

Scope of work As per Annexure-A

General Instructions:

1. **Pre qualification/ Technical bid** : The bidder shall submit required documents as per tender document, Tender fees & EMD in sealed cover envelop separately by writing "Technical bid" on the cover of envelop.
2. **Financial Bidder/Price bid**: It shall contain financial bid. The financial bid will be opened only of those bidders who qualify pre qualification /eligibility bid criteria/technical evaluation. Bidder will submit rates in separate envelope by writing "Financial Bid" on the cover of envelop.
3. Both envelops i.e Technical bid and financial bid shall again be covered in a large envelope by writing "Tender document for running canteen."

Period of Contract :

One year from the date of award of work contract. Period may be extended on outstanding performance for another one year, on a certificate of outstanding performance from the committee/competent Authority.

Successful bidder shall submit performance security in the shape of FDR of Rs. 10000/- from nationalized bank duly pledged with the Director of Agriculture Shimla-5.

Instructions for submission of cost of tender documents & EMD.

1. Bidder shall ensure that the cost of tender document, Earnest money deposit are dropped in tender box placed in the Directorate of Agriculture, Shimla-5 on or before the last date & time.
2. If the date fixed for opening of tender is declared a holiday, the tender shall be opened on the next working day at the same time as fixed for the original date for this purpose.

**DIRECTORATE OF AGRICULTURE
HIMACHAL PRADESH**

Tender form for running the Canteen in the Directorate of Agriculture, Shimla-5.

Sr. No.	Particulars	
1.	Name of the applicant/tenderer with complete address & Telephone/Mobile No.	
2.	<u>Experience, if any. (For running the Canteen in Govt./ Semi Govt./Central Govt. offices/ other Institutions. (Encls. Certificate)</u>	
3.	Earnest money (Rs. 10,000/-) deposited through Bank draft/FDR	
4.	Rates offered may be quoted on the prescribed performa given at Annexure-'A'	
5.	Name and address of the authorized representative/signatory.	

I/We hereby declare that the above entries made by me/ us on the day _____ are true to the best of my / our knowledge and also abiding to the terms and conditions finalized by the Director of Agriculture, H.P. Shimla-5.

Dated:

Signature of
Applicant/Authorized
Signatory of the firm/company
With address and Telephone
No. _____

TERMS AND CONDITIONS.

1. The successful bidder will require to execute an agreement with Director of Agriculture before taking over the possession of the Canteen premises to abide by the terms and conditions stated therein.
2. The successful bidder for running Canteen in the Directorate of Agriculture shall be granted ordinarily for a period of one year from awarding the contract and signing an agreement.
3. The Water for Canteen will be provided by this Department on payment of rent charges Rs. 1000/- + water charges Rs. 200/- cumulative Rs. 1200/- per month by the contractor by depositing amount with cashier regularly by 7th of every month.
4. The electricity charges as per month wise bill of HPSEB shall be paid by the contractor.
5. The contractor shall be required to deposit an earnest money of Rs. 10,000/- only in the shape of FDR duly pledged with the Director of Agriculture, H.P. Shimla.
6. The Canteen shall be kept open every day by the contractor from 8:30 A.M to 5:30 P.M. except Sundays and gazette holidays which shall be discretionary by the contractor to do so unless otherwise directed by the undersigned.
7. The price list of items so approved by the Director of Agriculture/ Committee of Canteen shall be displayed at a conspicuous place by the contractor. No other items shall be included in the list being published/ approved by the undersigned.
8. It shall obligatory on the part of contractor to prepare/ serve hot and cold beverages and foodstuffs of good quality. The beverages and foodstuffs may be checked by the Director of Agriculture/ Committee of Canteen either themselves or with the help of the food inspector, Municipal Corp. once in a month. The undersigned will have the right to cancel the contract at any time if the items are not found in good quality.
9. The Canteen premises shall be furnished at the time of starting the Canteen and the contractor will maintain it, failing which the amount will be deducted from the performance security of the contractor from time to time and at the time of lapse of the contract.
10. The contractor shall have to keep his crockery and cutlery and quality standard for the customers.
11. The contractor shall provide room service to the Officers of the Directorate of Agriculture on order with proper crockery and cutlery. The contractor will have to keep sufficient number of workers to ensure better service.
12. The furniture of the Canteen will be furnished by the Department and the contractor will maintain it, failing which amount will be deducted from his performance security.
13. The contractor shall ensure that no smoking and drinking of wine is permitted and will not allow to sale any intoxicants items in the premises of the Canteen.

14. The contractor shall maintain absolute cleanliness around the Canteen premises all the time and shall keep the utensils, crockery furniture etc. in hygienic and presentable condition.
15. The contract may be terminated any time before the expiry of the period by the Director of Agriculture on serving 24 hrs. Notice or by the contractor by giving one months notice to the Director of Agriculture.
16. If the contract is terminated by the contractor at any time before the expiry of full period of contract except by the mode as provided therein above the amount of the performance security shall be liable to be forfeited.
17. On the termination of contract by affix the time or otherwise the contractor shall vacate the Canteen premises forthwith and not later than 24 hrs without any let or hindrance.
18. The committee will check the beverages and food stuffs within a period of two months and if found unsatisfactory, the contractor shall have to vacate the canteen premises forthwith and not later than 24 hrs. without any let or hindrance.
19. The interested contractors are required to submit their rates/ offers in respect of items mentioned in **Annexure-'A'**.
20. All disputes shall be within the jurisdiction of the Hon'ble Courts at Shimla.
21. The undersigned reserve the right to cancel the tender without assigning any reason.

Rate List

Sr. No.	Items	Rate (Rs.)
1	Tea 150 ml.	
2	Coffee 150 ml.	
3	Milk 150 ml.	
4	Bread Pakora one piece.	
5	Pakora 100 gms.	
6	Samosa (Stuffed with Potato and vegetable)	
7	Mutter/cutter 100 Gms	
8	Burfi (Baisan) 100 Gms.	
9	Butter Toast with two slice	
10	Omlet (one egg)with 2 Bread slice	
11	Omlet (two egg)with 2 Bread slice	
12	Omlet (One egg)	
13	Omlet (two egg)	
14	Plain Bread Slice (Two Pieces)	
15	Band	
16	Chhole plate (Half)	
17	Chhole plate (full)	
18	Channa Bhutura (2 piece)	
19	Channa Puri (2 piece)	
20	Parantha plain with pickle	
21	Parantha stuffed with pickle	
22	Rice full plate with dal and vegetable	
23	Rice half plate with dal and vegetable	
24	Chapatti per piece	
25	Curd (100 gms.) per plate	
26	(i) Full lunch/Dinner (Diet)Rice, Dal, Veg. and salad	
27	(ii) Special lunch with Chapatti, Basmati rice, Paneer, Rajmah, Mix. Veg., Salad, Sweet Dish	
28	Mix vegetable per plate	
29	Dal per plate	
30	Biscuits/Bakery items on MRP	
31	Makhan	