

Email: rd.ser@mca.gov.in

Website: www.mca.gov.in



PHONE: 040- 29802127

040- 29803127

FAX:040- 29808127

GOVERNMENT OF INDIA/भारत सरकार
MINISTRY OF CORPORATE AFFAIRS/ कॉर्पोरेट कार्य मंत्रालय
OFFICE OF THE REGIONAL DIRECTOR/क्षेत्रीय निदेशक कार्यालय,
SOUTH EAST REGION/ दक्षिण पूर्व क्षेत्र
3rd Floor, Corporate Bhawan, Near Central Water Board, BANDALAGUDA
तीसरी मंजिल, कॉर्पोरेट भवन, सेंट्रल वाटर बोर्ड के पास, बांदलागुडा,,
Thatti Annaram HAYATNAGAR MANDAL, NAGOLE, HYDERABAD-500 068
थट्टी अन्नाराम हैतनागर मंडल, नागोल, हैदराबाद -500 068



**Notice inviting Tender for providing Canteen Services in Corporate Bhawan,
Hyderabad for a period of 6 months.**

On behalf of the President of India, the Regional Director, Ministry of Corporate Affairs, Hyderabad invites sealed tenders in Two Bid system from Registered firms/Agencies for **providing Canteen Services in Corporate Bhawan, Hyderabad.**

Tender schedules containing the specifications with detailed Terms & conditions can be downloaded from the website www.mca.gov.in

**Following document/s are required to be submitted in original to this office address
“The Regional Director, 3rd Floor, Corporate Bhawan, Near Central Ground Water Board, Bandalaguda, Thatti Annaram, Hayath Nagar Mandal, Nagole, Hyderabad-500 068. before 14.00 hrs of 25.09.2019 by speed post/Courier /by hand, failing which offer(s) will be summarily rejected.**


Earnest Money Deposit of **INR 50,000/- (Rupees Fifty thousand only)** in the form of BG/DD/FDR in favour of **The Dy. Director General, GSITI, Hyderabad,** payable at **Hyderabad** from any Commercial/Recognised/Nationalised Bank in India. The BG/FDR should be valid for a period of 6 months from the date of issue.

(or)

Firms registered with DGS&D, NSIC, MSME & Make in India initiative are exempted from EMD, **provided they are registered for the product/service for which tender is floated.** They need to submit a copy of the registration certificate for claiming the benefit.

The sealed envelope containing the Earnest Money Deposit must be super-scribed as “Tender for providing Canteen Services in Corporate Bhawan, Hyderabad”.

The Technical bids will be opened on 16.00 hrs on 25.09.2019 by the Tender Opening Committee in this office. The Price/ Commercial Bid of the Technically Qualified Tenders only will be opened at a later date, which will be intimated to them accordingly by CPP Portal.


(M.K.BAGRI)/ एम.के. बागरी

JOINT DIRECTOR/ संयुक्त निदेशक
O/O REGIONAL DIRECTOR (SER)
क्षेत्रीय निदेशक (एसईआर) के लिए
HYDERABAD/ हैदराबाद

Email: rd.ser@mca.gov.in

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OFFICE OF THE REGIONAL DIRECTOR/क्षेत्रीय निदेशक कार्यालय,
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तीसरी मंजिल, कॉर्पोरेट भवन, सेंट्रल वाटर बोर्ड के पास, बंदलागुडा,
Thatti Annaram HAYATNAGAR MANDAL, NAGOLE, HYDERABAD-500 068
थट्टी अन्नाराम हैतनागर मंडल, नागोल, हैदराबाद -500 068



Section I

General Terms & Conditions

ON BEHALF OF THE PRESIDENT OF INDIA, THE REGIONAL DIRECTOR,
MINISTRY OF CORPORATE AFFAIRS, BANDLAGUDA, HYDERABAD.

The Ministry of Corporate Affairs (MCA) has canteen premises at Bandlaguda, Hyderabad and intends to give this premises on license, to the willing party having experience of and operating such outlet(s) under its ownership/proprietorship, to cater to the campus community and its visitors.


Sealed bids are accordingly, invited on behalf of Ministry from the interested parties for running such an outlet at the aforementioned location on campus.

The Tender document comprises of Technical Bid and Financial Bid which can be obtained from o/o RD(SER), Hyderabad.

or

Downloaded from website <http://www.Mca.gov.in>

1. The prescribed bid form duly filled by the applicant in all respects should be delivered whether by post or by hand, to the Regional Director(SER), Hyderabad by 25.09.2019 up to **03:00 p.m.** The tenders will be opened on the same date, i.e. on 25.09.2019 at **03:30 p.m.** in the conference Hall of RD(SER), Hyderabad in the presence of the Members of Tender Committee and authorized representative(s), if any, of the bidding parties. The parties will be required to meet the Committee for presentation (to satisfy all material questions pertaining to their company/ firm and their modus-operandi etc.), interview and finalization of the offer.
2. The RD(SER), Hyderabad reserves the right to accept / reject any tender without assigning any reasons.


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3. Qualification Criteria for Bidders: Following documents are to be submitted in technical bid for establishing bidder's eligibility and qualification for considering his Price Bid/ BOQ :

1. The bidder should have successfully executed at least two contracts of similar type in the last two years. Documentary evidence is to be provided.
 2. The company should be in the field of Catering / Hotel business at least for 3 years. Documentary evidence should be submitted.
 3. The bidder should have sufficient number of professionals with experience to undertake this project. Self certified document may be submitted.
 4. The bidder is required to submit copies of Income Tax returns for preceding 2 years.
 5. The bidder is to furnish documents regarding registration/incorporation with respective Government agencies.
 6. Photo copy of the GST registration certificate & PAN No.
 7. The firm should be in possession of valid License issued from " Food Safety & Standards" of Govt, of Telangana or Govt. of India. Documentary evidence should be submitted.
 8. The firm should have a team of sufficient experienced Cooks, Bearers and Supervisor to ensure best quality of food eatables, service. Self certified details may be submitted on the firm's letter head.
 9. The firm should also provide the details of works on hand, if any, on its letter head with documentary evidence.
4. An Earnest Money Deposit of Rs.30,000.00 (Rupees Thirty thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in favor of "**The Regional Director(SER), Ministry of Corporate Affairs, Hyderabad**" may be submitted along with technical bid, failing which the bid shall not be considered. **However, firms registered with DGS&D, NSIC, MSME & Make in India initiative are exempted from EMD, provided they are registered for the product/service for which tender is floated. They need to submit a copy of the registration certificate for claiming the benefit.** The EMD will be returned to the un-successful bidders after finalization of the contract. The EMD of the successful bidder will be returned on the receipt of Security Deposit. No interest will be paid on the EMD amount.
5. **Pre-Bid Meeting:** A pre-bid meeting will be organized at Conference Room, 3 rd Floor, Corporate Bhawan, Hyderabad **at 11:00 hrs.** The following may be noted in respect of the Pre-bid meeting:
- a. The Bidders' designated representatives (**to be authorized by the company with letter**), may attend the Pre-Bid meeting **at their own cost. Authorisation letter is to be submitted.**
 - b. The purpose of the Pre-Bid meetings is to clarify issues and to help prospective bidders to have a better understanding. The Bidder is requested, to put forward relevant questions about the "Providing Canteen services" Scope of work and other allied technical details of the project in this Tender.


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- c. Bidders may send their queries in writing (through email rd.ser@mca.gov.in) that must reach The Regional Director, Ministry of Corporate Affairs, Hyderabad on or before 24.09.2019 at 10.00 hrs.
- d. Non-attendance at the Pre-Bid Conference will not be a cause for disqualification of a Bidder.
- e. Maximum of 2 authorized persons from each bidder would be allowed to attend the meeting. Any person not carrying proper authorization letter and organizational ID card will not be allowed to attend the meeting.
- f. **IMPORTANT: ONCE THE PRE-BID CONFERENCE IS OVER AND ISSUES ARE CLARIFIED, NO QUERY OR OBJECTION OR COMPLAINT SHALL BE ENTERTAINED IN REGARD TO THIS TENDER ENQUIRY, TERMS AND CONDITIONS etc.**

The objectives of the pre-bid meeting will be to clarify the following:

- (1) Scope of providing Canteen Services in CORPORATE BHAVAN.
- (2) Bid submission process
- (3) Clarification of queries from participants.

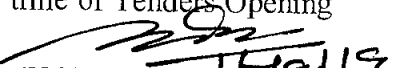
All questions will be recorded. These, combined with questions submitted by email, will be addressed in an addendum to the tender documents and posted on Central Public Procurement Portal (gem.gov.in) & GSI portal. Some of the questions may be answered informally at the pre-bid meeting but accepted points will only be provided in the addendum.

6. An Officer nominated by The Regional Director(SER), Ministry of Corporate Affairs, Hyderabad will supervise the work.

Section II

Conditions of Contract

1. The Tender is to be submitted under "TWO BID" system viz. "Technical Bid" and "Commercial Bid".
2. No escalation in Charges under any circumstances will be entertained during the period of contract i.e. 6 Months.
3. The Bid Security amount will be returned to the un-successful bidders as per GFR of Government of India norms. It will be returned to the successful bidder after receipt of the Performance Security Deposit.
4. On the day of Tender opening all Technical Bids will be opened on line.
5. Price Bids / BOQ of technically qualified firms only will be opened at a later date. The same will be intimated to those technically qualified firms.
6. The bidder or his authorized representative may be present at the time of Tenders Opening with letter / authorization letter.


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7. Offer should remain valid at least for 180 days from the date of opening of the Commercial or Price Bid.

8. The Regional Director reserves the right to accept or reject any tender or all the tenders without assigning any reason to the bidder.

9. The successful bidder is required to submit PERFORMANCE SECURITY DEPOSIT which will be intimated later and to enter into the service contract agreement on non judicial stamp paper of value Rs.100/- at his own costs within period specified in the letter of intent, failing which, offer liable to be cancelled and bid security will be forfeited.

10. The Performance Security Deposit is to be furnished in the form of DD/FDR/Bank guarantee payable to The Regional Director, Corporate Bhavan, Hyderabad. The performance security deposit amount will be returned to the contractor after satisfactory completion of all terms and conditions of the Work Order including Warranty/defect liability period. No interest will be paid on the Performance Security Deposit.

11. In case of non-compliance of the contract, unsatisfactory performance or any deviation from terms of service contract, the Performance Security Deposit amount will be forfeited in part or whole.

12. Any kind of canvassing with regard to the offered services, after submitting Tender will be treated as disqualification.

13. PAYMENT TERMS:

a) Payment will be made after successful completion of the work in all respects. Under no circumstance advance payment will be made.

b) Income Tax as TDS as applicable will be deducted at source as per Govt.of India rules.

14. The details for e-payment may be provided as follows:

a. Name and address of the Beneficiary

b. Bank Name :-

c. Branch Name :-

d. City:-

e. State :-

f. Type of A/C :-

g. IFSC Code :-

h. Account No :-

i. Mobile No.

15. TERMINATION OF CONTRACT:

a) If the service of agency/firm at any stage is found unsatisfactory, the department is likely to terminate the Contract without assigning any reason and notice. The performance security deposit will be forfeited, in that case, without any intimation.

b) Regional Director may without prejudice to any other remedy for breach of contract may terminate the contract in whole or parts if the contractor fails to arrange the supply of any or all of the personnel within the period(s) specified in the contract.

c) Regional Director may without prejudice, to other rights under law or the contract provided get the work done at the risk and cost of the contractor, in above circumstances.

16. TERMINATION FOR INSOLVENCY:

Regional Director may also give One month written notice for termination of contract and without compensation to the contractor, terminate the contract if the contractor becomes unwilling, bankrupt otherwise insolvent without affecting its right of action or remedy as hirer. If contractor canteen to given the one month notice has to be given in advance.

(M.K.BAGRI) एम.के. बगरी 9/19

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17. FORCE MAJEURE CLAUSE: If any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, Civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence there of, neither party shall be reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist and the decision of Geological survey of India as to whether the service have to resume or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

18. ARBITRATION:

(a) In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitrator appointed by the Regional Director, Hyderabad.

(b) The Arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award subject to aforesaid arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to arbitration proceeding under this clause.

(c) The venue of the arbitration proceeding shall be office of the Regional Director, Hyderabad or such other places as the arbitrator may decide.

(d) Any dispute arising out of the contract should be dealt under Hyderabad Jurisdiction only.

19. Award of Contract:

The contract will be awarded to the firm/agency which qualifies technically and becomes L1 after calculating the total cost of all the components of BOQ/Price bid.

20. SET OFF:

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by Regional Director and set off the same against any claim of Regional Director for payment of a sum of money arising out of this contract or under any other contract made by contractor with Regional Director.

21. Corrigendum/Addendum to the Tender Enquiry/ Tender Schedule: Any corrigendum /Addendum will be notified/posted on the MCA Portal i.e. www.mca.gov.in

22. BID EVALUATION CRITERIA:

The technical bids will be opened online by a committee of the officers duly constituted for the purpose at the time and date as specified in the tender document. All Technical Specifications, Brochures, statements, documents, certificates, proof of EMD etc. Uploaded by the bidders will be verified and downloaded for technical evaluation. The clarifications, particulars, if any, required from the bidders will be obtained either online or in the conventional method by addressing the bidders. The result of Technical bid evaluation will be displayed on the **Notice Board of RD office, Hyderabad**, which can be seen by all bidders who participated in the tender.

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The commercial bids i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by the authorized officers and the result will be displayed on the www.gem.gov.in which can be seen by all bidders who participated in the tender. Till the technical bids are opened, the identity of the bidders who participated in the tender will be kept confidential. Similarly, till the commercial bids are opened, the bid offers will be kept confidential.

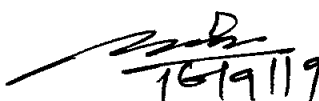
23. The firm/agency shall comply with acts, law or other statutory rules, regulations, By Laws applicable or which might become applicable to the government with regard to the performance of the work included herein on touching this contract including Minimum Wages Act 1948, Contract Labour Act 1947, Workman Compensation Act 1970, Industrial Dispute Insurance Act, State Government Act and establishment Act 1954, Provident Fund Act and from time to time take such steps as may be necessary in this regard. The service Provider shall keep GSI indemnified against all penalties, claim and liabilities of any kind whatsoever for any violation of such acts, Law and will not **appoint any sub-contractor for the work in any circumstances.**

24. In case of tie in the rates, the following procedure is to be followed :

In the technical evaluation stage marks will be awarded based on the experience the firm had.

Sl.No.	Organisation	Marks	For experience in the last 3 years
1.	Govt. Organisation	10	10 marks for each year in the last 3 years
2.	Semi. Govt. Organisation	8	8 marks for each year in the last 3 years
3.	Private organisation	6	6 marks for each year in the last 3 years

Note : The contract will be awarded to the firm with more marks but at the quoted rates. No preference will be given in the Price bid / BOQ on the basis of the marks obtained in the technical bid. The marks in the technical bid are awarded purely for awarding the contract in case of tie in the price bid / BOQ only.


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Norms of Bid Security/Performance Security.

1. Bidders are required to furnish Bid Security/Earnest Money Deposit for **Rs. 50,000/- (Rupees Fifty thousand only)** along with the tender (Technical Bid) failing which the offer is liable to be rejected.
2. The bid security may be submitted in the form of Bank Guarantee, Account Payee Demand Draft/ or Fixed Deposit Receipt from any Commercial Banks, in favour of The Pay and Account Officer, Ministry of Corporate Affairs, Chennai.
3. Prescribed format for Bank Guarantee is as per Section VII.
4. The bidders who are registered with DGS&D for the supply of the particular work **proposed to be hired (in this NIT)** are exempted from furnishing **BID SECURITY**. For availing such exemption mere registration with DGS&D as Indian Agent or so will not be sufficient. The Bidder has to be registered as a supplier and continues to receive and execute contracts, from DGS&D to avail exemption in furnishing **BID SECURITY**.
5. Bidders who are registered with **NSIC** under single point registration of stores & registered with MSME as per Tender Schedule (this NIT) are exempted from furnishing **BID SECURITY**. However, they need to submit a copy of the valid NSIC / MSME(UAM) certificate to support their claim.
6. The Bid Security/Earnest Money in any other form will not be acceptable and such tenders will summarily rejected.
7. Any offer by unregistered tender not accompanied with the Bid Security/Earnest Money in the above-mentioned forms shall be rejected straightaway.
8. The bid security should remain valid for a period of forty-five days beyond the final bid validity period.
9. The validity of Bank/Demand Draft should be extended suitably by the tenderer, if need be, until the finalization of Order.
10. No interest will be payable by the purchaser on the Earnest Money
11. The Bid Security/Earnest Money deposited is liable to be forfeited if the tenderer withdraws or amends or impairs or derogates the offer in any respect within the period of validity of the tender.
12. The Bid Security/Earnest Money of the successful tenderer shall be refunded after receipt of Performance Security deposit. If the successful tenderer fails to furnish the Performance security deposit as required then the Bid Security/ Earnest Money shall be liable to be forfeited.
13. The Bid Security/Earnest Money of the unsuccessful tenderers will be returned as early as possible after the expiration of the period of tender validity (but not later than 30 days of the award of contract).
14. The tenderer shall send a pre-receipted challan along with their tender so that the refund of Bid Security/Earnest Money, after the tender is rejected, can be made within the stipulated period.
15. In case of non-compliance of Tender condition, the Bid Security/EMD amount is liable to be forfeited.


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Section IV

INFORMATION OF RUNNING OF CANTEEN IN REGIONAL DIRECTOR, CORPORATE BHAVAN, HYDERABAD

The main purpose of the Canteen is to provide hygienic and quality food in 05 days to the employees & others.

CLEANLINESS/ PEST CONTROL:

- (a) The Contractor has to ensure that the canteen premises are to be maintained highly clean and highly standard hygienic on a day-to-day basis. The cleanliness and hygienic maintenance of utensils, kitchen, equipment, appliances, dining hall and sit out, all furniture, water coolers, glasses, water filters, is the responsibility of the contractor. The Institute will appoint an agency to provide pest Control Treatment in the Corporate Bhawan, Hyderabad Canteen. The Contractor has to get this work done by covering all the things with lids or other proper means and cleans the canteen more carefully, especially after the pest control treatment.
- (b) Contractor should plan pest control activities for the canteen premises in advance after discussion with the pest control agency and notify subcommittee regarding closure of canteen on account of pest control at least 7 days in advance.
- (c) The Contractor shall dispose-off all the empty containers, tins, plastic bags, boxes, crates, vegetable & food wastage, after segregating it (dry/ paper & plastic / wet), in different containers / bins identified for such purpose, on regular basis. The Contractor should not allow accumulation of such items in the Kitchen under any circumstances.
- (d) The Contractor shall ensure that all the fittings, fixtures, furniture, buildings, appliances, etc. are kept properly cleaned and also ensure that all equipment are maintained in good condition at all times failing which the damage cost will be recovered from him.

Playing radio, mobile with speaker on, tape recorders, TV, etc. inside the Corporate Bhawan, Hyderabad Canteen is STRICTLY PROHIBITED. Cigarettes, beedies, pan and pan-masala, liquor, gutkha, tobacco, etc. shall not be sold not be consumed in the Corporate Bhawan, Hyderabad Canteen

Apart from the above, Corporate Bhawan will be conducting various programmes/ Meetings. The Service providing agency has to cater all the items as per demand, on payment basis, from time to time.

The minimum occupancy in the mess on an average will be 150 per day. The number may vary from time to time. Occasionally the contractor has to serve for even 300 members maximum or more.

No Canteen subsidy will be provided by Corporate Bhawan, Hyderabad.

Interested Contractors/firms may visit Corporate Bhawan, Hyderabad with prior permission by contacting The Regional Director, Hyderabad Phone No.,040-29807127/29802127 to have first hand experience about the infrastructure that would be provided to the service providing agency/ contractor.

- (i) Water & Electricity consumed by Contractor will be charged at regular rates.
- (ii) Rent for providing office premises will be charged @ 2500/- PM.
- (iii) Min. substantiated rates to office staff.



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(iv) The Canteen services are to be provided on Five days Monday to Friday as per the timing given below.

S.No	Services.	Timings
1	Breakfast & Tea	08.30 AM to 11.30 AM
2	Lunch	12.30 PM to 14.30 PM
3	Tea/Coffee/Machine Coffee/Juice/Noodles/Omlette/Sandwich/ Biscuits/Snacks	Should be available throughout the day till the closure of the canteen hours

(v) Items to be supplied in the breakfast & lunch are as follows:-

S.No.	Items	Unit(weig ht)	Rates for Staff (Rs.)	Rates for Public (Rs.)
1	Lunch (Daily different Menu-Consisting of Dal/vegetables/rice/chapatties/salad/sambas/curry fry))	500gms.	60	80
2	Sambar rice/Lemon rice/Curd rice	400gms.	40	60
3	Fruit chaat	200gms.	-	-
4	Idly/Vada Sambhar(2 pcs.)	200gms.	25	30
5	Sandwiches	150gms.	20	30
6	Veg Patties	125gms.	20	30
7	Butter Milk	100gms.	10	15
8	Neebu Pani	100gms.	10	15
9	Tea	150ml.	7	10
10	Coffee	150ml.	10	15
11	Juices(packed)	200gms.	20	30
12	Confectionery	25gms.	-	-
13	Milk Shake	200gms.	25	30
14	Ice creams	Cups	10	15
15	Vegetarian Thali	One	60	80
	4 Chappatees (160gms), one plate vegetable, one plate raita, one plate dal, pappad and salad Or 2 Chappatees (80gms), half plate rice(100gms), vegetable on eplate raita one plate dal, pappad and slad			
16	Tea (prepared with approved i) Brands of tea leaf like brook bond/red label/tata ii) Special Tea(to be supplied on request	One cup (150 ml) One cup (150 ml)	10 15	15 20
17	i) Coffee prepared with Nescafe/Bru ii) Tea with tea bag(Taj Mahal/Tata)	One cup (150 ml) One cup (150 ml)	15 10	20 15
18	Samosa, Bonda, Dal Vada	One 40gms.	10	15
19	Kachori(with Alu Sabzi)	One 40gms.	10	15
20	Bread pakora with sauce/chutni	One 80gms.	30	40
21	Panner pakora	One 40gms.	30	40

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22	Veg.Burger(big)	One 125gms.	40	55
23	Veg. Sandwich(four pcs.)	One 150gms.	25	40
24	Dosa (Plain) with Samber and chatni	One 250gms.	40	50
25	Dosa (Masala) with Samber and chatni	One 300gms.	50	60
26	Rice half plate (150gms.)	150gms.	20	30
27	Chhole Bhature (2pcs & 100 gms. Chhole)		60	80
28	Dahi bhalla (2 pcs)	40 gms. Each	60	75
29	Dal ordinary	120gms.	30	40
30	Dal fry with butter	120gms	50	70
31	Vegetable(subzi)	120gms.	45	65
32	Raita/curd	120 gms.	25	30
33	i) Gulab Jamun/Khoya burfi ii) Baloo shahi/Besan Ladoo	30gms.	10	15
34	Ice cream/cold drink/biscuits(Britannia/parlay brand/Namkeen-Haldiram/Bikano brands/Kheer/Suji Halwa		MRP	MRP

PERIOD OF CONTRACT :

The Contract will be in operation for a period of six months from the date of start of Canteen. Regional Director, Hyderabad reserves the right to extend further six months with the same rates on written request made by the Contractor, before expiry of the Contract.


16/9/19
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