

F.No.15011/78/2017-Jus(AU)/2717

Government of India
Ministry of Law & Justice
Department of Justice

Jaisalmer House, 26, Man Singh Road
New Delhi, Dated: 05.01.2024

NOTICE INVITING TENDER

Subject: Running of Department canteen at Jaisalmer House, 26 Man Singh Road, New Delhi on out sourcing basis.

On behalf of the President of India, Department of Justice (DoJ), Ministry of Law and Justice inviting the bids in two bid system for the following work(s): -

"Running of Departmental Canteen at Jaisalmer House, New Delhi on out sourcing basis"

The tender Document can be downloaded from the website of Department of Justice i.e. www.doj.gov.in and Central Public Procurement Portal (CPPP) site <https://eprocure.gov.in/eprocure/app>. There is no fee for Tender Documents. Important dates of tender related activities are as under: -

S. No	Description	Details
1	Site inspection at	Designated places in Department of Justice, Jaisalmer House, 26-Mansingh Road, New Delhi-11
2	Cost of Tender Document	Free
3	Published Date	8 th January, 2024 (10:00 am)
4	Bid Documents Download Start Date	8 th January, 2024 (10:00 am)
5	Bid Submission Start Date	8 th January, 2024 (10:00 am)
6	Inspection of site Date and Time	11 th January, 2024 (Between 2:00 pm to 5:00 pm)
7	Bid Submission End Date	13 th January, 2024 (5:30 PM)
8	Bid Opening Date	15 th January, 2024

Sanyal

Sealed tenders are invited under **Two Bid System**, i.e. (**Part-I Technical Bid** and **Part- II Financial Bid**) from reputed, experienced and financially sound firms/agencies who can provide canteen facilities at Jaisalmer House, 26 Man Singh Road, New Delhi – 110011 on contract basis for a period of two years from the date of awarding the contract, extendable by one year and by further one year on performance basis at Jaisalmer House, 26 Man Singh Road, New Delhi – 110011.

Eligibility Criteria

Only those contractors/agencies/firms who fulfill the following pre-qualification criteria are eligible for the tender.

- (i) Minimum 3 years' experience in the field of managing / providing canteen facilities with a minimum turnover of Rs. 2.5 Lakh per year in the last 3 years. MSME/Startup holders will be exempted for experience and turnover;
- (ii) The bidder must be earning profit for last three consecutive years to be supported with requisite Tax Return of the firm;
- (iii) Tenders should have valid registration with statutory authorities constituted for Labour Welfare and other purposes such as ESI, EPF, PAN, TAN, GST, licensing food establishments, etc. duly supported by documentary evidence and certificates of registration.
- (iv) Tendering firms/companies should have a current account in a scheduled financial bank
- (v) Bidder should have a scheduled working address in Delhi/NCR.
- (vi) Bidder should not have been black-listed by any Central/ State Government Offices and should submit a self-declaration certificate for the same in proper format.
- (vii) The bidder should not be under liquidation, court receivership or similar proceedings and should not be bankrupt. Bidder should submit an Undertaking to this effect with bid.

2. Tender Fee & Earnest Money Deposit (EMD):

- | | | |
|-------------------------------|---|---|
| (a) Tender Fee | : | NIL |
| (b) Tender EMD way of deposit | : | Rs. 10,000/- (Rupees Ten Thousand only) by way of DD/Banker Guarantee in favour of DDO, Department of Justice on any scheduled Bank payable at New Delhi. |

3. The Hard Copy of EMD in respect of tender Earnest Money must be delivered to Under Secretary (Admin), Department of Justice, Room No. 19, Jaisalmer House, 26-Mansingh Road, New Delhi on or before the last date of submission of Tender/Bid. Non-submission of original payment instrument like EMD shall lead to rejection of the tender.

- a) MSME/Startup Certificate holders are exempted from submission of EMD. Copy of valid certificate must be uploaded with technical bid.

Sanjay

- b) EMDs of remaining Bidders, except of the first Bidder (L1), shall be returned after issuance of Letter of Award to the Successful Bidder.
- c) The EMD of the First Highest Bidder (Successful Bidder) shall be returned after the finalization of the tender.
- d) No interest shall be paid on EMD.
- e) EMD shall be forfeited, in any of the following cases:
 - i) The Bidder withdraws its Proposal after the Proposal Due Date.
 - ii) The Successful Bidder fails to accept LOA within the stipulated period.

4. The Tender document can be downloaded from the CPP portal <https://eprocure.gov.in/eprocure/app>. or from the Department's website www.doj.gov.in. Sealed tenders should be addressed to Under Secretary (Admin), Department of Justice, Room No.19 (First Floor), Jaisalmer House, 26 Man Singh Road, New Delhi – 110011, shall be submitted in two sealed covered envelope, clearly mentioning "**Technical Bid**" and "**Financial Bid**" and both to be sent in a sealed single envelope. Full name, postal address, email address and telephone number of the bidder shall be written on the bottom left hand corner of the sealed cover. Site inspection date and time is **11.01.2024 (between 02:00 PM to 05:30 PM)**. The bid has to be submitted not later than **05.30 pm on 13.01.2024** at Under Secretary (Admin), Department of Justice, Room No.19 (First Floor), Jaisalmer House, 26 Man Singh Road, New Delhi – 110011. Bids submitted through any other mode viz. Fax /email etc. will not be accepted. The bidders shall submit duly signed (in each page) all the requisite documents as given in **Annexure-I** and **Annexure-II** for qualifying in the technical bidding process and documents as given in **Annexure-III** for financial bid.

5. The tender must be valid for acceptance for a period of 90 days from the Technical Bid Opening Date.

6. Department of Justice reserves the right to accept or reject or cancel or relax any part or whole of the tender documents, at any stage, without assigning any reason(s) thereof.

7. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet.

Sanjay Kumar

(Sanjay Kumar)

Under Secretary to the Govt. of India

Tele: 011-23072137

संजय कुमार / SANJAY KUMAR
अवर सचिव / Under Secretary
न्याय विभाग / Department of Justice
विधि और न्याय मंत्रालय / Ministry of Law & Justice
भारत सरकार / Government of India
नई दिल्ली / New Delhi-110011

Terms & Conditions of the Tender

The intending bidders may physically visit the site before submitting the bid and familiarize themselves thoroughly with the site conditions, scope of work, terms and conditions of the tender. Non- familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with the specifications. Normally, the Canteen timings would be **09:00 AM to 06:00 PM** during **Monday-Friday**, on any Gazetted holidays and weekends (Saturday and Sunday), canteen will open on requirement basis.

2. Before submitting the bids, the bidder may go through the terms and conditions specified herein, on which the work will be awarded by the Department of Justice, Ministry of Law & Justice and required to be executed by the successful Bidder. The Bidders may satisfy themselves as to eligibility and other criteria prescribed therein. No queries or requests for clarifications shall be entertained afterwards in this regard. It may also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the Department of Justice, Ministry of Law & Justice from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful bidder, or to alter, modify or omit any of the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work being awarded under this Tender.

3. Bidder should maintain sufficient staff in canteen and the entire staff employed will be at their own cost and risk. This staff shall work under the overall supervision and directions of the Canteen Management Committee of Department of Justice, Ministry of Law & Justice or any other officials authorized by the committee.

4. The successful bidder will provide a Non-Judicial stamp paper of Rs. 100/- for preparing the contract agreement.

5. The Earnest Money Deposit (EMD) amounting to **Rs. 10,000/- (Rupees Ten Thousand only)** has to be deposited with Department of Justice, Ministry of Law & Justice through demand draft drawn in **favour of the DDO, Department of Justice, New Delhi** along with tender documents, failing which the tender shall not be considered for acceptance and will be out-rightly rejected.

6. The successful bidder shall have to deposit a Performance Security amounting to **Rs.20,000/- (Rupees Twenty Thousand only)** in the form of Bank Guarantee/DD in **favour of the DDO, Department of Justice, New Delhi**.

7. The agency shall not engage any sub-contractor or transfer the contract to any other person. The agency should not allow anybody from outside in the canteen.

8. Escalation over the rates of items quoted in the tender shall only be granted with approval of Competent Authority in the Department of Justice.

9. No alterations or modifications in the premises provided for running the canteen will be carried out by the licensee.
10. **EXPERIENCE:** The Bidder should furnish a proof of his experience of three (3) or more years in this line and requisite Tax Return should be furnished. Sales Tax/Service Tax if any, may also be furnished.
11. **CLEANLINESS OF CANTEEN:** The premises shall always be kept in clean and good hygienic and sanitary condition. The agency/firm shall be responsible for compliance with all Municipal/Labour Laws and other requirements of law as prevalent in the National Capital Territory (NCT) of Delhi. A copy of the license, if any may also be furnished.
12. **EXTENSION OF CONTRACT:** The contract will be for a period of **one year** from the date of the agreement and the same may extendable by one year and further one year, if the services are found satisfactory. In case the agency closes the canteen at his own with-in the contract period, his performance security amount will be forfeited.
13. **UTENSILS AND CROCKERY:** Stainless steel utensils and crockery of good standard quality approved by the Canteen Management Committee shall be used in the canteen by the contractor.
14. **FURNITURE AND OTHER CANTEEN ITEMS:** Items of furniture i.e., tables, chairs and other items like tube light, fan, AC in the canteen will be provided by the office. The agency will be responsible for the proper maintenance of furniture, fixtures and other equipment of the canteen. Any damage/improper handling will attract penalty as per the cost of the damage done which will be deducted from the performance security.
15. **FUEL TO BE USED IN KITCHEN:** The agency will use only commercial LPG Gas Cylinder for cooking and preparation of eatables and drinks. Under no circumstances, it will be permitted to use kerosene oil, wood or any other fuels which emits smokes and bad odors.
16. **WATER AND ELECTRICITY:** Water and electricity will be supplied by the office subject to the condition that it will used only for running the canteen. Electricity will not be used for cooking.
17. **RAW MATERIAL OF FOOD:** Materials of good quality only will be used and Canteen Management Committee will have the right to examine the provisions used and satisfy themselves with the quantity/quality. The decision of the Canteen

Sanyu

Management Committee of Department of Justice or Officer authorized by it in this regard shall be final and binding on the agency/firm. Agency will also make satisfactory arrangements for room service for Officers.

18. **QUALITY OF FOOD:** Food should be of good quality and hygienic. Strict adherence to rates/weight of the Menu items (**Annexure-I**) should be followed. Any deviation from the above will attract penalty at the rate of 10% of contract value which will be deducted from the performance security.

19. **STAFF HYGIENE:** All the staff in Canteen should be in proper uniform with identity card issued by the agency. Also copy of identity card of employees of the agency should be submitted to DoJ, New Delhi.

21. **RATES OF ARTICLES:** The rates are quoted for the basic items required in the Canteen as given in Annexure-I. Other than the mandatory food list the firm/agency is at a liberty to sell other items to the officials/staff and support staffs of Jaisalmer House at the rate decided by them in consultation with Canteen Management Committee of DoJ. Packaged food will be served within MRP only. The agency will supply food in the premises of the Jaisalmer House on cash basis and the office (Department of Justice) and Canteen Management Committee shall not be liable for any amount due on account of material sold to anyone on credit basis.

22. **FOOD SUPPLY ON CREDIT BASIS:** The firm will also supply lunch/refreshment/tea etc., on credit basis and raise the bills to the administration for payment in the same or subsequent month as per procedure laid down by the Ministry/DOPT.

23. **NORMAL HOUR OF SERVICES:** This shall be regulated as per working hours of the offices.

24. **LICENCE:** The agency shall obtain such permits and license as may be required under any law in force for the time being for its business and shall be liable for any of its employee's action/misbehavior resulting in any damage/losses or injury of any type to the people and property of this office.

TERMINATION OF CONTRACT:

1. The Department of Justice may terminate the license at any time without any notice in the event of breach of any of the terms and conditions as mentioned in this Tender Document.

Sanjay

2. The contract can be terminated by giving one month's clear notice by Department of Justice in case the services of the contractor are not found satisfactory and the performance security deposit will be forfeited.
3. In order to ensure the quality of food and service, DoJ (NEW Delhi) is not bound to award the contract to a firm which has quoted at the highest rates.

CRITERIA FOR EVALUATION

1. In the first stage, the Technical Bids will be opened at **11:00 hrs. on 15.01.2024** at the aforesaid address. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Subsequently, the selected Technical bids will be evaluated as per the methodology given in the Tender document. Decision in this regard will be at the sole discretion of Tender Evaluation & Disposal Committee (TEDC) /at DoJ, MoLJ (New Delhi).
2. The Financial Bid of only those bidders, who have been shortlisted in first stage will be opened at **15:00 hrs on 17.01.2024** at the aforesaid address.
3. No deviations/ conditions shall be stipulated by the bidder either in Technical or Financial Bids. Conditional tenders will not be accepted and will be summarily rejected.
4. Tenders received after the prescribed time and date will not be considered. Tenders not submitted as per the guidelines stated above are liable for rejection. Decision in this regard will be the sole discretion of DoJ (New Delhi).
5. Bidder has to give Monthly License Fee at the office (payable on half yearly basis) and in this context Annexure-3 is to be furnished for Financial Bid.
6. The basis of selection of successful bidder would be H-1 i.e. the firm/agency who will provide the highest amount of Monthly License Fee to Department of Justice, Ministry of Law & Justice.

AWARD OF TENDER TO SUCCESSFUL BIDDER

1. It shall be noted that required documents as mentioned in **para (iii)** of eligibility criteria and **Annexure-II**, checklist of enclosures, have to be submitted for evaluation of tender. Bid received without Original EMD will not be evaluated further and in case of any other deficiency, the technical bid will be rejected and financial bid will not be opened.
2. All the documents produced by the firm will be thoroughly scrutinized by the TEDC Committee at DoJ, Jaisalmer House and in case of any Technical deficiency, Bid will be rejected and Financial Bid will not be opened.
3. After scrutiny of Technical Bids, the TEDC committee will shortlist the eligible

bidders who qualify in the Technical Evaluation stage and inform them of the date and time of opening of the Financial Bids.

4. The representatives of the bidders willing to attend tender opening process will have to submit a letter of authorization from the bidder to this effect. Bidders / representatives not attending the tender opening process will lose their right to challenge the process at a subsequent state.

5. The Financial Bid price of each bidder shall be read out by the TEDC on the spot in the present of technically qualified bidders.

6. The basis of selection of successful bidder would be H-1 i.e. the firm/agency who will provide the highest amount of Monthly License Fee to DoJ, MoLJ, New Delhi.

7. The successful bidder shall have to deposit a Performance Security amounting to **Rs.20,000/- (Rupees Twenty Thousand only)** in the form of Bank Guarantee/DD in favour of DDO, Department of Justice, New Delhi.

Sanjay Kumar

(Sanjay Kumar)

Under Secretary to the Govt. of India

Tele: 011-23072137

संजय कुमार / SANJAY KUMAR
अवर सचिव / Under Secretary
न्याय विभाग / Department of Justice
विधि और न्याय मंत्रालय / Ministry of Law & Justice
भारत सरकार / Government of India
नई दिल्ली / New Delhi-110011

Annexure-I**List of Item for Canteen along with Weight**

S. No.	ITEM	WEIGHT	RATE (Rs.)
1	Deluxe Thali (Dal, Paneer, Sabzi, Rice, Raita, Salad, Chapati/Paratha/Roti-2 Nos, Sweets)	650 gm	100.00
2	Normal Thali (Dal, Dry Sabzi, Rice, Raita, 2 Chapatis/Roti and Salad)	500 gm	40.00
3	Veg Biryani	350 gm	100.00
4	Non-veg Biryani (on special occasion)	450 gm	150.00
5	Veg Samosa/Mix Pakora	50-80 gm	10.00
6	Bread Pakora	70-80 gm	15.00
7	Paneer Pakora (Standard Size)	50-70 gm	20.00
8	Dhokla	1 piece	10.00
9	Chhole Bhature	2 piece	50.00
10	Masala Dosa with sambar	Per piece	60.00
11	Sambar Vada/Idli	Two piece	50.00
12	Roti (Tawa wali)	Per piece	05.00
13	Roti (Tandoor)	Per piece	07.00
14	Roti Sabzi (4 roti)	40-50 gm	40.00
15	Puri Sabzi (4 puri)	40-50 gm	30.00
16	Aloo Paratha/Gobhi Paratha	Per piece	25.00
17	Rice Full plate with Dal, Sabzi, achar, papar	220-225 gm	40.00
18	Egg (Boiled)	Per piece	10.00
19	Egg (Omelet)	Per piece	15.00
20	Chowmein	1 plate	50.00
21	French fry	1 plate	70.00
22	Paneer Chowmein	1 plate	70.00
23	Chili patato	1 plate	70.00
24	Tea Ordinary (Dip tea)	150 ml	10.00
25	Tea special all variants	150 ml	15.00
26	Coffee (Coffee Day) all variants	130 ml	20.00
27	Black tea/ lemon tea	130 ml	15.00
28	Rasgulla (one piece)	40 gm	17.00
29	Gulab Jamun Standard Size (one piece)	40 gm	17.00
30	High Tea for Meeting/Conference Office Lunch (Veg/Non-veg)	On credit basis. Menu as decided by the Canteen Management Committee/Officer based on the ceiling of DoJ/DoPT.	

Note: The rates of the above may be changed with the approval of the Canteen Management Committee/Competent Authority only.

(Sanjay Kumar)

Under Secretary to the Govt. of India

संजय कुमार / SANJAY KUMAR
अवर सचिव / Under Secretary

न्याय विभाग / Department of Justice
विधि और न्याय मंत्रालय / Ministry of Law & Justice
भारत सरकार / Government of India
नई दिल्ली / New Delhi-110011

TENDER/BID ACCEPTANCE LETTER
(To be given on Company Letter Head)

To _____

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No. _____

Name of the Tender / Work: _____

Dear Sir,

I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department Public Sector undertaking. I/We also declare that our Firm has not been involved in bankruptcy nor any case pending in any court of law.

6. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or treason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder with official seal)

भारत सरकार / Ministry of Law & Justice
उत्तर प्रदेश सरकार / Government of India
अधिवक्ता कार्यालय / Under Secretary
राज्य अधिवक्ता / State Counselor

Sanjay

CONTACT DETAILS FORM**GENERAL DETAILS OF BIDDER/BIDDER FIRM**

1	NAME OF THE COMPANY/FIRM	
2	NAME AND DESIGNATION OF AUTHORIZED REPRESENTATIVE	
3	COMMUNICATION ADDRESS	
4	TELEPHONE AND MOBILE NO.	
5	FAX NO.	
6	E-MAIL ID	

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1	NAME OF THE CONTACT PERSON	
2	DESIGNATION	
3	COMMUNICATION ADDRESS	
4	TELEPHONE AND MOBILE NO.	
5	FAX NO.	
6	E-MAIL ID	
7	BANK NAME/DETAILS	

(Signature of the Bidder with official seal)

Sanjay

Check List – Enclosures to be attached (All documents should be signed by Authorized Signatory)

- (a) EMD security of Rs.10,000/- (Rupees Ten thousand only) in favour DDO, Department of Justice payable at New Delhi.
- (b) Copy of FSSAI Registration/License
- (c) Proof of 2 years or more experience in the field of canteen facilities which the office of US, DoJ can physically verify at any time. (MSME/Startup holder are exempted for submitting experience proof)
- (d) Copy of audited balance sheet showing minimum turnover of Rs.2.5 lakh per year in the last 3 financial years. (MSME/Startup holder are exempted)
- (e) Proof of the bidder earning profit for last three consecutive years to be supported with requisite tax return. (MSME/Startup holder are exempted)
- (f) Copy of the following registration certificates: -
 - (i) ESI
 - (ii) EPF
 - (iii) PAN
 - (iv) TAN
 - (v) GST
 - (vi) Service Tax if any
- (g) Proof of current account bank details
- (h) Proof of address
- (i) Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, office address and office telephone numbers. Also, mention that the bidder is a sole proprietor/partnership firm and if partnership or Pvt. Ltd. firm, names, address and Telephone numbers of directors/partners should also be provided.

Sanjay

- (j) Self-Declaration Certificate that the bidder/firm has not been black-listed by any Central/State Government Office.
- (k) Undertaking stating that the bidder/firm should not be under liquidation, court receivership or similar proceedings should not be bankrupt.

Sanjay

BEAL AND SIGNATURE OF THE BIDDER

Financial Bid

(In a separate sealed envelope)

The offered Monthly License fee to the office for getting the work of canteen facilities

Rs.

In words – Rupees _____

(Minimum quoted price shall be Rs.2500/- per month, and payable on quarterly basis in advance)

Vendor will be selected on the basis of the highest quoted given among those, who have cleared the technical bid phase.

Place:

Date:

SEAL AND SIGNATURE OF THE BIDDER

Sanjay