



**PRASAR BHARATI  
INDIA'S PUBLIC SERVICE BROADCASTER  
ALL INDIA RADIO, SRINAGAR**



No:- AIR/1(1)/Canteen/2020/G

SRINAGAR DATED:- **26**.08.2020

**NOTICE INVITING TENDER**

Subject: - Annual contract for running canteen in All India Radio, Srinagar

1. All India Radio, Srinagar, Prasar Bharati intends to enter into a annual contract with an eligible and successful tenderer to run the canteen / mess in AIR Srinagar premises.
2. The scope of work is enclosed at Annexure (A). Only those parties who have authorized and valid registration/license for running catering/canteen and the tenderer who have executed at least one year successful contracts to their credit for running canteens in Government Department, Public Sector Undertakings or Autonomous bodies shall be Eligible to participate in the tendering process.
3. The Bid is to be submitted in sealed envelope.
4. The Bid should be accompanied with an Earnest Money Deposit (EMD) of **Rs.10,000/-** (Rupees ten thousand only) in the form of **Bank Draft/Banker's Cheque/CDR** drawn in favour of **DDO AIR SRINAGAR**.
5. The **only GST Registered** firm is allowed to participate in the Bid.
6. The **PAN** should be in the name of firm.
7. The contract shall be governed by the terms and conditions to be laid down in an Agreement between this Head Of Office (DDG-E) -AIR, Srinagar and the successful tenderer to be executed on a stamp paper of Rs.100/-as per the text of the Agreement enclosed at Annexure-"D".
8. Tender documents and general instructions to bidders and other details including amendments/changes can be viewed/downloaded from website [prasarbharati.gov.in](http://prasarbharati.gov.in).  
Bidders may personally visit All India Radio, Srinagar canteen premises between 10.00 AM to 1.00 PM on any working day up to 15.09.2020 to assess for themselves the scope of the contract before submitting their tenders.

9. The sealed tender should be submitted with superscripted Enquiry, reference and date of opening to D.D.O AIR Srinagar by 3PM on or before 18.09 .2020. The incomplete, vague, unresponsive and late/delayed tenders will not be considered. A tender will be considered unresponsive, where in.

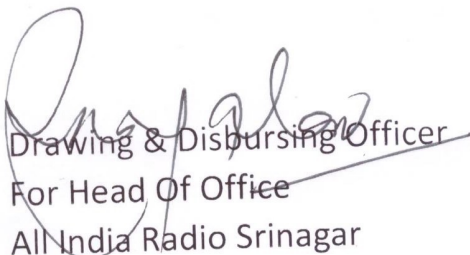
- I. It is unsigned or signed without the rubber stamp of authorized signatory of the firm.
- II. It is illegible.
- III. It is not submitted as per Notice Inviting Tender and any of the term and condition.
- IV. The quotation has not been made for all items.
- V. The tender is conditional.
- VI. The tenderer does not agree to any of the term and conditions specified herein.

10. The **Bids shall be opened by Tender Opening Committee at 3pm on 18.9.2020** in the presence of authorized representatives of tenderers, who may like to be present along with the authority letter from the concerned firm.

11. Head of office, All India Radio, Srinagar reserves the right to accept or reject any of the tenders without assigning any reason, whatsoever.

All interested may read the Tender Document carefully before deciding to participate in the tendering process in this case. No correspondence, seeking any further details and entertained. While submitting documents and bids all pages shall be **counter signed by the bidder.**

12. The bidders should quote for all items and note that the contract will be awarded only to one party on the basis economical rates.

  
Drawing & Disbursing Officer  
For Head Of Office  
All India Radio Srinagar

## SCOPE OF WORK

## ANNEXURE –A

A. The canteen is to be run from the designated premises in All India Radio, Srinagar.

Presently following offices are functioning in AIR Srinagar premises

Sr. No.	Office Name	Staff Strength (Approx.)	No. of Visitors per day (Approx.)
1.	Head of Office, All India Radio Srinagar.	150 + 50 Casuals	50
2.	Commercial Broadcasting Service, Srinagar.	20 + 10 casuals	20
3.	Regional News Service Unit, AIR Srinagar.	6 + 45 casuals	20

B. The Office Timings at AIR Srinagar are from 9.30 AM to 6.00 PM from Monday to Friday excluding Gazetted Holidays.

The Transmission timing at AIR Srinagar are from 06.00 AM to 11.15 PM on all days.

The working of News Service Unit is from 08.00 Am to 09.30 PM on all days.

C. Canteen timing will be

i.	Breakfast	7.30 AM TO	09.30 AM
ii.	LUNCH	12.30 PM TO	2.30 PM
iii.	DINNER	8.00 PM TO	9.00 PM
iv.	ROUTINE tea/coffee during office timing	9.00 AM TO	6.30 PM



## ANNEXURE –B

## ELIGIBILITY BID

Sr. No.	Particulars	Status
1.	Whether tenderer has authorized and valid license for running catering / canteen	Yes / No
2.	Whether tenderer has / is successful contracts to its credit for running canteens in Government Departments, Public Sector Undertakings or Private Companies having staff strength of 200 or more during the past Two years	Yes / No
3.	If yes , whether the tenderers has submitted certificates from the concerned departments on their letter head stating that the performance of M/S. _____ has been satisfactory / Up to mark during the contract period with that department The certificate should be signed by An Class 1 <sup>st</sup> Rank Officer / Director of that Department.	Yes / No
4.	Whether the tenderer has submitted the valid GST registration.	Yes / No
5.	Whether the tenderer has submitted the valid PAN copy( in the name of firm)	Yes / No
6.	Whether the tenderer has enclosed the (EMD) of Rs 10000.00 as BID security if yes, the details thereof:	1. Bank Draft No. 2. Date of Issue. 3. Drawn on. 4. Amount. 5. Bank Name 6. Branch Name 7. IFSC Code

## ANNEXURE – C

COMMERCIAL BID OF DAY TO DAY PRODUCTS

Sr. No.	Item	Specifications	Rate (in Rs)
1.	Tea (normal)	Per Cup	
2.	Tea ( dip tea bag)	Per Cup	
3.	Kehwa (Saffron / Cinnamon) Plain	Per Cup	
4.	Kehwa (Saffron / Cinnamon) With Almonds	Per Cup	
5.	Coffee (Normal)	Per Cup	
6.	Cold Drinks	200 ml	
7.	Cold Drinks	500 ml	
8.	Aloo Samosa	Per Piece	
9.	Paneer Pakora	Per Plate ( 100 gms)	
10.	Bread pakora	Per piece	
11.	Mix Pakora	Per Plate (100 gms)	
12.	Mathee	Per Piece	
13.	Boiled Egg	Per Piece	
14.	Omlate (Plain)	One Egg	
15.	Omlate (Plain)	Two Eggs	
16.	Bread Slice with butter	2 slices & 10 gm butter	
17.	Amul Butter (Normal)	25 gms	
18.	Puri Channa	4 pieces + channa	
19.	Bread Butter Toast	2 slices	
20.	Lunch / Dinner (Normal) (Vegetarian {1 seasonal veg + 1 dal + Rice (basmati- 125 gms)+ 4 chapatis + Pickel)	Per Fixed Thali	
21.	Lunch / Dinner (Special) (Vegetarian {1 seasonal veg + 1 Paneer (30 gms)+1 dal + Rice (basmati- 125 gms)+ 4 chapatis + Pickel+ 1 sweet)	Per Fixed Thali	
22.	Lunch / Dinner (Special) (Non-Vegetarian {1 Chicken / Mutton (50 gms) + 1 dal + Rice (basmati- 125 gms)+ 4 chapatis + Pickel)	Per Fixed Thali	
23.	Roti – Tawa	Per Piece	
24.	Naanwayii Roti	Per Piece	
25.	Rajmash ,Rice + pickle	Half Plate	
26.	Rajmash ,Rice + pickle	Full Plate	
27.	Curd	Per 100 gms	
28.	Rice Plain	Full Plate	
29.	Mineral Water	Per Bottle (500 ml)	
30.	Mineral water	Per Bottle (1 Ltr)	
31.	Dal (other than RAJMA)	Full Plate	



**COMMERCIAL BID PART – II****High Tea and Official Lunch / Dinner**

Sr. No.	Items	Specifications	Rate
1.	High- Tea ( Tea, Coffee, Cold Drink, Special Samosa, Veg Cutlet, Sauce / Ketchup, 2 varieties of good quality branded biscuits, Gulab Jamun, wafers & roasted pea nuts	Per – head (Fixed quantity)	
		Per – head (buffet with re-serving)	
2.	High- Tea ( Tea, Coffee, Cold Drink, Special Samosa, Chicken / Mutton patty , Sauce / Ketchup, 2 varieties of good quality branded biscuits, Gulab Jamun, wafers & roasted pea nuts	Per – head (Fixed quantity)	
		Per – head (buffet with re-serving)	
3.	High- Tea ( Dip bag Tea, Coffee, Cold Drink, Veg Burger, Sauce / Ketchup, 2 varieties of good quality branded biscuits,	Per – head (Fixed quantity)	
		Per – head (buffet with re-serving)	
4.	Special Lunch / Dinner (veg. Soup, 1 Dal, 1 seasonal Vegetable, 1 paneer dish, Pulav, naan/roti/prantha, raita or dahi, green salad, pickle & sweet dish	Per – head (Fixed quantity)	
		Per – head (buffet with re-serving)	
5.	Official Lunch / Dinner 1 Dal, 1 seasonal Vegetable, 1 paneer dish, Pulav, naan/roti/prantha, raita or dahi & chatuni.	Per – head (Fixed quantity)	
		Per – head (buffet with re-serving)	
6.	Mineral Water	Per Container – 20 ltrs Per Bottle – 1 liter Per Bottle – 500 ml.	

**Note:- The rates quoted should be all inclusive , including Taxes**

## CHECK LIST

1. It is unsigned or **signed without the rubber stamp of authorized signatory of the firm.**
2. It is illegible.
3. It is not submitted as per Notice Inviting Tender and any of the terms and conditions.
4. The quotation has not been made for all the items.
5. The tender and conditional.
6. The tenderer does not agree to any of the term and conditions specified herein.
7. If the items quoted are substandard.
8. Whether tenderer has authorized and valid license for running catering / canteen.
9. Whether tenderer has / is successful contracts to its credit for running canteens in Government Departments, Public Sector Undertakings or Private Companies **having staff strength of 100 or more during the past one year.**
10. If yes , whether the tenderers has submitted certificates from the concerned departments on their letter head stating that the performance of M/S. \_\_\_\_\_ has been satisfactory / Up to mark during the contract period with that department. The certificate should be signed by Head of the Concerned Department.
11. Whether the tenderer has enclosed the (EMD) of Rs 10000.00 as BID security.
12. While submitting documents and bids **all pages shall be counter signed by the bidder.**