction of the DES.

The contractor should renew the requisite licenses including under Prevention of Food Adulteration Act, 1954 and Contract Labour (Regulation & Abolition) Act, 1970 and rules frames during the course of contract period.

B. Special Terms & Conditions of Contract

DES representatives or a committee will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be unsatisfactory or below standard and on grounds of hygiene.

DES reserves the right to terminate the contract at any time during contract period, in case services rendered are not satisfactory and up to the expectation.

The canteen infrastructure (including Canteen Furniture, AC’s, Wall Fans, Electricity & Water etc.) shall be provided by DES to the successful bidder for which the bidder have to pay minimum Rs. 10000/(Ten Thousand Only) per month as a fixed rent. The bidder shall have to submit his monthly/annually rent proposals in Annexure “3B” as per specified condition which would be paid in advance.

Contract Period: The contract will be initially for one year and further extendable for another two years on annual renewal basis subject to satisfactory services provisioning by the contractor at same service charge.
➢ The Contract Period shall of One (01) year commencing from the date of signing of Agreement on Rs. 500 Non-Judicial Stamp Paper by successful Bidder/vendor.
➢ DES shall not be responsible for payment of services to service provider(SP) if SP provided canteen services to any person on credit basis.
➢ Service provider shall not sell Gutka, tobacco and cigaratee. If reported that such items are being sold through pantry, DES shall terminate the work order and seize the pantry premises immediately.
➢ Any damage of material fixed in the Canteen premises like Canteen Furniture, Fans, A.C. etc handed over to the service provider will be charged as actual cost of the material. However, the annual maintenance or regular service of such items is being done by DES.

C. Time Schedule of Delivery of Services

The time schedule for execution of canteen services shall be as follows:-

a) The time specified for delivery and other activities as mentioned in the table below shall be deemed to be the essence of the contract and the Service provider shall arrange supplies and provide the required services within the specified period.

b) It should be noted that no extension/ delay in the delivery period shall be entertained.

c) If selected service provider fails to kick off canteen services within specified timelines, DES shall cancel the work order. In such circumstances DES shall ask next willing bidder to provide the canteen services if bidder agrees to match H1 bidder price.

d) “T” is the event marking DES issuing the work order to the selected bidder (SP).

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Milestone/Phase</th>
<th>Scope of Work (SoW)</th>
<th>Deliverables</th>
<th>Time Frame</th>
</tr>
</thead>
</table>
| 1. | Phase-1: Pre-Implementation | • Establishment of necessary Infrastructure as per scope of work  
• Procurement of necessary items as per scope of work | 1- Establishment of infrastructure at pantry & report  
2- Inventory Report | T+7 days  
T+10 days |
| 2. | Phase-2: Commissioning of Canteen Services | • Provide all necessary services as per SoW | Deposit of Canteen rent and Electricity/Water bill | On or before 5th of each month |
2. **INSTRUCTION TO BIDDERS (ITB)**

2.1 **Sealing and Marking of Quotations**
   a) A Single stage-Single part/ envelope system shall be followed: -
       a. Bidder needs to submit its firm details in Annexure-1 Bid Form and supporting documents
       b. Financial Quote (Annexure-3)should be enclosed in second sealed envelope

2.2 **Evaluation Criteria (Selection Method)**
   Selection method is Highest Cost Based Selection (HCBS or H1)

3. **ELIGIBILITY CRITERIA:**
   a) The bidder shall have at least one year experience of canteen operation in any Central/State Government Department/ Public Sector Undertaking.
   b) The bidder (Himself/Herself or firm/Shop etc.) shall have registered or have a licence under PFA Act, 1954 and Contract Labour (Regulation & Abolition) Act 1970. The bidder shall have PAN and also registered under GST.
   c) The bidder shall have good financial condition and have at least an experience of 05.00 Lakh /Year turnover.
   d) The bidder shall have a bank account in CBS enabled bank.
## ANNEXURE-1: FIRM DETAILS:

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Contact Person with Designation</td>
<td></td>
</tr>
<tr>
<td>Registered Office Address</td>
<td></td>
</tr>
<tr>
<td>Address of the Firm</td>
<td></td>
</tr>
<tr>
<td><strong>Type of Firm</strong>&lt;br&gt;Put Tick (✓) mark</td>
<td>Public Limited</td>
</tr>
<tr>
<td>Certification (Food/Labour)&lt;br&gt;Please attach copies of valid certification&lt;br&gt;(Quotation received from firms which are not having valid Food/Labour license shall be rejected)</td>
<td></td>
</tr>
<tr>
<td>Telephone Number(s)</td>
<td></td>
</tr>
<tr>
<td>Email Address/ Web Site</td>
<td>Email:</td>
</tr>
<tr>
<td>Fax No.</td>
<td></td>
</tr>
<tr>
<td><strong>Mobile Number</strong></td>
<td>Mobile:</td>
</tr>
<tr>
<td>GST Registration No. where his business is located (Please attach copy of GST reg. certificate if applicable)</td>
<td></td>
</tr>
<tr>
<td>Service Tax Registration No. where his business is located (Please attach copy of Service tax if applicable)</td>
<td></td>
</tr>
<tr>
<td>Income Tax PAN (Please attach copy of PAN)</td>
<td></td>
</tr>
</tbody>
</table>
## ANNEXURE-2: APPROVED RATES OF ITEMS

<table>
<thead>
<tr>
<th>क्रम संख्या</th>
<th>नाम सामग्री</th>
<th>निर्धारित दर (रूपये में)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>चाय प्रति कप 150 एम.एल. साधारण</td>
<td>7/-</td>
</tr>
<tr>
<td></td>
<td>चाय प्रति कप 100 एम.एल. साधारण</td>
<td>5/-</td>
</tr>
<tr>
<td>2</td>
<td>चाय प्रति कप 150 एम.एल. स्पेशल</td>
<td>10/-</td>
</tr>
<tr>
<td></td>
<td>चाय प्रति कप 100 एम.एल. स्पेशल</td>
<td>8/-</td>
</tr>
<tr>
<td>3</td>
<td>कॉफी एसप्रेसो 150 एम.एल. हॉट</td>
<td>20/-</td>
</tr>
<tr>
<td></td>
<td>कॉफी एसप्रेसो 100 एम.एल. हॉट</td>
<td>15/-</td>
</tr>
<tr>
<td>4</td>
<td>कॉफी एसप्रेसो 150 एम.एल. कोल्ड</td>
<td>25/-</td>
</tr>
<tr>
<td></td>
<td>कॉफी एसप्रेसो 100 एम.एल. कोल्ड</td>
<td>20/-</td>
</tr>
<tr>
<td>5</td>
<td>समोसा, कोप्पा, निंबों बदमान, दाल कहाँरी, ब्रेड पकोड़ा (125 ग्राम)</td>
<td>10/-</td>
</tr>
<tr>
<td>6</td>
<td>मिनरल वॉटर 500 एम.एल. / 1 लीटर (बिसल्ट, हिमालया, एक्वाफेना, जल)</td>
<td>कंपनी द्वारा निर्धारित दर</td>
</tr>
<tr>
<td>7</td>
<td>माये की मिठाई प्रति किलो</td>
<td>350/-</td>
</tr>
<tr>
<td>8</td>
<td>बिस्कुट सभी तरह के</td>
<td>कंपनी द्वारा निर्धारित दर</td>
</tr>
<tr>
<td>9</td>
<td>नमकीन पैकेज</td>
<td>कंपनी द्वारा निर्धारित दर</td>
</tr>
<tr>
<td>10</td>
<td>खूबी नमकीन (दाल, सेव, मोगर, मिक्स इत्यादि) प्रति 100 ग्राम</td>
<td>15/-</td>
</tr>
<tr>
<td>11</td>
<td>दही की लस्सी (200 ग्राम)</td>
<td>20/-</td>
</tr>
<tr>
<td>12</td>
<td>प्याज की कढ़ी 150 ग्राम</td>
<td>15/-</td>
</tr>
<tr>
<td>13</td>
<td>पॉटिज (आलू / पनीर) सॉस के साथ</td>
<td>15/-</td>
</tr>
<tr>
<td>14</td>
<td>शीतल पेय (कोल्ड ड्रिंक) सभी कंपनीयों के</td>
<td>कंपनी द्वारा निर्धारित दर</td>
</tr>
<tr>
<td>15</td>
<td>छां, लस्सी, बटर, दूध, दही (सारस, अमूल, मदर डेयरी इत्यादि)</td>
<td>कंपनी द्वारा निर्धारित दर</td>
</tr>
</tbody>
</table>

नोटः उक्त के अतिरिक्त अन्य खाद्य पदार्थों का विक्रय से पूर्व उनकी दरें विभाग से अनुमोदित करवानी होगी।
ANNEXURE-3: FINANCIAL BID FORMAT & COVER LETTER

COVER LETTER { to be submitted by the bidder on his Letter head} (ANNEXURE-3A)

To,
The Director and Joint Secretary,
Directorate of Economics and Statistics, Govt. of Rajasthan,
Jaipur (Raj.)

Reference: NIB No. : __________________________ Dated: __________

Dear Sir,
We, the undersigned bidder, Having read & examined in detail, the RFQ Document, the receipt of
which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in
the Scope of the work, Service Level Standards & in conformity with the said RFQ document for
the same.

• I / We undertake that the prices are in conformity with the scope of work prescribed. The quote/
price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive
of all type of govt. taxes/duties as mentioned in the financial bid (BoQ)
• I / We undertake, if our quote is accepted, to deliver the goods and services in accordance with
the delivery schedule specified in the schedule of Requirements.
• I / We agree to abide by this RFQ document for a period of 90 days after the last date fixed for
quote submission and it shall remain binding upon us and may be accepted at any time before
the expiry of that period.
• I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the
information contained in the bid is true and correct to the best of our knowledge and belief.
• We understand that you are not bound to accept the highest or any bid you may receive.
• We agree to all the terms & conditions as mentioned in the RFQ document and submit that we
have not submitted any deviations in this regard.

Date: __________________________

Authorized Signatory

Name: __________________________

Designation: __________________________
**Financial/ Commercial Bid Format (ANNEXURE-3B)**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item Description</th>
<th>No. of Pantry Premises (Area - )</th>
<th>Rate for hiring of pantry premises Per Month in INR</th>
<th>Yearly price (in INR) for hiring of Pantry premises for providing Canteen Service (E=DXT12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
<td>(D)</td>
<td>(E)</td>
</tr>
<tr>
<td>1</td>
<td>Rent for Pantry Premises for providing Canteen Services (Including water, electricity charges)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note:*

1. *No extra payments shall be made by the purchaser for the establishing pantry infrastructure separately.*