TENDER NOTICE

TENDER FOR RUNNING THE CANTEEN AT DIRECTORATE OF ACCOUNTS, PANAJI GOA

Sealed Tenders are invited by the Director of Accounts, Panaji on behalf of the Governor of Goa for “Running of Canteen (non-commercial basis) in the premises of the Directorate of Accounts, Panaji Goa” from canteen operators having experience in the field. The tender should be superscribed as “Tender for Running of Canteen in the Directorate of Accounts, Panaji”. The contract shall be initially for a period of one year and is likely to be extended for further period if the services are found to be satisfactory.

The tender form can be obtained from the Administration Section, Directorate of Accounts, Panaji-Goa against payment of Rs. 500/- (Rupees Five Hundred only) each (Non refundable) on any working day from 01/01/2020 till 22/01/2020 between 10.00 hrs to 16.00 hrs.

The last date for submission of the bid is 24/01/2020 up to 12.00 noon. Technical Bid will be opened on the same day at 15.30 hrs at Directorate of Accounts, Panaji-Goa, in presence of the tenderers or their authorized representatives, if any.

(P. R. Pereira)
Director of Accounts

No. DA/Admin/10-100/2019-20/01  Date: 31/01/2019
1. Sealed tenders are invited by the Director, Directorate of Accounts, Fazenda Building, Panaji – Goa on behalf of the Governor of Goa for running of canteen from the Canteen Operator having experience in such field. The contract shall be initially for a period of one year from the date of commencement of canteen services and is likely to be extended for further period by the Director of Accounts if the services are found to be satisfactory.

2. Tender documents will be issued to the interested Canteen Operators from 01/01/2020 till 23/01/2020 from 10.00 am to 4.00 p.m. The cost of the tender form (non-refundable) amounting to Rs. 500/- (rupees five hundred only) will have to be paid by cash only to the Administration Section of the Directorate of Accounts, Panaji – Goa.

   The tender should contain two envelopes: (a) Technical Bid in envelope - I and (b) EMD in envelope – II superscribed as “Tender for running of Canteen (non – commercial basis) in the premises of Directorate of Accounts”.

3. (I) Technical Bid (Envelope – I) should contain the following documents:

   (a) Annexure A – signed by the canteen operator with documents mentioned therein.

   (b) Annexure – B- rate list of items to be served in the canteen signed by the canteen operator.

   (c) The canteen operator shall have to submit notarized declaration on a non-judicial stamp paper of Rs. 50/- stating that the premises will be vacated within seven days from the date of issue of directives from the authorities allotting the premises.

   (II) Envelope – II shall contain earnest money deposit of Rs. 15,000/- (Rupees fifteen thousand only) drawn in favor of Director of Accounts, Directorate of Accounts, Panaji and payable at Panaji only.

4. The Tender/Bid submitted without EMD shall be summarily rejected. The last date for submission of the bid is 24/01/2020 up to 12.00 noon. Technical bid will be opened
on 24/01/2020 at 15.30 hrs. In the event the above dates are declared as closed holidays the date of submission and opening shall be the next working day.

5. The selection criteria for evaluating the bids quoted by the tenderer / bidder should meet the following general requirements:
   i) FDA Licensing.
   ii) Health Department Certification for workers (Health Cards).
   iii) Wet waste disposal arrangement.
   iv) Security clearances.
   v) Police antecedents report.
   vi) Registration under VAT / Service Tax / GST, wherever applicable.
   vii) ITR for last 3 years, if applicable.
   viii) Declaration from applicant that he / she have not been blacklisted for providing Canteen services.
   ix) Experience in offering canteen / catering / Hotel / Restaurant services. Ideally should have existing canteen / catering / Hotel / Restaurant services doing at least Rs. 10 lakhs turnover (not applicable in case of Self Help Groups) for preceding three financial years. (New canteen service providers can be considered, if other bidders do not meet eligibility criteria).

6. Provided all the conditions to be equal and fulfilled, registered Self Help Groups are also eligible to offer their bids for canteen facilities.

7. The Committee constituted by this Directorate will conduct inspection of the existing facilities of the service provider, check for general cleanliness, kitchen utilities, service being rendered as well as the taste and quality of food items being prepared and accordingly will decide the award of canteen services. The Committee shall within a period of three months confirm the operator and award the contract of the canteen services. A maximum ten items shall be put under controlled (but reasonable and not subsidized) price/rate.

8. The Canteen Operator shall furnish a security deposit of Rs. 30,000/- (Rupees Thirty Thousand Only) in the form of Bank Guarantee only of a Nationalized Bank valid for 24 months in favor of “The Director of Accounts, Panaji” drawn on any Scheduled Bank at Panaji, within 10 days from the receipt of offer of running the canteen in Directorate of Accounts premises.
9. The canteen services to be provided are exclusively for the employees of the Department and to the people visiting the office during the visiting hours.

10. The rates of basic eatables to be served in the canteen are fixed as indicated in Annexure B. The Canteen Operator shall be required to display these rates at a prominent place in the canteen. The Canteen Operator shall sign the Annexure B as accepted and enclose along with the application in Technical Bid envelope. However, the Canteen Operator shall provide other items at the rates approved by the Director, Directorate of Accounts, in advance.

11. The offer should be firm. Conditional offer will not be considered.

12. The canteen operator shall not sublet any of the properties/Canteen facility/space/operation of canteen to any other person /party. In any such event, the contract shall stand terminated and security deposit will be forfeited to Government.

13. The Canteen Operator shall also sign an agreement on stamp paper of Rs. 50/- the cost of which will be borne by him, abiding to adhere to the terms of contract as per copy appended herewith, within 10 days of receipt of the offer of allotment of running of the canteen.

14. The failure of the successful bidder to submit Performance security deposit/Guarantee in the form prescribed and to submit the agreement duly signed within 15 days from the date of receipt of offer of allotment shall be treated that he is not interested in acceptance of the offer and he shall lose his claim. The EMD submitted by the successful bidder shall be forfeited in such a case; and the Director of Accounts may award the contract to any other bidder or cancel the entire process.

15. The canteen operator or any of his staff shall not cause any public nuisance in and around the premises. The canteen operator or any of his staff shall not cause damage, knowingly or unknowingly to any movable/immovable property belonging to Directorate of Accounts.
16. The canteen operator shall start operating the canteen, within 15 days from the date of issue of confirmed acceptance by the Director of Accounts and issue of letter to the effect.

17. The canteen operator shall clearly specify and record in the tender form (Annexure -A), if any other restaurant/ canteen, open to the general public is run by him, at any place in Goa.

18. The Canteen Operator shall be entitled to an option of renewal of the agreement and running the canteen for further period after the period of contract at the discretion of the Director of Accounts, Panaji, on the same terms and conditions.

19. The Director of Accounts reserves the right to terminate the contract without any prior intimation/notice in case the Contractor violates any of the terms and conditions of the Agreement.

20. Canteen shall be kept open on all working days i.e. from Monday to Friday between 9.00 am to 6.30 pm, except on holidays. However, canteen services shall be available even on Saturdays, Sundays and Holidays if the Director of Accounts specifically so desires.

21. The Canteen premises shall not be utilized for catering services outside the office premises, neither the kitchen shall be used for cooking to cater to the outside orders by contractor.

22. All the employees of the Canteen Operator should be free from any infectious disease and they shall be subjected to the regular medical checkups. It shall be the responsibility of the Canteen Operator to obtain a certificate to that effect.

23. Health card shall be obtained by the canteen operator for his employees from Health Dept.

24. Character certificate shall be obtained from the Police Department for the employees by the canteen operator.
25. The Canteen Operator shall observe all the statutory provisions or any other relevant rules in force of Government for operating canteen.

26. The Director, Directorate of Accounts may introduce any other terms & conditions in the agreement to be entered into/executed with the successful Canteen Operator.

27. The Canteen Operator shall pay the water, electricity bill and any other rents or taxes, etc. towards canteen as per prevailing rates/rules directly to the respective department regularly at his end. The contractor shall be responsible to ensure that water and electricity bill pertaining to the period of his running canteen are fully paid by him failing which the amount will be paid by the Directorate of Accounts and adjusted against his security deposit and the amount shall be recovered as arrears of revenue and the canteen contract shall be terminated forthwith.

28. Failure of the Canteen Operator to pay the charges towards the electricity bill, water bills, damage to Government materials or any other dues payable to Government by the contractor shall be treated as outstanding dues to the Government and such contractor shall be debarred from running the canteen in future after giving seven days notice and would also be recommended for blacklisting in other Government Departments.

29. The Directorate of Accounts will provide the furniture and equipment free of charge for use in canteen as shown in attached Annexure ‘C’. However, the canteen operator have to pay rent for the equipments shown in Annexure C-(1) as prescribed by PWD and shall make his own arrangement for additional requirement, if any.

30. The quality of eatables, beverages and any other items sold should be of good quality. The Canteen Operator shall use only edible vegetable oil like coconut, vanaspati, oil or groundnut, sunflower, soyabean for cooking purpose. Items served shall be wholesome, nutritious and fit for human consumption.

31. The Canteen Operator shall maintain cleanliness & proper hygiene of the premises in the kitchen, serving room and around the canteen as per the guidelines issued by the Health Department, from time to time. The Canteen Operator shall obtain
the clearance for this purpose as per rules. Any penalty for the irregularity committed by the Canteen Operator shall be paid by the Canteen Operator and Director of Accounts shall in no way be responsible for the same. The Canteen Operator shall undertake insect and pest control work from time to time. The Canteen Operator shall ensure health check, periodical medical examination of the staff employed in the canteen as required by Health Department.

32. The Canteen Operator shall not proceed against the Government in any court of Law, Arbitration, etc. on any ground and shall be held responsible and liable for breach of contract, loss or damage by way of wages for his employees, compensation for his staff, cost of equipment, etc.

33. The Canteen Operator shall also ensure that the kitchen helpers, servants adopt cleanliness proper hygiene in the canteen. The canteen staff should be provided with proper clean uniform. He shall also ensure proper disposal of garbage.

34. The Director of Accounts or his nominated representative shall have full authority to check the canteen premises, food preparation process, quality, quantity and maintenance of hygiene of the food served to the customers at any time.

35. The Canteen Operator shall serve the employees on cash payment and shall be fully responsible for any credit facilities extended by him to any employee.

36. The Canteen Operator shall not store or serve any alcoholic drinks within the premises of the canteen, nor shall he allow any employee to have an alcoholic drink in the canteen premises. The Canteen Operator shall not sell tobacco products/cigarettes, beedies, pan masala, etc. the products which are prohibited for sale by the Government.

37. In case of any damage and loss to the canteen furniture and equipment allotted by this Directorate to the Canteen Operator, the Canteen Operator shall be liable to pay the damages to the Directorate of Accounts, as per the losses assessed by the Director of Accounts, Directorate of Accounts, Panaji-Goa, and in case of failure of Canteen Operator to do so, the same shall be recovered from his security deposit.
38. The Canteen Operator shall receive and adhere to the instructions issued by the Director of Accounts, Directorate of Accounts, Panaji-Goa, from time to time.

39. In case if any clarification or the interpretation of any of the above clause (s), the decision of the Director of Accounts shall be final and binding on the contractor.

40. The Canteen Operator should vacate the premises in good condition after expiry of the operational period failing which the damages will be recovered from the Security Deposit.

41. The Director of Accounts reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Annexure:-

1) Tender Form
2) Annexure ‘A’
3) Annexure ‘B’
4) Annexure ‘C’ & ‘C’ (1)

(P. R. Pereira)
Director of Accounts
TENDER FORM

GOVERNMENT OF GOA
DIRECTORATE OF ACCOUNTS

Rs. 500/-

RECEIPT NO. ___________________________ TENDER NO. ___________________________

I agree to abide to the terms and condition of tender, laid down for running the canteen at Directorate of Accounts, Panaji-Goa.

Name of the Tenderer :-
Address :-
Phone No. :-
Date :-

_____________________
Signature of the tenderer
Name:-
Address:

EMD Amount Rs. _____________/-
BANK ___________________________
No. & Date ___________________________
Details of any other canteen operated by tenderer:
ANNEXURE “A”

Name & Address of the Bidder: ________________________________

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Details</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Proof of address (Attested copy of Voters ID Card/Electricity Bill/ Telephone Bill/ Passport/Driving Licence)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>FDA License</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Health Department Certification for workers (Health Cards).</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Wet waste disposal arrangement.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Security clearances.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Police antecedents report.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Registration under VAT / Service Tax / GST, wherever applicable.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>ITR for last 3 years, if applicable.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Declaration from applicant that he / she has not been blacklisted for providing canteen services</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Experience in offering canteen / catering / Hotel / Restaurant services. Ideally should have existing canteen / catering / Hotel / Restaurant services doing atleast Rs. 10 lakhs turnover (not applicable in case of Self Help Groups) for preceeding three financial years. (New canteen service providers can be considered, if other bidders do not meet eligibility criteria).</td>
<td></td>
</tr>
</tbody>
</table>

(____________________)  

Name & Signature of the bidder
**ANNEXURE “B”**

**Schedule of Rate**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the items</th>
<th>Quantity/Unit</th>
<th>Rate (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tea</td>
<td>75 ml</td>
<td>10=00</td>
</tr>
<tr>
<td>2</td>
<td>Coffee</td>
<td>75 ml</td>
<td>12=00</td>
</tr>
<tr>
<td>3</td>
<td>Batatwada / Samosa / Buns</td>
<td>Single (75 gm)</td>
<td>10=00</td>
</tr>
<tr>
<td>4</td>
<td>Khanda Bhajja / Mirchi</td>
<td>4 piece / 2 piece</td>
<td>10=00</td>
</tr>
<tr>
<td>5</td>
<td>Patal / Sukhi / Mix / Salad / Tomato Bhaji pav</td>
<td>One plate</td>
<td>25=00</td>
</tr>
<tr>
<td>6</td>
<td>Chicken</td>
<td>One Plate</td>
<td>50=00</td>
</tr>
<tr>
<td>7</td>
<td>Chicken Rice</td>
<td>Rice 150gm of good quality, One Plate Chicken, Chapati, Salad and Kokum Curry</td>
<td>90=00</td>
</tr>
<tr>
<td>8</td>
<td>Meals (Non-Veg)</td>
<td>One Plate (Rice 150gm of good quality, Fish Curry, Vegetables, Fried Fish, Kokum Curry, Salad and Pickle)</td>
<td>80=00</td>
</tr>
<tr>
<td>9</td>
<td>Meals (Veg)</td>
<td>One Plate (Rice 150gm of good quality, Dal, Two Chapatis, Vegetables two types, Curd, Papad and Pickle)</td>
<td>60=00</td>
</tr>
<tr>
<td>10</td>
<td>Extra Rice</td>
<td>One Mug Rice and one Fish One Mug Rice with Dal</td>
<td>10=00</td>
</tr>
<tr>
<td>11</td>
<td>Soft Drinks / Soda / Mineral water bottle etc</td>
<td>--------</td>
<td>As per MRP printed on the bottle / container / pack</td>
</tr>
</tbody>
</table>

(##) In case if the canteen operator is willing to provide food items other than specified above has to obtain prior rate confirmation per item from the competent authority.

**ACCEPTED**

(________________________)

Signature of the bidder

Name & Address of the bidder
ANNEXURE "C"

List of Furniture's & Equipments provided by Directorate of Accounts

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Furniture /Equipment</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tables</td>
<td>6 Nos</td>
</tr>
<tr>
<td>2</td>
<td>Chairs</td>
<td>36 Nos</td>
</tr>
<tr>
<td>3</td>
<td>Ceiling Fans</td>
<td>3 Nos</td>
</tr>
<tr>
<td>4</td>
<td>Wall Fans</td>
<td>2 Nos</td>
</tr>
<tr>
<td>5</td>
<td>Water purifier</td>
<td>1 No</td>
</tr>
<tr>
<td>6</td>
<td>Intercom Telephone instrument</td>
<td>1 No</td>
</tr>
<tr>
<td>7</td>
<td>Exhaust Fan</td>
<td>1 No</td>
</tr>
<tr>
<td>8</td>
<td>Counter table</td>
<td>1 No</td>
</tr>
</tbody>
</table>

(P. R. Pereira)
Director of Accounts
List of Equipments provided by Directorate of Accounts

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Furniture /Equipment</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Water Cooler Blue Star</td>
<td>1 No</td>
</tr>
<tr>
<td>2</td>
<td>Deep Freezer</td>
<td>1 No</td>
</tr>
<tr>
<td>3</td>
<td>Hot Case (6 Compartments)</td>
<td>1 No</td>
</tr>
</tbody>
</table>

(P. R. Pereira)
Director of Accounts