

OFFICE OF THE COMMISSIONER OF CUSTOMS (I&G),
NEW CUSTOMS HOUSE, NEAR IGI AIRPORT,
NEW DELHI-110037

Subject :- Tender for running of the Staff Welfare Cafeteria in New Customs House, New Delhi

Sealed quotations are invited for the annual contract for running the Staff Welfare Cafeteria of New Customs House, New Delhi. The general instructions are as under :-

1. Sealed tender in the prescribed form (Annexure-I) duly filled in must be submitted in the Head Quarter Branch, I&G Commissionerate, Room No. 15, New Customs House, New Delhi-110037.
2. The **tender will be opened on 20.06.2011 at 3.00 P.M.** by a tender opening Committee in the presence of tenderers who are present.
3. The tender form should be clearly filled in ink legibly or typed. The tenderer should quote the terms, rates and amount tendered by him in figures and as well as in words. Alteration unless legibly attested by the tenderer, shall disqualify the tender. The tender form should be signed by the tenderer himself. The forwarding letter should be signed alongwith quotations. Attested copies of the necessary license issued by the government relating to the sale of food, drinks and the like and the performance certificate issued by the concerned agency (s) / organisation(s) where such type of works/jobs/ have been performed by the contractor earlier.
4. Every paper of the tender should be signed by the tenderer with seal of the firm.
5. The following information should be indicated on the envelope:
(a) Closing date of tender - 20.06.2011 at 12.00 noon
(b) Tender for running the Staff Welfare Cafeteria in New Customs House, New Delhi
6. The agency will have to deposit an earnest money of Rs. 20,000 (Rupees Twenty Thousand only) in the form of Bank Draft/ Bank Pay Order in favour of "The Commissioner of Customs, I&G Commn't" for running of the Staff Welfare Cafeteria. The Successful firm has to deposit Rs. 40,000/- (Rupees Forty Thousand only) as performance security for staff welfare cafeteria for the period of contract awarded in the form of Bank Draft/ Bank Pay Order in favour of "The Commissioner of Customs, I&G Commn't".
7. The successful firm will have to make the following charges to New Customs House, New Delhi:-
 - (i) Rent charges – Rs. 20,000/- p.m.

- (ii) Water charges – Rs. 500/- p.m.
 - (iii) Electricity charges for tubes, fans and power fitting for light electrical items (with permission) and other space facility provides as per actual.
8. Bids submitted without EMD will stand rejected. EMD will not be accepted in the form of cash/cheque or any other form than demand draft. No interest is payable on EMD.
 9. The EMD shall be forfeited :-
 - i) If the bidder withdraws the bid during the period of bid validity specified in the tender.
 - ii) In case of successful bidder, the firm has to furnish the security deposit of Rs. 20,000/- (rupees twenty thousand only) and the EMD will be released. Failure to deposit the security deposit will amount to forfeiting of EMD.
 10. The tenderer will have to give detailed rate list as per Performa enclosed in Annexure II. The department will, thereafter, evaluate the tenders and accept the tender which is found suitable at the lowest and reasonable rate/cost. However, this Office is at it's liberty to accept/Award tender, as per the decision of the Committee.
 11. In the event of any breach/violation or contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the Department and the Department should be at liberty to terminate the contract.
 12. The Department reserves the right to cancel/reject full or any part of the tender which tenderer do not fulfil the condition stipulated in the matter.
 13. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
 14. Any act on the part of the tenderer to influence any body in the Department is liable to rejection of the tender.
 15. Declaration to be given by the tenderer as in Annexure – III.
 16. The contractor shall provide a non-judicial stamp paper of Rs. 50/- for preparing a contract agreement within 7 days of the acceptance of tender otherwise the department should be at liberty to accept any other tender without any intimation.
 17. The contractor shall comply with all the legal requirement for obtaining license issued relating to the sale of food, drinks and the like items after getting the contract within three months.

18. The contractor shall supply and maintain at his own cost all the cooking equipments, crockery, kitchen utensils and the like which are necessary for carrying out this cafeteria except furniture, water cooler and desert cooler.
19. The working hours of the cafeteria should be 9.00 a.m. to 6.00 p.m. on all working days (Monday to Saturday except second Saturday) or as per requirement by canteen Committee.
20. No accommodation/separate accommodation will be provided to any person of contractor except one or two persons with prior permission of the Office, who will stay in kitchen only. No area or premises of the institute will be utilised by the contractor or his labour for any use.
21. Vegetarian and non-vegetarian food (only egg products) should be allowed to sell.
22. The contractor shall be responsible for engaging staff and making payment of their dues etc. this Office will not have any liability for them.
23. The agency staff/contractor shall work under overall direction of this department's administration and the managing committee appointed by this department.
24. The contractor shall have to produce identity proof in the form of ration card/telephone bill/electricity bill/pan card/voter id card.
25. Quotation must be unconditional.
26. The department shall have the right to ask for the removal of any person of the agency who is not found suitable and competent in dealing with the customer / staff.
27. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
28. Tenders not conforming to above requirements will be rejected and no correspondence thereof shall be entertained what so ever.
29. The duration of the contract will be for one year from the date of start. This will further be extended for another six months, if found satisfactory. The contractor shall be allowed to discontinue after giving 2 months notice in writing. However, this office has the right to cancel the contract without assigning any reason.
30. The contractor will not engage any child labour.
31. The contractor should properly display daily menu and price on the board.
32. Every day cleaning of the cafeteria is to be done by the contractor 2-3 times as appropriate to ensure proper hygiene.

33. Everyday cleaning of crockery, utensils, chairs and tables etc. in the kitchen and dining hall are to be done by the contractor.
34. In case of any loss/theft of any canteen property provided by this office, the contractor will be held responsible for the same and the cost will be recovered from the contractor.
35. The contractor shall ensure that all raw material/ingredients to be used for cooking should be either branded or duly approved by the canteen committee.
36. The canteen committee has the right to check the products used by the contractor at any time.
37. The contractor will bear all taxes, rates, charges, fee, levies related to running of the canteen.
38. Everyday's waste collection from the cafeteria is to be disposed by the contractor.
39. All legal requirements if any for running cafeteria as mandatory requirements of Govt. agencies shall solely be the responsibility of the contractor.
40. In case of dispute of difference, the matter will not be taken to court of law directly but will be settled by the arbitrator appointed by this office who shall only have the jurisdiction over the same.

DATE OF RECEIPT OF TENDER IS IN BETWEEN 06.06.2011- 11.00 A.M. TILL 20.06.2011-12.00 NOON

TENDER WILL BE OPENED ON 20.06.2011 AT 3.00 P.M.

sd/-
ASSISTANT COMMISSIONER OF CUSTOMS (Admn)

Copy to :-

1. The Administrative Officer, I&G, NCH, New Delhi for information
2. Notice Board
3. On website, Commissionerate and CBEC

Rajiv Shankar
20/05/11
ASSISTANT COMMISSIONER OF CUSTOMS (Admn)