

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE: :
CENTRAL EXCISE BHAVAN, RACE COURSE RING ROAD, RAJKOT
Phone: (0281) 2447789,2450353 **Fax: (0281) 2443313**

F. No. I/04-25/2013-Adm

Date: 26.09.2014

C. OFFERS FOR RUNNING OFFICE CANTEEN ON CONTRACT BASIS

The office of the Commissioner of Central Excise, Customs & Service Tax, Rajkot invites sealed offers from reputed parties for running the canteen of customs and Central Excise Department at Race Course Ring Road, Rajkot on contract basis, on the following terms and condition:

- (I) Department will provide Canteen Hall, Electricity and water supply,
 - (II) Electricity charges will have to be born by the contractor.
 - (III) Contractor will have to pay rent of Rs.2000/- P.M. (In advance for a period of Twelve months) including water supply.
 - (IV) Contractor will have to make security deposit of Rs.15,000/-by a Bank Draft in favour of Commissioner of Central Excise, Rajkot alongwith his offer, which will be refunded on rejection of the offer or completion/cancellation of contract if awarded, and after deducting pending dues/rent. No interest will be paid on the security deposit.
 - (V) The Contractor will have to provide hygienic food and good quality of Tea, Coffee, Milk etc. to the staff members.
 - (VI) The contractor will have to serve Tea and other items to the Officers in their Chambers.
 - (VII) The Contractor will have to bring his own utensils for preparing and serving of the food, Tea, fuel etc. Necessary Furniture will also have to be brought by the contractor.
 - (VIII) The Contractor will have to maintain the Canteen neat and clean
 - (IX) The canteen will be supervised by the nominated officers who will taste the Hygiene of the food to be supplied from Canteen for a particular day.
- (X) The Contract will be provided for a period of one year and the same can be cancelled at any time without prior notice and assigning any reasons.

(A) TENDER PROCESS

- (a) Tender is invited in two parts i.e. (1) Technical Bid (2) Financial Bid separately

The tender form for **Technical bid in proforma prescribed in Annexure - I** and tender form for the **financial bid in proforma prescribed in Annexure –II** complete in all respects shall be submitted in two separate sealed covers addressed to the Additional Commissioner (P&V) O/o Commissioner of Central Excise, Customs and Service Tax, Rajkot, “Central Excise Bhavan”, Race Course Ring Road, Rajkot- 360001 and be handed over to the Personal Assistant to the Additional Commissioner (P&V), 6th floor,

“Central excise Bhavan” Building, Race Course Ring Road, Rajkot **on or before 17th October, 2014**, 16.00 hrs. The sealed covers should be super scribed with **“Technical Bid- Contract for running office canteen”**, and **“Financial Bid- Contract for running office canteen”** respectively. Incomplete bid documents shall be rejected.

(b) If the tenders are sent by post/ courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of postal/ courier services.

(c) Earnest Money Deposit of Rs 15,000/- (Rupees Fifteen thousand only) per application in the form of Demand Draft/ Banker’s cheque of scheduled Bank drawn in favour of the Commissioner of Central Excise, Rajkot shall accompany the Technical bid. Technical bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. No interest shall be paid on the Earnest Money Deposit.

(e) The valid Technical bids shall be scrutinized by the department to short list the eligible bidders. The financial bids of the short listed bidders will be opened later. The Additional Commissioner (P&V) of Central Excise, Customs & Service Tax, Rajkot reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

(f) The short listed tender along with the documents will be submitted to the ‘competent authority’ and upon approval by the ‘competent authority’ the successful bidders will be intimated about the award of contract to them.

The interested parties may send their offer along with the most competitive rate of various qualitative items viz. for 100 ml.Tea, Coffee,Milk,100 Gms Bhajia (with onion and chilies), Bataka pauva, per plate of two pieces of Batata wada(with Chatni),samosa(with emli pani), Bred Pakoda, Dahi Wada, Idli Sambhar, Sada Dhosa, Masala Dhosa, Puri sabji, Fix Lunch (Roti/Thepla/Parotha with sabji, Papad Salad/Achar, Dal, Rice), Branded Namkins,Biscuite (Of different types) and any other popular special items, Branded Cold Drink(of different brands separately).

The applicants may like to send their offer, in sealed cover, alongwith the Bank Draft for Rs. 15,000/- in favour of the “Commissioner of Central Excise,Rajkot”. The offer in sealed cover super scribed with “Offer for running office canteen” and submit to the office of Additional Commissioner (P&V), 6th floor, “Central Excise Bhavan”, Race Course Ring Road, Rajkot on or before 17.10.2014, 16.00 hrs. Offer which is not accompanied by the Bank Draft will be summarily rejected.

The contractor shall have to serve Tea/Coffee/Milk/Fix Lunch/Puri/ Subji/Biscuits and any three snacks from the above regularly per day.

This Department reserves the right to accept/reject any offer without assigning any reason whatsoever.

(K.M.Jadav)
Administrative Officer (Adm.)

01. The Notice Board.
02. The Superintendent (System), CCE, H.Q., Rajkot. He is requested to place the same on department's website.

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Annexure – I

**Pre-qualification requirement for award contract for running office canteen
(Technical Bid)**

(To be submitted in a separate sealed envelope superscribing
"TECHNICAL BID")

1	Name of the Organisation/ Firm	
2	Name (s) of the proprietors/Directors	
3	Registered address	
4	Telephone/ Mobile No./Fax No.	
5	Details of Experience of running Canteen	
6	Name (s) of Public Sector/Govt. organization to whom similar services have been provided by the firm during last 3 years (Please attach the job order / service certificate from Govt. Office/ Public Sector)	

**Signature with date
Name of the Firm
Seal**

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ANNEXURE — II

FINANCIAL BID

PROFORMA FOR QUOTING RATES

(To be submitted in a separate sealed envelope superscribing
"FINANCIAL BID")

1. Name of the Organization/Firm :

2. Address :
(With Tel No., Fax No.)

3. Name & Address of the :
Proprietor/ Partners/ Directors
(with Mobile Nos.)

4. Rate of regular & main items

Sr. No	Name of Items	Quantity/ weight	Rate
01	Tea/ Coffee/ Milk	100 ml.	
02	Tea Coffee/Milk	50 ml.	
03	Lunch	(Full thali)	
04	Lunch (Fixed lunch)	Fixed lunch (5 Roti/ Thepla or Paratha, 02 subji, 1 papad, salad, rice & dal	

Signature with date
Name of the firm
Seal