

	 सत्यमेव जयते	Phone No. 044-26159000 Fax No. 044 2615 5282 email :chennaiaudit1@gmail.com
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GOVERNMENT OF INDIA
MINISTRY OF FINANCE / DEPARTMENT OF REVENUE
OFFICE OF THE COMMISSIONER OF GST &
CENTRAL EXCISE
AUDIT-I COMMISSIONERATE
No.1775, JAWAHARLAL NEHRU INNER RING ROAD,
ANNA NAGAR WESTERN EXTENSION, CHENNAI - 600 101

TENDER NOTICE

C.No. I/21/01/2017 dated 02.08.2017

Subject: Tender for providing catering services

Last Date for Submission: 18/08/2017, 2.00 PM

Tender No. : 1/2017 (Catering)

The Office of the Commissioner of GST and Central Excise, GST Audit I Commissionerate, No.1775, Jawaharlal Inner Ring Road, Anna Nagar Western Extension, Chennai- 600 101, invites sealed quotations from experienced parties for providing catering services (breakfast / lunch / coffee / tea) for a period of one year from 01.09.2017, fulfilling the following conditions:

1. The existing space for kitchen and infrastructure like vessels, utensils, appliances shall be made available to the Contractors for providing catering service.
2. The tender complete in all respects shall be submitted within the stipulated due date and time. Any tender received after the due date shall be rejected.
3. The quotations are to be sent in two parts – one sealed envelope enclosed with PART - A (along with copies of certificates as applicable) superscribed as "CATERING SERVICE TENDER - PART - A" and the second sealed envelope enclosed with PART - B superscribed as "CATERING SERVICE TENDER - PART - B". The two sealed envelopes as above should be placed in another sealed envelope. Sealed Quotations along with the details in PART - A & PART – B shall reach in the following address latest by 2.00 PM on 18.08.2017 by Registered post / Speed post / Courier.


Addressed to: The Additional Commissioner of GST and Central Excise,
Office of the GST Audit I Commissionerate,
No.1775, Jawaharlal Inner Ring Road,
Anna Nagar Western Extension, Chennai- 600 101

4. The bidder shall inspect Kitchen area on any working days (between 10 AM to 4.00 PM), before submitting the quotation to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any deficiency including space / infrastructure.

5. The successful bidder shall furnish a security deposit of Rs. 5000, with the Commissioner of GST and Central Excise, Audit I Commissionerate, Chennai, which shall be refunded after successful completion of the Contract period.

6. The Department reserves the right to modify the terms and conditions in the tender document as and when required.

7. Any further clarification on the tender document may please contact Shri. P.N.SWAMINATHAN, IRS., Asst. Commissioner, (Chairman - Catering Committee) at the office or by phone on 044-2615 4657.


03/08/17
(S.K.KUJUR)

ADDITIONAL COMMISSIONER

To
The PRO,
GST Audit I Commissionerate, for display in the Notice Board.

✓ The PRO,
O/o the Commissioner, GST & Central Excise, North /South & Outer
Commissionerates

The Superintendent of Central Excise, Computer Section, GST North
& Central Excise Commissionerate for display in the official website.

Terms & Conditions for Opening the Tender:

1. The tenders will be opened at 4.00 PM on 18.8.2017 in the presence of the bidders or their representatives present at that time and members of the committee duly nominated by the Commissioner.
 2. If the Office remains closed or is not able to function due to unexpected reasons, the tender will be opened at the same time of the next following working day.
 3. If representative / authorized person of the bidder is to attend the bid opening, an authorization letter to this effect must be produced by him before he is allowed to participate in the bid opening.
 4. The bidder should have a previous experience in providing catering service and shall submit certificates in support of the same.
 5. All pages of the tender shall bear the name and signature of the bidder.
 6. Tenders received and found deficient on account of registrations, documents or required information are liable to be rejected summarily.
 7. Tender containing false, misleading information will be rejected. Incomplete quotations and the quotations received after the last date of submission also will be rejected.
 8. This Office reserves all right to reject any quotations or to cancel the partial / whole tender procedure without assigning any reason whatsoever.
 9. Preference will be given to bidders having office in Chennai.
 10. The contractor shall comply with the provisions as per the Minimum Wages Act 1948 and all statutory compliance like EPF, ESI, Service Tax and any other registration which is mandatory as per Central Govt. / State Govt. / Local Authority for such Agencies, in force from time to time.
 13. Evaluation of tender will be done on the basis of the lowest rates quoted in terms subjected to fulfillment of all tender requirements prescribed herein.
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PART – A

Quotation for providing catering service at GST Audit I Commissionerate

1	Name of the Bidder	
2	Address	
3	Phone No	
4	Experience (in years) of catering indicating the types of institution and people (Certificates to be enclosed)	
5	Experience for using Modern kitchen equipments	
6	Present location of catering service contract, if any	
7	Details of Labour License, if any	
8	VAT (TIN) / Service Tax number, if any	
9	If a registered society, please Indicate Registration No. and date of registration	
10	ESI Registration Number, if any (<i>Attach copy of ESI registration certificate</i>)	
11	Employees Provident Fund Registration Number, if any (<i>Attach copy of EPF registration certificate</i>)	
12	Details of Bank Account (<i>Attach copy of Bank account details</i>)	
13	PAN No., If Any (<i>Attach copy of PAN Card</i>)	
14	Aadhar no., if any (<i>attach Copy of Aadhar</i>)	
15	Food Safety License No., if any (<i>Attach copy of Food Safety License</i>)	

1. I, _____ Son/Daughter
of Shri _____ Proprietor/Partner/director/
authorized Signatory of _____ (*Named of Firm/Agency*) sign
this declaration and execute this tender document.

4. I have carefully read and understood all the terms and conditions of the
tender and hereby convey my acceptance of the same.

3. The information/documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the
fact that furnishing of any false information/fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name

Seal

Date:

Place:

PART – B :: PROPOSED RATES FOR THE ITEMS

Sl. No.	Items	Weight / Measure	Rate Offered	
1	BEVERAGES			
	Standard Tea	Per Cup (175 ml)	Rs. _____	
	Standard Coffee	Per Cup (175 ml)		
2	SNACKS 50 – 55 gms each			
	Bajji	2 Nos.	Rs. _____	
	Mysore Bonda	2 Nos.		
	Vadai / Parruppu Vadai	1 No.		
	Samosa	1 No.		
	Veg. Cutlet	1 No.		
	Packed ready to eat items like mixture, sev, chips etc.	Packet of 50 gms each		
3	Breakfast (all items per day on rotation basis)			
	Pongal (200 gms) + Sambar / Chutney	1 No.	Rs. _____	
	Dosa (75 gm) / Oothappam (75 gms) + Sambar and Chutney	2 nos.		
	Idli (75 gm)+ Sambar / Chutney	2 nos.		
	Masala Dosa (150 gm) with Chutney and Sambar	1 no.		
	Ghee Roast Dosa (150 gm) with Chutney & Sambar	1 No.		
	Onion Oothappam. (150 gm) with Chutney & Sambar	2 Nos.		
	Parotta (75 gm) + Gravy / Kuruma	2 Nos.		
	Chappathi (75 gm) + Curry /Kuruma	2 Nos.		
	Poori (75 gm) + Sabji / Kuruma	2 nos.		
	Idiyappam (75 gms) + Kuruma	2 nos.		
	Rava Upuma / Veg. Kitchadi (200 gms) Chutney + Kothsu	1 No.		
	4	MEALS consisting of		
White Rice (Ponni – branded)		400 gms		Rs. _____
Chappathi 50 gms each		2 nos.		
Sambar or Vatha Kulambu		100 gms		
Rasam		100 gms		
Curd		100 gms		
Poriyal or Dry sabji		75 gms		
Kootu or Veg Gravy		75 gms		
Pickle		15 gms		
Papadam	1 no.			
5	SPECIALS			
	Variety Rice (Tomato / Puliodarai / briinji / Veg. briyani / Pulav / Ghee Rice) + usual accompaniments	250 gms	Rs. _____	
TOTAL of 1,2,3 and 4			Rs. _____	

Terms and Conditions on Catering Service Contract

1. The contract period is for one year. But if the service is not found satisfactory, the contract will be terminated with a notice period of one month.
2. The Contractor shall appoint sufficient staff for providing Catering Service as per the existing labour laws.
3. It will be the responsibility of the contractor to obtain the license, if any from the authorities, for providing the service and to pay the necessary taxes as per rules.
4. The Contractor will be responsible for providing food to the staff freshly prepared in time.
5. The Contractor shall be responsible for any damage or loss to the kitchen premises, fittings / appliances, utensils etc., and shall be liable to pay penalty for such loss or damage.
6. After cooking, vessels and utensils should be kept clean all the time. To guard and maintain the property like fans, furniture, electrical fitting, sanitary fitting, windows and door etc. will be the sole responsibility of the Contractor.
7. Kitchen appliances shall be handled carefully.
8. To upkeep the maintenance and cleanliness of the kitchen premises will be the responsibility of the Contractor.
9. The Catering Service shall be made available on all working days from 9.00 AM to 4.30 PM .
11. The Office Kitchen premises should not be used for any other commercial activity by the Contractor.
12. The Contractor is bound to follow all instructions of Chairman / members of the Canteen Committee, who are duly authorized by the Commissioner.
13. The Contractor shall not sub-contract the catering service to any other party.
14. The least price for providing food items with better quality and quantity prescribed in the form is to be mentioned legibly.
15. Contractor shall provide uniforms to his staff and no person shall be allowed to work in the Office kitchen premises without wearing uniforms, Aprons, shower caps and gloves.
16. The staff engaged by the Contractor should be free from any physical ailments.
17. The Contractor shall maintain adequate hygienic condition in the Office Kitchen premises and also maintain the quality of the eatable items which can be checked by the Canteen Committee without any prior notice.

18. The Contractor is responsible for taking necessary permission / food safety / corporation license from authorities, if any.
19. Only cooking gas is permissible in the Office Kitchen, and no firewood is allowed for cooking. Gas Connection is available for four cylinders.
21. The contract will be awarded initially for a duration of 3 months as trial period and on satisfactory performance, it shall be extended for further 9 months. If the work is not carried out satisfactory during trial period or extension period, Commissioner reserves the right to terminate the contract.
22. The Contractor should ensure the necessary discipline of the kitchen Staff especially to ensure gentle behavior of the staff with the department Officers / staff.
23. The Contractor or his authorized representative shall physically be present in the Kitchen premises, during preparation and service timings. He shall attend to all requirements viz, Quality, Quantity, timely service etc, as specified in the contract. This Office reserves its right to impose a fine Rs.50/- per such absence, either full day or part of the day; as also a minimum of Rs.50/- and a maximum of Rs.500/- for violation of any instructions contained in Schedule I.
24. If the contract is terminated by the Contractor on his own accord during the contract period without valid reason, 50% of the deposit will be forfeited. The center will be liberty to terminate the contract, if any of the conditions of the contract is violated. In any case one months notice will be served on either side.
25. The procurement of necessary provisions viz., rice, Atta, vegetables, oil, condiments, spices etc and gas for the canteen will be the sole responsibility of the Contractor and no financial or other types of assistance from this Office for such procurement will be given.
26. The Contractor shall also be responsible for collecting food waste and proper disposal.

Schedule I

Standing Instructions – GST Audit I – Catering Services

The Catering Service Contractor shall strictly follow the guidelines outlined below:-

1. Breakfast should be served between 8.45 AM to 9.30 AM
2. Coffee / Tea for distribution will leave the Kitchen by 10.30 in the morning and 3.30 PM in the afternoon.
3. Lunch will be served from 12.45 pm upto 2 pm.
4. All payments for items served shall be collected in cash.
5. Fresh oil should be used for frying of snacks and other items. Recycling of used oil should be avoided totally.
6. Only fresh and clean vegetables should be used.
7. The Contractor should use only quality ingredients viz milk, atta, oil, spices etc for preparation of food items.
12. Quantity of ingredients to the food items and the measure of food items shall be strictly as per tender.
13. The snack items will be served on rotation basis.
14. Each special dish will be served on rotation basis.
15. Curd will be prepared and served fresh every day;
16. The kitchen and dining hall should remain clean and tidy all the time.
 - (a) Kitchen area should be washed daily and phenol sprinkled.
 - (b) Dining tables should be wiped with a mixture of camphor and lemon grass oil before breakfast and before lunch daily and should be cleaned thoroughly and the floor swept daily after breakfast and lunch.
 - (c) Wash basins should be washed with cleaning powder daily and disinfectant sprinkled. Liquid soap should be filled at least twice during lunch hour. Towels near the washbasin should be changed daily. Towels, liquid soap, phenol and disinfectant will be supplied by the Office .
 - (d) Contractor should ensure that the kitchen is insect & fly free.
 - (e) Plates and glasses should be dipped in boiled water just before using.
15. Contractor should prominently display rates of specials available for the day.
16. Cooking gas (LPG) may have to be procured at prevailing rates by the Contractor. Connection and empty cylinder will be provided by the Office.

17. The Catering Service should function on all working days other than Saturdays, Sundays and National Holidays. In special circumstances it should work as per the directions of Canteen Committee.

18. A penalty of Rs. 5000/- will be imposed per day for non-functioning of Catering Services on working days including breakfast, lunch and dinner without prior permission of the Office.

19. The Catering service is required to work on holidays if sufficient requirement of food is needed with mutual understanding.

20. Contractor shall provide special lunch & tea / snacks for official meetings organized by Office.

The following CHECKLIST may duly be filled and enclosed along with the bid. Put a tick mark (✓) on the correct status of enclosure

CHECKLIST TO BE ENCLOSED ALONG WITH THE BIDS

Sl. No.	Particulars	Status of enclosure
1.	PART - A	
2.	PART - B	
3.	Experience Certificate.	
4.	Copy of the following, if applicable,	
	✓ Labour Registration Certificate of the agency / Firm from the appropriate authority	
	✓ Service Tax Registration Certificate, if registered with service tax authorities.	
	✓ ESI Registration from ESI Department	
	✓ Proof of Employees Provident Fund Registration from EPF Department	
	✓ Copy Food Safety License.	
5.	Copy of Bank Account details.	
6.	Proof of Aadhar, if available.	
7.	Copy of PAN card.	