

महाराष्ट्र शासन
जिल्हा ग्रामीणविकास यंत्रणा, जळगांव
ला.ना.शाळेजवळ, जी.एस.ग्राउंड शेजारी, जळगांव
दुरध्वनी:- ०२५७-२२२६५९२ ई-मेल:- pddrdajal@yahoo.com

**District Rural Development Agency
Near L.N.Highshool, G.S.Ground, Jalgaon**

**TENDER of Empanelment Of Catering Service for the Event of State
Level Aawas Yojana**

Open Tenders in sealed cover are invited from reputed Registered Catering Service providers/ agencies for rendering Catering Services to the participants at Jalgaon for single time.

The details are available on the website www.zpjalgaon.gov.in


Chief Executive Officer
Zilla Parishad, Jalgaon

Date: _____

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District Rural Development Agency
Near L.N.Highshool, G.S.Ground, Jalgaon

Phone No. :

Email : pddrdajal@yahoo.com

Website :www.zpjalgaon.gov.in

TENDER DOCUMENT FOR PROVIDING SERVICES OF CATERING

Tender Document No. :

Earnest Money Deposit (EMD) : Res.200000/- (Rs.Two Lakh Only)
(Refundable)

Tender Fee : Rs.20,000/- (Rs.Twenty Thousand
Only) (Non refundable)

Pre-bid Meeting : 31/01/2024

Pre-bid Meeting Place and Time : In the Office of
C.E.O. Z. P. Jalgaon
Time 11:00 am

Date of Issue Blank Tender Form : 29/01/2024

(to be downloaded from the website only)

Last Date of Submission of Tender : 03/02/2024 18.00 AM

Date of Opening of Technical Bid : 05/02/2024 10.00 AM

Date of Opening of Financial Bid : 05/02/2024 02.00 PM

Any Other additional information which is not included in Technical Bid/
Financial Bid of any may be given on a separate sheet of paper and inserted
in respective envelope.

The C.E.O. Z.P. Jalgaon reserves the right to cancel the tender process
without assigning any reason.

I. Instructions to fill-up the Tender Document

1. The Bidders should submit their bids, complete in all respect, in two separate sealed envelopes:

i) **Envelop No. 1** - Marked as Technical Bid: The Bidder must submit the cost of tender fee

and EMD on account of **Chief Accounts And Finance Officer, Z.P.Jalgaon** . In State Bank

Of India on Account No. 34011538364 by Net Banking.

ii) Envelope No. 2- Marked as Financial Bid: Containing the Financial Bid only.

2. Bids, received, shall be opened in the presence of Authorized Officials of DRDA and Z.P.Jalgaon. If any of the required papers/certificates as specified in the Tender are not

included or found fictitious will be disqualified. The rejection of the tender document at Technical Bid stage should not be questioned by the agency. DRDA will not be answerable in such cases.

3. The pre bid meeting will be held on 31/01/2024 at 11.00 AM with the officials of DRDA and Z.P.Jalgaon and interested bidders for clarification / suggestions if any regarding Tender Document. Any doubt/query will not be entertained before Pre bid meeting.

4. Technical Bid will be opened on 05/02/2024 at 10.00 AM in the presence of officials of DRDA and Representatives of Tenderers (presence of representative of the Tenderers is optional)

5. The Financial Bid will be opened on 05/02/2024 at 02.00 PM in the presence of Authority of DRDA and Z.P.Jalgaon and the Representative of the Tenderers, who qualify the Technical Bid.

6. The Financial Offer shall be valid for 3 months from the opening of the tender.

7. Quotations over phone/e-mail will not be accepted. Bids received without sealed covers and rates not quoted in specified proforma will not be accepted.

8. Each page of the Bid submitted needs to be properly numbered, stamped and signed.

9. The Tenderer must not disclose any details pertaining to their Financial Bid in the Technical Bid Envelope. If any details of the Financial Bid is found in the Technical Bid, the offer of such Tenderer will be summarily rejected.

10. Tender document must be submitted on or before the last date of the tender submission, as specified in this document. After the last date no Tender will be accepted.

II. Submission of Tenders

1. Format of Covering letter

Bidders name and address

To,
The Chief Executive Officer,
Zilha Parishad, Jalgaon

Sub.: Bid for "providing the Services of Catering" at DRDA Jalgaon

Sir,

In response to the Tender Document No. _____ Dt..... for providing the services of Catering in conformity with the terms and conditions, laid down therein, I/we, hereby, submit my/our duly filled Offer letter, in conformation of this Tender Document.

1. I/we agree to provide the services of Catering at the rate quoted by me/us.
2. I/we have credited tender fee and EMD amount to the respective Bank account
- 3.. The required documents, as asked in this tender document, has been submitted by me/us in the Technical Bid envelope.
4. Quotation for providing the services of Catering at DRDA-are given in the prescribed format in Financial Bid envelope separately.
5. I hereby certify that the information furnished by me/us above is correct to the best of my/our knowledge. We understand that if, any deviation is found in the above statement at any stage, our company/firm will be black listed and our Bid Offer will be rejected.
6. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.
7. I understand that you are not bound to accept any Proposal you receive.

Thanking you,

Yours faithfully,

(Signature & Stamp)
Signature of the Bidder with
Name and Designation

III. Proforma of Technical Bid: Technical Information About the Agency :

Profile of the Agency :

Sl,No,	Particulars	Information
1	Demand Draft of Rs. 200000/- and Rs.20000/- as a proof of Earnest Money Deposit (EMD) and Tender Document Processing fee respectively	
2	Name of the Agency	
3	Postal Address of the Agency	
4	Telephone No. of the Agency	
5	Mobile Number of Proprietor	+91-
6	E-mail address of the Agency	
7	Website of the Agency	
8	Nature of the Company (please tick the appropriate word)	Private Ltd./ Public Ltd./ Proprietary/Partnership/Other
9	Certified / true copy of the License from Food and Drug Administration under FASSI Act, 2006.	
10	Actual number of Catering staffs working in bidders Organization /Agency	
11	Total Experience for providing the Services of Catering (copy of the same to be attached.	
12	Pan No. of the company	
13	License / Registration No. with the appropriate authority for engaging the services of Catering workers with attested copies of the license.	
14	G.S.T. Registration Certificate	
15	Certified True copy of Certificate of Registration under Shops & Commercial Establishment Act 1948, along with renewal entries.	
16	Certified copies of last three years Income Tax Returns filed i.e.2020-21,2021-22, 2022-23.	
17	Last three year average turn over not less than Rs 20 lakh.	
18	Declaration on letter head that, the company/ agencies had never been black listed/ debarred by organisation in recent disqualified for technical bid.	

Note :- All document from 1 to 18 above are to be attached with technical Bid.

Signature
Seal of the Company

IV. Financial Bid for Items

A. Financial Bid for Breakfast Menu (Package Rate) as per Menu detailed below : (Inclusive of all taxes)

Sr.NO	Item	Rate for one lakhs persons
1	Breakfast	

Financial Bid for Breakfast as per Menu given below :

(Inclusive of all taxes)

Menu	Rate per person for one day (Rs.)
1. Farali Chivda -100 gms approx. 2. Sweet – 100 gm (Groundnut Chikki) 3. Banana 01 Nos. 4. Fruit Juice (200 ml tetra pack) 5. 1 Lit. packaged drinking water bottle.	

Conditions :

- The breakfast is to be packed properly and no spillage will be accepted.
- The Breakfast has to be supplied by agency at the desired location as specified by the Authority.

B. Financial Bid for Regular Menu (Package Rate) as per Menu detailed below: (Inclusive of all taxes)

Sr.No.	Item	Rate For One Lakhs person
1	Lunch	

Financial Bid for special Lunch as per Menu given below: (Inclusive of all taxes)

Menu	Rate per person for one day (Rs.)
1. Puri 5 Nos.(30 gm each) 2. Pulav (100 gm) 3. Mix Veg.Sabji dry (100 gm) 4. Aloo Sabji with gravy (100 gm) 5. Pickle (5 gm) 6. Besan Barfi or Sonpapadi (01 pcs.) 7. 1 lit. packaged drinking water bottle	

Conditions:

1. The Lunch is to be packed properly in 5 compartment Plastic Thali type container of minimum 50 microns and no spillage will be accepted.

V. General Conditions

1. The contracting party whether it be a Proprietor/Individual, Partnership Firm, Company, Corporation, Society, they shall be, for the purpose of this contract, be known as "The Agency" and the District rural Development Agency, Jalgaon shall be known as DRDA
2. The catering facilities are required to be offered to participants of the programmes and guests.
3. The agency will be required to offer catering services in the space allotted for the purpose in the premises of the Programme.
4. The Agency will have no right to provide catering services to any outsiders except Guests & Participants of DRDA.
5. If more than one vendor will quote same rate, it will be the discretionary power of Authority to choose vendor.
6. DRDA reserves the right to accept or reject any offer, or empanel more than one caterer without assigning any reason thereof and to amend the terms and conditions before award the contract
7. Work order will be issued subject to confirmation of funds.
8. Bill will be paid after receiving funds. All mandatory deductions will be deducted from Bill.
9. No escalation on any account will be payable.

VI. Statutory Compliance by the Agency:

1. The Agency should have requisite license for running the establishment from authorities such as Municipality, Sanitation and Fire, Local Authority, State/Central Government Department, Labour Laws Department and Rationing Department, Registration under Food Safety Standards Act 2006, at its own cost. The DRDA shall not be responsible in any way for any breach of these rules and regulations by the agency.
2. The Agency shall not employ any person below the age of 18 years. The Agency shall indemnify the DRDA from and against all claims and penalties which may be suffered by the DRDA by reason of any default on the part of Agency to observe and/or in the performance of the provisions of Employment of Children Act XXVI of 1938 OR any re-enactment of modification of the same.
3. The Agency shall at all time indemnify the DRDA against all claims which may be made under the Employees' Compensation Act 1923 or any statutory modification thereof or otherwise for or in respect of any damages or

compensation payable in consequences of any accident, injury sustained by any labour/servant or person in his employment and engaged in the performance of contract. If any such accident occur which may involve any such liability under the Act the DRDA shall be at liberty to withhold such amount from the bills of the Agency and also deposit the same with Commissioner under E.C.Act

VII. Responsibility of the Contractors :-

1. Cleanliness of kitchen will be responsibility of contractor. He will have to take technical guidance of expert.
2. To prepare food articles hygienic raw material should be used by contractor.
3. The contractor shall have provided their own staff at the time of food arrangement and the service. The employees shall also display a photo identity card on their person clipped to the shirt at all times.
4. Personal hygiene of cooks will be responsibility of contractor.
5. Distribution of food will be under the supervision of our staff /officer/representative of concern department.
6. Quality Monitoring of food - Committee comprising of will check food quality and if some lapses are there, penalty will be imposed and deducted from SD.

VIII. Type And Style of Services

1. The agency shall be solely and wholly responsible for the procurement at its expenses of all branded articles of food and provisions. The agency shall bear complete financial responsibility for all purchase it effects financial commitments it may enter into for fulfilling the contract.
2. The agency shall supply and serve wholesome and hygienic meals and eatables in accordance with the weights, units, price as may be mutually agreed between the two parties.


IX. Rates/Quotation:

1. The Agency should quote per person rates and rates for 1 lakhs persons as per the package of catering services at the event site as per the given tentative menu.
2. On awarding of work, the agency shall deposit Security Deposit of 3% of the contract value which shall not bear any interest. This deposit shall be paid by way of demand draft. The DRDA-shall have the right to deduct out of the above deposit any amount, which the caterer may become liable hereunder and shall refund the balance amount, if any, to the agency on the termination /completion of the Contract after 30 days from the date of completion/termination of the contract.
3. The agency shall submit bills on the completion of the Programme. All statutory deductions shall be made from such bills while making payment.

4. The Agency has to enclose certified copy of PAN Card, GST Certificate, TDS as applicable from time to time will be deducted while making payment.. Bill should be tax invoice (GST Bill).
5. The amounts specified herein above are inclusive of all costs, expenses, wages and other expenses including ex-gratia payment to workmen or payment of their legal dues that may be incurred by the agency and the agency shall not be entitled to make any other demands monetary or otherwise from the DRDA during the term of this contract.

X. Miscellaneous.

1. Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to / sought from the Chairman, DRDA, whose decision in the matters shall be final and binding on the Agency. Any other matter relevant to but not covered in the contract shall also be decided by making reference to the Chairman, DRDA whose decision will be final and binding on the Agency.


Chief Executive Officer
Zilla Parishad, Jalgaon

ANNEXURE -1

The Penalty clauses will be as under

Penalty clauses for food services

1	Complaints regarding food quality from participants	Rs. 100/- per complaint after verification by committee
2	Complaint from staff or participants	Rs. 500/- per valid complaint
3	Supply of food is incomplete as per approved menu, provided late or missing	Penalty will be charged for the same Rs. 500/- per occasion
4	Deficiency of lapse in hygiene or compromise in quality/ Preparation	Rs. 500/- per occasion

ANNEXURE -2

PROFORMA FOR PAST PERFORMANCE STATEMENT

(For a period of last 3 Years) i.e. 2020-21, 2021-22 & 2022-23

Proforma for Performance Statement (For a period of Last THREE years)

Name of the Firm :-

Order placed by (full address of Purchaser)	Order No. and Date	Description and quantity	Value of order (Rs.)	Has the Agency satisfactorily completed the contract ? (Attach a certificate from the Purchaser)
1	2	3	4	5

Note :- In the support of above statement enclose the copies of the necessary documents.

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