

**Request for Quotation (RFQ) Document
for providing canteen services at Yojana Bhawan North-Block building –Jaipur.**

NIB:-A 04/2017-18/07 Dated 30-01-2018

Mode of Submission	Manual or by Post at below mentioned location:- Directorate of Economics and Statistics Room No. 03, B-Block, Ground Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
Procuring Authority	<i>Director & Joint Secretary, Directorate of Economics and Statistics, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur (Raj.)-302005</i>
Last Date & Time of Submission of Quotation	09-02-2018 till 01:00 PM
Date & Time of Opening of Quotations	09-02-2018 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 1,200/- (Rupees One Thousand Two Hundred Only)

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-302005 (Rajasthan)

Phone: 0141-2222740 Fax: 0141-2229756

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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 eatbles 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. 5000/(Five 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 Paperby successful Bidder/vendor.

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- 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 imeediately.
- 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.
- **Bid Security:** Bid security shall be 2% of the estimated value of subject matter of procurement put to bid. Bid security (BD) shall be solicited from all participating bidders.
- Bid security shall be furnished in any one of the following forms: -
 - 1) The bid security may be given in cash.
 - 2) Bank Draft or Banker's Cheque of a scheduled bank;
 - 3) Bank guarantee/s in a specified format, of a scheduled bank or deposited through eGRAS.
 - 4) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.
 - 5) The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely: -
 - 1) when the bidder withdraws or modifies its bid after opening of bids;
 - 2) when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
 - 3) when the bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
 - 4) when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
 - 5) if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
 - 6) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
 - 7) No interest shall be payable on the bid security.
 - 8) In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.
 - 9) The procuring entity shall promptly return the bid security after the earliest of the following events, namely:-
 - 1) the expiry of validity of bid security;
 - 2) the execution of agreement for procurement and performance security is furnished by the successful bidder;
 - 3) the cancellation of the procurement process; or



- 4) the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

➤ **Security Deposit (SD)**

- 1) Refund of SD: The SD shall be refunded after three (03) months of the expiry of the rate contract period.
- 2) Forfeiture of SD: The SD taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely: -
 - 1) When any terms and condition of the rate contract is breached or cancelled
 - 2) when the bidder does not accept any work order(s) issued anytime during the period of rate contract
 - 3) when the bidder fails to commence the supply of the goods or service or execute work issued under this rate contract
 - 4) when the bidder does not deposit the requisite performance security within the period specified in the individual work order(s), issued under this rate contract
- 3) Notice will be given to the bidder with reasonable time before Security Deposit (SD) deposited with DES is forfeited.
- 4) No interest shall be payable on the deposited SD.

➤ **Performance Security Deposit (PSD)**

- 1) After receiving the letter of intent (LoI), the bidder shall be responsible to deposit the requisite Performance Security Deposit (PSD) within the prescribed time period as specified in each LoI(s) prior to execution of agreement:
 - 1) Performance security deposit (PSD) shall be solicited from successful bidders.
 - 2) The amount of performance security shall be 5% of the amount of work / supply order in case of procurement of goods and services.
- 2) Performance security shall be furnished in any one of the following forms:
 - 1) Bank Draft or Banker's Cheque of a scheduled bank;
 - 2) National Savings Certificates and any other script / instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master;
 - 3) Bank guarantee/s of a scheduled bank (Annexure-11B), in case the amount of PSD is more than 10 lakh. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document for bid security;
 - 4) Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/ premature payment of the FDR on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.
- 3) Performance security furnished in the form specified in sub above shall remain valid for a period of 60 days beyond the date of completion of all

contractual obligations of the bidder, including warranty obligations and defect liability period as specified in each individual work order(s).

- 4) Forfeiture of Performance Security Deposit (PSD): PSD amount in full or part may be forfeited, including interest, if any, in the following cases:-
 - 1) When any terms and condition of the contract is breached.
 - 2) When the bidder fails to make complete supply satisfactorily.
 - 3) if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- 5) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
- 6) No interest shall be payable on the PSD.

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 providers 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).

S. No.	Milestone/ Phase	Scope of Work (SoW)	Deliverables	Time Frame
1.	Phase-1: Pre-Implementation	<ul style="list-style-type: none"> • 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	T+7 days
			2- Inventory Report	T+10 days
2.	Phase-2: Commissioning of Canteen Services	<ul style="list-style-type: none"> • Provide all necessary services as per SoW 	Deposit of Canteen rent and Electricity/Water bill	On or before 5 th of each month

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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.

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ANNEXURE-1: FIRM DETAILS:

Name of Firm				
Name of Contact Person with Designation				
Registered Office Address				
Address of the Firm				
Type of Firm Put Tick(✓) mark	Public Limited	Private Limited	Partnership	Proprietary
Certification (Food/Labour) Please attach copies of valid certification (Quotation received from firms which are not having valid Food/Labour license shall be rejected)				
Telephone Number(s)				
Email Address/ Web Site	Email:		Web-Site:	
Fax No.				
Mobile Number	Mobile:			
GST Registration No. where his business is located (Please attach copy of GST reg. certificate if applicable)	_____			
Service Tax Registration No. where his business is located (Please attach copy of Service tax if applicable)	_____			
Income Tax / Pan number (Please attach copy of PAN)				

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ANNEXURE-2: APPROVED RATES OF ITEMS

क्र. सं.	नाम सामग्री	निर्धारित दर रूपयें में
1	चाय प्रति कप 150 एम.एल. साधारण	7/-
	चाय प्रति कप 100 एम.एल. साधारण	5/-
2	चाय प्रति कप 150 एम.एल. स्पेशल	10/-
	चाय प्रति कप 150 एम.एल. स्पेशल	8/-
3	कॉफी एसप्रेसो 150 एम.एल.हॉट	20/-
	कॉफी एसप्रेसो 150 एम.एल.हॉट	15/-
4	कॉफी एसप्रेसो 150 एम.एल.कोल्ड	25/-
	कॉफी एसप्रेसो 150 एम.एल.कोल्ड	20/-
5	समोसा, कोपता, मिर्चीबडा, दाल कचौरी, ब्रेड पकौडा (125 ग्राम)	10/-
6	मिनरल वाटर 500 एम.एल./1 लीटर (बिसलरी, हिमालया, एक्वाफेना, जल)	कम्पनी द्वारा निर्धारित दर
7	मावे की मिठाई प्रति किलों	300/-
8	बिस्किट सभी तरह के	कम्पनी द्वारा निर्धारित दर
9	नमकीनपैकट्स	कम्पनी द्वारा निर्धारित दर
10	खुली नमकीन (दाल, सेव, मोगर, मिक्स इत्यादि) प्रति 100 ग्राम	15/-
11	दही की लस्सी (200 ग्राम)	20/-
12	प्याज की कचौरी 150 ग्राम	15/-
13	पेटिज (आलू /पनीर) सॉस के साथ	15/-
14	शीतल पेय(कॉल्ड ड्रिंक) सभी कम्पनीयों के	कम्पनी द्वारा निर्धारित दर
15	छाछ, लस्सी, बटर, दूध, दही (सरस, अमूल, मदर डेयरी इत्यादि)	कम्पनी द्वारा निर्धारित दर

नोट:- उक्त के अतिरिक्त अन्य खाद्य पदार्थों के विक्रय से पूर्व उनकी दरें विभागीय कमेटी से अनुमोदित करवानी होगी।

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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)

S. No.	Item Description	No. of Pantry Premises (Area)	Rate for hiring of pantry premises Per Month in INR	Yearly price (in INR) for hiring of Pantry premises for providing Canteen Service
(A)	(B)	(C)	(D)	(E=DX12)
1	Rent for Pantry Premises for providing Canteen Services(Including water, electricity charges)	1		

(Minimum Rs. 5,000/- per month should be payable)

*** Note:**

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

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