



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



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

SRINAGAR DATED:- 10.07.2020

NOTICE INVITING TENDER

Subject:- Annual contract for running canteen / mess in All India Radio, Srinagar – 190001

All India Radio, Srinagar, Prasar Bharati intends to invite tenders for annual contract with an eligible and successful tenderer to run the canteen / mess in AIR Srinagar premises as per terms and conditions mentioned below. Interested tenderer/firms fulfilling the eligibility criteria/conditions are invited to submit their bid:

1. The scope of work is enclosed at Annexure (A).
2. Only those parties who have authorized and valid license for running catering/canteen and the tenderer who have executed at least one successful contracts to their credit for running canteens in Government Department, Public Sector Undertakings or Autonomous bodies having staff strength of 200 or more, during the past 2 years shall be Eligible to participate in the tendering process.
3. Tenderer/Firm should have FSSAI registration/state license/central license. (proof to be submitted)
4. Self attested copy of GST/Pan card may be submitted along with Bid document
5. The bid is to be submitted in 2parts. Eligibility Bid as per Annexure (B) and Commercial Bid as per Annexure (C-I & C-II).
6. The Eligibility Bid and the Commercial Bid are to be submitted in two separate sealed envelopes superscripted as "Eligibility Bid for running canteen" and "commercial Bid for running canteen", respectively.
7. The two envelopes containing the Eligibility Bid and the commercial Bid should be placed in a single sealed envelope.
8. The Eligibility 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 drawn in favour of DDO AIR SRINAGAR and certificate (s) from the concerned Government

Department, Public sector Undertaking or Autonomous Body regarding successful execution of the contract(S) with the 2 years .

9.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".

10.Tender documents and general instructions to bidders and other details including amendments/changes can be viewed/downloaded free of cost from website prasarbharati.gov.in. Bidders may personally visit All India Radio, Srinagar premises between 10.00 AM to 1.00 PM on any working day up to 24.07.2020 to assess for themselves the scope of the contract before submitting their tenders.

11. The sealed tender should be submitted with superscripted Enquiry, reference and date of opening to D.D.O .1st floor, YUVA VANI Block AIR Srinagar by 3.00 PM on or before 31.07.2020. The incomplete, vague, unresponsive and late/delayed tenders will not be considered.

12 A tender will be considered unresponsive, where

- 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.
- VII. If the items quoted are sub-standard.

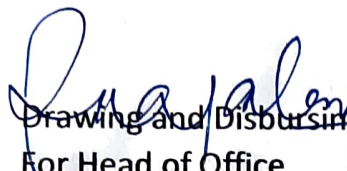
13 Firstly, the eligibility Bids shall be opened by Tender Opening Committee at 3.30 PM on the 31.07.2020 in the chamber of undersigned in the presence of authorized representatives of tenderers who may like to be present along with the authority letter from the concerned firm. The Commercial Bids of only those bidders who fulfil the eligibility criteria shall be opened subsequently for which the intimation regarding time tenderer and date will be sent by email, post or telephonically. Only one representative on behalf of each tenderer shall be allowed to be present at the time of opening the Bids.

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

15.All concerned 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.

16. The bidders should quote for all items and note that the contract will be awarded only to one party on the basis of competitive and economical rates.
17. Tenders uploaded after the due date /time and /or not accompanied with Earnest money deposit and/or not accompanied with requisite documents, details shall not be considered at all by HOO, AIR, Srinagar.


Drawing and Disbursing Officer
For Head of Office 10/2/20
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 + 112 Casuals	70
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

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|------|---|-------------|----------|
| 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 st 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	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

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 200 or more during the past Two years.
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 An Class 1st Rank Officer / Director of that 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.

COMMERCIAL BID OF DAY TO DAY PRODUCTS

Sr. No.	Item	Specifications	Rate (in Rs)
1.	Tea (Ordinary)	Per Cup (140 ml)	
2.	Tea (special with dip tea bag)	Per Cup (140 ml)	
3.	Kehwa (Safarron / Cinnamon) Plain	Per Cup (140 ml)	
4.	Kehwa (Safarron / Cinnamon) With Almonds	Per Cup (140 ml)	
5.	Coffee (Ordinary)	Per Cup (140 ml)	
6.	Coffee (espresso)	Per Cup (140 ml)	
7.	Cold Drinks	200 ml	
8.	Cold Drinks	500 ml	
9.	Lassi (salted)	250 ml	
10.	Lassi (sweet)	250 ml	
11.	Mango shake	250 ml	
12.	Banana shake	250 ml	
13.	Soup (veg)	Per bowl (200 ml)	
14.	Soup (Chicken)	Per bowl (200 ml)	
15.	Biscuit (branded)	Per Packet	
16.	Packed Namkeen (branded)	Per Packet	
17.	Aloo Samosa	Per Piece (50 gms)	
18.	Paneer Pakora	Per Plate (100 gms)	
19.	Bread pakora	Per piece (80 gms)	
20.	Mix Pakora	Per Plate (100 gms)	
21.	Mathee	Per Piece (30 gms)	
22.	Veg Pattie	Per Piece (100 gms)	
23.	Veg. Burger	Standard Size	
24.	Boiled Egg	Per Piece	
25.	Omlate (Plain)	One Egg	
26.	Omlate (Plain)	Two Eggs	
27.	Omlate (Veg. Stuffed)	Two Eggs	
28.	Bread (Snober/ Mughal-e-azam/	Per Slice	
29.	Bread Slice with butter	2 slices & 10 gm butter	
30.	Amul Butter (Normal)	25 gms	
31.	Bread Butter Toast	2 slices	
32.	Grilled sandwich	Per Piece	
33.	Veg Sandwich	Per Piece	
34.	PuriChanna	4 pieces + 100 gmschanna	
35.	Gulabjamun	Per piece (50 gms)	
36.	Rasgulla	Per Piece (50 gms)	
37.	Lunch / Dinner (Ordinary) (Vegetarian {1 seasonal veg + 1 dal + Rice (basmati- 125 gms)+ 4 chapatis + Pickel)	Per Fixed Thali	

38.	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	
39.	Lunch / Dinner (Ordinary) (Non-Vegetarian {1 Chicken / Mutton (50 gms) + 1 dal + Rice (basmati- 125 gms)+ 4 chapatis + Pickel})	Per Fixed Thali	
40.	Lunch / Dinner (Special) (Non-Vegetarian {1 Chicken / Mutton (50 gms) + 1 Paneer (30 gms)+1 dal + Rice (basmati- 125 gms)+ 4 chapatis + Pickel+ 1 sweet})	Per Fixed Thali	
41.	Roti – Tawa	Per Piece (50 gms)	
42.	Roti – Tandoori	Per Piece (50 gms)	
43.	Naanwayii Roti	Per Piece (50 gms)	
44.	Prantha Plain tandoori (in refined oil)	Per Piece (50 gms)	
45.	Aloo / Veg stuffed Prantha (in refined oil)	Per Piece (75 gms)	
46.	Veg Pulao (basmati)	Half Plate (125 gms)	
47.	Veg. Pulao (basmati)	Full Plate (250 gms)	
48.	Mutton Pulao (basmati)	Half Plate (125 gms)	
49.	Mutton Pulao (basmati)	Full Plate (250 gms)	
50.	Chicken Pulao (basmati)	Half Plate (125 gms)	
51.	Chicken Pulao (basmati)	Full Plate (250 gms)	
52.	Rice – basmati Boiled	Half Plate (125 gms)	
53.	Rice – basmati Boiled	Full Plate (250 gms)	
54.	RajmashChawal + pickle	Half Plate (225 gms)	
55.	RajmashChawal + pickle	Full Plate (450 gms)	
56.	Curd (Plain)	Per 100 gms	
57.	Curd (Veg. raita)	Per 150 gms	
58.	Egg Burji	Per Plate (200gms)	
59.	Egg Curry with 1 egg	Per Plate (200gms)	
60.	Mineral Water	Per Bottle (500 ml)	
61.	Mineral water	Per Bottle (1 Ltr)	

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

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

**TEXT OF AGREEMENT FOR RUNNING CANTEEN IN ALL INDIA RADIO
SRINAGAR.**

This agreement is made between Head Of Office (DDG- E), All India Radio, Srinagar, a constituent office of Prasar Bharati, All India Radio (herein after called the All India Radio) and _____ (herein after called the contractor) for running the canteen / mess by the contractor in All India Radio, Srinagar with effect from _____ initially valid for a period of 03 months and extendable up to One Year based on satisfactory performance by contractor. The contract will be extendable for second year based on satisfactory performance and mutual consent. However, the total period of the contract with extensions will not exceed for period of more than three years. The terms & conditions of the contract shall be as under: -

1. The Contractor shall run the canteen in the designated premises within All India Radio, Srinagar. The contractor shall not be entitled to sublet the running of canteen / mess to any other individual or Party on his behalf.
2. The Head of Office, AIR Srinagar shall have the absolute right to regulate / change the canteen / Mess timings from time to time as per specific requirement during the contract period. The Head of Office, AIR Srinagar shall also reserve the right to change the designated premises within AIR, Srinagar from time to time as per specific requirement during the contract period.
3. The contractor shall cater to the officers & staff members of the respective offices of AIR Srinagar and authorized visitors as per the product wise rate list enclosed at Annexure – I through the following services : -
 - (a) Service through cash / Card sales at the main canteen in AIR Srinagar.
 - (b) Room Service through Cash / Card sales.
4. The canteen / Mess shall also provide credit facility to the Officers entitled for hospitality and Shift Staff being provided Messing Facility as per rules. For all such credit facility the concerned office of AIR shall make payment to the contractor on monthly basis against bills duly verified by the concerned entitled user officer subject to the monthly

limit of each such officer. It shall be the responsibility of the contractor to ensure genuineness of entitlement, including adherence to the monthly hospitality expenditure limit of the concerned entitled officer, in consultation with the concerned office of AIR, Srinagar.

5. The contractor shall submit to The Head of Office, AIR Srinagar day wise weekly menu at least 3 days prior to the start of a particular week for information / approval. The Contractor shall prominently display at the canteen and tea / coffee/ pantry rooms on daily basis, the list of products available on the particular day.
6. Whereas The Head of Office, AIR Srinagar shall have the absolute rights to determine, change and alter the priority / frequency of availability of various items / products sold through the canteen from time to time during the contract period.
7. The Contractor, apart from the day to day products to be provided through the canteen as listed in Annexure – I shall also be required to supply high-tea, official lunch and official dinner, as detailed in Annexure –II, as per specific requirement of any occasion / event, to the offices functioning in AIR, Srinagar, from time to time during the contract period. Such supplies shall include good quality catering and serving on the spot through neatly uniformed and efficient waiters. For this the concerned office In AIR Srinagar shall place separate order on the Contractor sufficiently in advance prior to the occasion / event and such concerned office of AIR shall make payment to the Contractor on the basis of the bill (s) submitted after conclusion of the particular occasion / event.
8. No escalation in the product-wise rates, for any reason whatsoever shall be allowed during the contract period (except for Branded Biscuits / Namkeen and Cold Drinks).
9. The Head of Office, AIR Srinagar shall provide the required electricity and water supply to the contractor free of charge for running the canteen / mess. The contractor shall however use electricity for running essential equipment's for the exclusive use of canteen / mess i.e; refrigerator(s), deep freezer(s), hot case(s), food warmer(s), mixer(s), grinder(s), Tea / coffee dispenser machine(s), espresso machine(s), tea-water boiler(s) and geyser(s) for hot water (for cleaning utensils only). The contractor will not use the electricity for cooking purposes.

10. The Head OF Office, AIR Srinagar, shall also provide at its expenses, intercom facility, lighting, fan(s), exhaust fan(s), ventilator(s), drinking water cooler(s) / Filter(s) along with Aqua Guard(s) in the canteen/Mess as welfare measures to the users. It would be the contractor's responsibility that the infrastructure provided to them is maintained in good condition. Cost of any damage found to have been occurred to the installation, premises etc. will be recovered from the contractor.
11. The Head OF Office, AIR Srinagar shall not provide any cash subsidy to the contractor for running the canteen / Mess.
12. The contractor shall arrange, at their expenses all the remaining items, materials and equipment's required for proper running of the canteen / mess. These shall include furniture, utensils, crockery, cutlery, refrigerator(s), deep freezer(s), hot case(s), food warmer(s), mixer(s), grinder(s), Tea / coffee dispenser machine(s), espresso machine(s), tea-water boiler(s) and geyser(s) for hot water (for cleaning utensils only), cooking gas & cooking stove(s), raw material(s), etc.
13. The contractor shall use only food-grade disposal container(s)/ dishes (plates, cups, tumblers, spoons, etc.) and packing material, whenever required. The Head Of Office, AIR Srinagar if considers necessary shall direct the Contractor to use such food-grade disposal container(s)/ dishes and packing material of any particular brand, grade and quality at any stage/ point of time during the contract period and the contractor shall be bound to accept & act upon such directions immediately. For Tea, coffee, soup and similar beverages plastic cups / bowls will not be used at all. Only food-grade and good quality paper cups / glasses will be permitted.
14. The contractor shall, at its own expenses, maintain proper pest control within the designated premises of the canteen/ mess at all times.
15. The contractor shall, at its own expenses, maintain absolute hygiene inside and around the designated premises of canteen / mess through permissible measures.
16. The contractor shall ensure that the utensils being used are hygienically washed and cleaned at all times.
17. The contractor shall ensure proper prior police verification of character and antecedents of the personnel deployed by them to run canteen / mess in AIR Srinagar.

18. The contractor shall ensure that their personnel have good health and are particularly free from any infectious / communicable disease. The contractor shall also ensure that the canteen / mess personnel's maintain visible personal hygiene at all times including proper trimming of nails / hair.
19. The contractor shall ensure that their personnel are well dressed in proper uniform (including gloves, head cap and apron), well trained, well behaved and courteous in dealing with officers, staff members and visitors of AIR Srinagar. The contractor shall also ensure that their personnel don't smoke, consume alcohol or any intoxicating drugs / substances while performing their duties in AIR Srinagar.
20. The Head OF Office, AIR Srinagar shall have the absolute right to direct the contractor to withdraw any particular member of their personnel from duty in the canteen / mess without assigning any reason, whatsoever, and the contractor shall be bound to accept & act upon such directions immediately.
21. The contractor shall use only good quality fresh vegetables and raw material of standard grade with such quality certification as "Agmark : 1316 Mark / Approved by FSSAI etc (*wherever applicable) and permitted preservatives & food grade colours (wherever required). The contractor shall ensure proper storage of these items free from contamination of any kind, including through pests).
22. The contractor shall be wholly & solely responsible for any contamination, adulteration and /or food poisoning occurring in the products sold through the canteen / mess and shall be bound to bear the specific penalty that may be fixed by The Head of Office, AIR Srinagar or any other authority in respect of any specific case / incident.
23. The Head OF Office, AIR Srinagar shall have absolute right regarding the brand, grade and quality of any raw material(s) to be used in the preparation of various items sold through canteen / mess accordingly, if it considers necessary, it shall direct the contractor to use the raw material(s) of any particular brand, grade and quality at any stage / point of time during the contract period and the contractor shall be bound to accept & act upon such directions immediately.
24. The contractor shall ensure that the products sold through canteen / mess are pleasant in appearance, taste fresh & good and are served in clean good quality containers / dishes. The Head of Office, AIR Srinagar

shall have the absolute right to direct the contractor to withdraw any particular product on sale through the canteen / mess at any time, if in the opinion of The Head of Office, AIR Srinagar such product is not pleasant in appearance, and / or does not taste fresh / good and to replace the same by a fresh lot. The contractor shall be bound to accept and act upon such directions immediately. Monthly menu will be prepared by the Contractor / Manager and got it approved by the canteen / mess committee through The Head of Office, AIR Srinagar.

25. The contractor shall be required to deposit with The Head of Office, AIR Srinagar an amount of Rs 20,000.00 (Rupees Twenty Thousand only) as performance Security in the form of FDR drawn in favour of the agency but hypothecate to "The Drawing & Disbursing Officer, All India Radio, Srinagar" covering the period of contract within 3 working days of entering into this agreement, which is meant for satisfactory execution of the contract. The said performance Security shall be forfeited for any deficiency in service and / or breach of any terms & conditions of this agreement by the contractor at any time. The performance guarantee shall be refunded to the agency within One month after the completion of contract.
26. This agreement can be terminated before its normal validity period by either party by giving written notice of minimum 45 days to the other party,
27. In case of any dispute arising under this agreement between the Contractor and The Head of Office, AIR Srinagar, the dispute shall be referred to a sole Arbitrator to be appointed by The Head of Office, AIR Srinagar. The decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration proceedings shall be held at Srinagar and shall be governed by the provisions of the Arbitration and Conciliation Act 1996. As amended from time to time.
28. The Courts of Srinagar alone shall have jurisdiction over any legal dispute arising under this agreement between the Contractor and The Head of Office, AIR Srinagar.

(Signature with date & seal)
For the Contractor

(Signature with date & seal)
Head OF Office
All India Radio, Srinagar.