

T.D.No.

Cost: 1,000/-

**ALLAHABAD MUSEUM
ALLAHABAD**

TENDER DOCUMENT

For

Canteen

2017-18

Sale Date:

10:00 A.M. of 11th September 2017

To

02:00 P.M. of 3rd October 2017

Tender Opening Date:

03:00 P.M. of 3rd October 2017

Venue:

Committee Room
Allahabad Museum
Allahabad

Allahabad Museum, Allahabad

Notice inviting Tender

The Allahabad Museum located in the picturesque Chandrashekhar Azad Park (company bagh) is among the National level museums of India. It is about 3 kms from Allahabad railway junction and almost equidistant from Prayag and Rambagh Railway Stations and about 12 km from Bamrauli Airport. The beautiful location, large sprawling green lawn and nicely laid out garden has given it a special attraction.

The Allahabad Museum is open for public throughout the year. The audience includes general public, scholars, connoisseurs, artists and students from various schools and universities all over India. The Museum has its own exhibition hall and an auditorium. Exhibitions are displayed by the Museum every month and various cultural programmes and lectures are organized in the auditorium frequently and are attended by research scholars, professors, VIP's and VVIP's, international scholars and general audience.

The Allahabad Museum, Chandrashekhar Azad Park, Kamla Nehru Road, Allahabad, invites sealed tenders for running canteen & catering services at Allahabad Museum Compound, Allahabad for audience visiting Allahabad Museum as well as for the staff of the Museum from the contractor/agencies having experience in running canteen & catering facilities. The minimum reserve license fee is Rs. 5,000/- per month excluding electricity and water charges, maintenance of the allotted area including cleanliness etc. along with EMD of Rs. 12,000/- in form of DD in favour of Director, Allahabad Museum, Allahabad.

The tender documents can be collected either from the Sale Counter at the main gate of the Allahabad Museum at a cost of Rs. 1,000/- (Non-refundable) on any working day between 10:00 A.M. & 02:00 P.M. from 11th September 2017 to 3rd October 2017 or can be downloaded from the website theallahabadmuseum.com but in that case the downloaded application must be accompanied with a DD of Rs. 1,000/- (Non-refundable) in favour of Director, Allahabad Museum, Allahabad. The tenders duly filled must reach the Assistant Administrative Officer by 2'o clock of 3rd October 2017 with all the enclosures mentioned in tender documents and the same shall be opened on 3rd October 2017 at 03:00 P.M. in the presence of tenderers by the committee formed by the competent authority. Director reserves the right to accept or reject any or whole of the tenders without assigning any reason.

Tenders would be received in two bid system i.e. Technical Bid & Financial bid.

For becoming eligible for opening the financial bid, the applicant has to submit the following documents duly attested by Gazetted Officer/Notary in a separate envelope super scribed as envelope-II (Technical Bid). The documents not attested by Gazetted Officer will not be considered.

1. Food license for Catering/canteen services in Allahabad, issued by appropriate authority of Uttar Pradesh i.e. License under FSS Act, 2006
2. GST Registration
3. PAN card,
4. EPF and ESI registration if any available.
5. Certificate from the office where the canteen & catering facility is being satisfactorily provided by the tenderer, issued by an officer not below the rank of Dy. Director.
6. The audited balance sheet duly certified by CA.
7. An Affidavit that the tenderer has not been convicted in any legal or judicial proceedings by any court of law in India.
8. Income Tax Assessment Order or Acknowledged ITR.
9. The Contractor/Agencies should have at least minimum two years experience.
10. The Contractor/Agencies should have minimum turnover of Rs. 1 Lakh per annum.

The tender document containing **Envelope- II (Technical Bid), & Envelope-III (Financial Bid)** has to be submitted in a separate sealed cover and super-scribed Tender Document. All above mentioned envelopes should be sealed separately and thereafter be kept in a cover and again sealed. This cover should also be super-scribed Tender for Canteen & Catering Facility and date of Tender opening. Tender of only those bidders will be opened, who have submitted EMD in the prescribed form & sealed envelope-I. **Envelope-1 (EMD Should be submitted separately & in case EMD and Price/License bids are given in one envelope, such type of bids will be rejected. The financial bid will be opened only those bidders who have qualified the technical bid.**

The tenders duly filled shall be received up to 02:00 P.M. of 3rd October 2017 and will be opened at 03:00 P.M. on 3rd October 2017 at Allahabad Museum, Chandrashekhar Azad Park, Kamla Nehru Road, Allahabad in the presence of the Tenderers before the members of the committee duly constituted by the undersigned. At the time of opening of Envelope –II & Technical bid, the bidders have to provide the originals of all documents, as provided in envelope-II & Technical Bid.

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Terms and conditions for Canteen & Catering Services at Allahabad Museum Compound

1. The contractor will ensure that no additive/preservative banned by the Govt. will be used in any of the food preparations if any such act comes to the knowledge of the ALLAHABAD MUSEUM the contract is liable to be cancelled and the EMD shall be forfeited.
2. The contractor will ensure that all fruits and vegetables and other ingredients are of standard quality.
3. The contractor will ensure that fruits and vegetables are washed and cleaned properly.
4. The contractor will ensure that chipped crockery or greasy/stained cutlery is not used in service.
5. The contractor will ensure that an authorized executive of the caterer is present for managing the services at all times during the operational timings.
6. The staff of contractor should wear proper uniform as approved by the Director, Allahabad Museum.
7. The electricity for the purpose of lighting, refrigeration, desert cooler and water coolers and water supplied are charged by the department at the rates decided by the Engineering Unit of the Museum. In case there is any fluctuation towards upward revision in the chargeable rates of electricity/water, the contractor will be liable to pay the revised rates. The decision of Allahabad Museum in this regard shall be final and binding to the contractor.
8. No Furniture will be made available by the undersigned and the caterer will have to make his own arrangement for the furniture. The contractor shall not put any furniture or utensils or any other items whatsoever except in the area approved for catering.
9. Use of Kerosene oil is prohibited and the heating system for cooking has to be with best safety standards the same shall be shown to the ALLAHABAD MUSEUM or his representative before it is put to use.
10. Use of microwave oven or hot case only is permitted for heating, inside the area approved for catering.
11. In addition to the standard menu list (enclosed at Annexure-B), the Allahabad Museum

will decide rates for number of new items/dishes/cold drink/snacks etc. to be prepared, served and supplied through caterer, if any such situation arises. In case of requests from the organizers, to meet their special requirement which is not part of main menu list, caterer will ensure such supply at rates duly approved by the Allahabad Museum.

12. The contractor may be asked by the organizers to meet the catering requirement of International guests. Accordingly, the caterer should have expertise in continental cuisines, vegetarian and non-vegetarian.
13. The contractor shall mark the veg and non-veg food with international marking so that these two are not mixed in any case.
14. The rates of items served as a part of main menu shall remain firm throughout the contract period subject to annual revisions in rate, on the basis of W.P.I. of food items, milk, sugar & tea and the worked out rate shall be rounded off to nearest rupee.
15. The contractor will prominently display rate list on each counter.
16. The Allahabad Museum may make its own arrangements of catering for its events viz. Foundation Day Celebration, Lecture Series etc. for which the canteen caterer shall not have any claims.
17. No other contractor will ordinarily be permitted to sell/supply eatables inside the Allahabad Museum Compound except with the specific written permission from the Director, Allahabad in public interest/special requirements.
18. The contractor will have to get the police verification of his staff done and submit the same to the Assistant Administrative Officer for issue of temporary identity cards.
19. In the case of successful bidder a sum, equal to license fee of two months, will be kept as security deposit after adjusting the EMD, which will be refunded after the completion of the contract. Security Deposit will stand forfeited in case the contractor does not take up the work or leaves the work during the contract period without assigning any reason.
20. The initial period of the contract will be for one year subject to periodic review of the services being provided during the term of the contract. On expiry of one year period the contract may be increased by another one year based on the performance and if agreed mutually. However the license fee shall be annually increased by 20 %.
21. A space for temporary kitchen facility may be provided in the Allahabad Museum Compound where he has to maintain hygienic condition.

22. All taxes applicable in respect of this contract shall be paid by the contractor.

23. In the event of the tender being submitted by a registered firm, it must be signed by an authorized signatory or separately by each partner thereof or in the event of absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act, 1952.

Obligations:-

24. Any dispute arising between the management and staff of contractor will be addressed by the contractor and Allahabad Museum will not entertain or bear any liability in this regards.

25. The contractor will bear the cost, throughout the term of the agreement, for a comprehensive general liability insurance covering injury to or death of any person(s) occurring in the areas of operation, caused by negligence on the part of the caterer. Allahabad Museum will not be responsible for any consequences due to default in this regard by the caterer.

26. Settlement of dispute & Arbitration: - Any dispute arising during the term of agreement, the contractor shall promptly, within 15 days, of such dispute request the Director, Allahabad Museum, in writing for written instruction or decision, which he shall give within a period of one month from the receipt of his letter. The Director shall give his decision within 30 days of receipt of canteen contractor's appeal.

Performance Evaluation:-

27. The performance/quality check of the contractor will be reviewed regularly, the agreement shall only be extended in the event of the performance of the caterer is found satisfactory throughout.
28. Allahabad Museum will have the right to inspect the contractor facilities maintained and food items being sold/served by the caterer at any time.
29. It will be the liability of the contractor to rectify any complaint received from the public regarding the operation of the canteen or the quality of food item being sold.
30. The contractor and his staff shall behave very courteously and if any complaint of misbehave is received, the guilty person shall be asked to be removed from Allahabad Museum Compound.
31. No damage should be done to the property of the Allahabad Museum and in case of any damage it has to be immediately rectified by the contractor, failing which necessary rectification shall be done by the Allahabad Museum at his risk and cost.

Validity and Termination of Agreement:-

32. The agreement shall be valid for a period of one year only.
33. In case Allahabad Museum or contractor desires to discontinue with agreement, a one month notice will have to be given from either side.
34. The Director reserves the right to cancel, the contract in case of any default of the contractor such as; over charging for an item, not maintaining hygienic working condition, expiry of food license, conviction by a court etc, at any time during contract period without assigning any reasons whatsoever. The list of defaults is only indicative and not exhaustive.
35. Canvassing in any form is prohibited and the tender of any agency shall be summarily rejected if found guilty of such practice.
36. The tenderer has to give an undertaking that he is not related to any officer of Allahabad Museum.
37. If at any stage it is found that the tenderer has submitted fake/forged document(s),

misleading or false representation of facts, his earnest money/security deposit shall be forfeited absolutely and he shall be debarred for tendering in Allahabad Museum.

38. In case, if any additional license is required to be obtained in future to meet any statutory requirement, the tenderer shall undertake to obtain the same within a reasonable period without asking for any monetary compensation for the same

Form -1 Technical Bid

In the first part, which shall be put in separate sealed envelope, the tenderer shall give the details, which shall be evaluated by the Allahabad Museum on the basis of which any agency shall be declared qualified/disqualified for financial bid.

The documents submitted with the technical bid shall be arranged as per the order below. The following Technical information/documents should accompany the quotation. **If any of the document found missing/tempered in the technical bid as given below(from S.No.1 to10) then the bid will be rejected straight way. Documents submitted in technical bid should be verified by a gazetted officer/notary.**

1. Food license for Catering and canteen services.
2. GST Registration-Delhi State.
3. PAN card.
4. EPF and ESI registration.
5. Certificate from the office where the canteen & catering facility is being satisfactorily provided by the tenderer, issued by an officer not below the rank of Dy.Director.
6. The audited balance sheet duly certified by CA.
7. An Affidavit that the tenderer has not been convicted in any legal or judicial proceedings by any court of law in India.
8. Income Tax Assessment Order or Acknowledged ITR.
9. The Contractor should have at least minimum one year experience for running canteen & catering services.
10. The Contractor should have minimum turnover of Rs. 1, 00,000/-per annum.
11. EMD of RS. 12,000 in the form of DD in favour of Director, Allahabad Museum, Allahabad.

I have read the terms and conditions and agree to abide with the same

Date:

Signature

Complete address of the company/ stamp

License/Price Bid:

This shall be submitted in a separate sealed envelope and the same shall be opened only if the agency is found successful in technical bid, on an assigned day to be intimated in due course.

S.No.	Details	Amount per month (Amount must of quoted both in words & figures)
1	License fee excluding electricity and water charges	

The minimum reserve license fee is Rs. 5,000/- per month excluding electricity and water charges. Any bid below it shall not be considered.

Dated:

Signature

Complete address of the company/ stamp

ANNEXURE – IV

PERMISSIBLE BRANDS OF CONSUMABLES

ITEM	BRAND
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Mother's or Priyaor Tops
Atta	Aashirvad, Pillbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest/Britania make
Jam	Kissan, Nafed
Milk	Toned milk of Mother Dairy, Delhi Milk Scheme
Paneer	Amul/Mother Dairy
Tea	Brook Bond, Lipton, Tata
Coffee	Nescafe, Rich Bru
Biscuits	Britania, Parle, Good Day
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell – all varieties
Mixtures/Chips	Haldiram/Bikaner
Mineral Water	ISI marked Kinley/Bisleri/Ganga
Besan, Dal	Rajdhani
Rice	Basmati
Cold Drinks	Pepsi, Coke etc.
Juices	Real, Tropicana
Lemon Water	Hello
Sweet	Bikaner, Haldiram

The Contractor may use any other brand after obtaining prior approval from MEA.

**TENDER FOR PROVIDING CANTEEN SERVICES
AT ALLAHABAD MUSEUM ALLAHABAD**

FINANCIAL BID

TEA/COFFEE/COLD DRINKS/MINERAL WATER

S. No.	Item	Rate (Rs.)
1.	One Cup tea (Readymade) - 125 ml	
2.	One Cup tea readymade (Special) – 125 ml	
3.	One cup tea (Taj Mahal Bags) - 125 ml	
4.	Half set tea comprising two cups of tea (Ordinary)	
5.	Full Set tea comprising four cups of tea (Ordinary)	
6.	Half Set tea comprising two cups of tea (Special)	
7.	One cup coffee (readymade) - 125 ml	
8.	One cup coffee (espresso) - 125 ml	
9.	Half set coffee comprising two cups of coffee	
10.	Mineral Water (any brand, size/weight)	MRP
11.	Cold Drinks (Any brand, size/weight)	MRP

SNACKS/BISCUITS

12.	One Samosa - 70 grams	
13.	One Bonda - 70 grams	
14.	One Dal Vada - 70 grams	
15.	One Chana Vada - 70 grams	
16.	One Gobhi Pakora - 70 grams	
17.	One Half-piece Bread Pakora	
18.	One Full piece Bread Pakora	
19.	One piece Sambhar Vada – Vada weighing 70 grams	
20.	Two piece Sambar Vada – each vada weighing 70 grams	
21.	One Vegetable Cutlet - 70 grams	
22.	One piece bread slice (big size)	
23.	Two big size bread butter	
24.	One Egg Boiled	
25.	One Egg omelette and two big slices	
26.	Two pieces Vegetarian Sandwich – Big size bread pieces	
27.	Biscuits – All good quality biscuits	MRP

LUNCH

28.	One Roti (Tawa) - 70 grams
29.	One Roti Tandoori - 100 grams
30.	One Katori Dal - 200 grams
31.	One Katori Chhole - 200 grams
32.	One Katori Rajma - 200 grams
33.	One Katori Kadhi Pakora (with 02 piece pakoras) - 200 grams
34.	One Katori Seasonal Vegetable - 200 grams
35.	One Katori Kofta Curry with two pieces koftas - 200 grams
36.	One Katori Aalu Matar - 200 grams
37.	One Katori Baingan Bharta - 200 grams
38.	One Katori Mixed Vegetable - 200 grams
39.	One Katori Dahi - 200 grams
40.	One Katori Raita - 200 grams
41.	One Katori Dahi Vada (02 piece vada) - 200 grams
42.	One Katori Matar Paneer - 200 grams
43.	One Katori Kaju Korma - 200 grams
44.	One Katori Palak Paneer (with 02 pieces of Paneer) - 200 grams
45.	One Katori Nutri Paneer - 200 grams
46.	Half Plate Rice (Basmati)/ Pulao - 200 grams
47.	Full Plate Rice (Basmati)/ Pulao - 400 grams
48.	One Katori Egg Curry (02 eggs) In chickens curry
49.	Half Plate Meat (02 pieces) (Mutton)
50.	One Plate Chicken Masala (02 pieces)
51.	One Plate Butter Chicken (02 pieces)
52.	One Plate Mughlai Chicken (02 pieces)

SWEETS/ICE CREAM

53.	One piece Gulab Jamun - 60 grams	
54.	One Piece Burfi - 60 grams	
55.	One Piece Rusgulla - 60 grams	
56.	Ice-Cream (Any brand and weight) one scoop	MRP

**RATES FOR
OF ALLAHAB AD MUSEUM OFFICIAL MEETINGS/PROGRAMMES**

Sl. No.	Items
1.	Ordinary Lunch
2.	Special Lunch
3.	High Tea
4.	Tea in Evening Programmes
5.	Tea/Coffee with two Samosas/Bondas/Cutlets
6	Tea/Coffee with biscuits – 2 types
7	One cup tea
8	One cup coffee
9	Pastry/ Sweet

MENU FOR OFFICIAL LUNCH ETC.

S. No. Items

1. ORDINARY LUNCH

1. Plain Rice
2. Chapati/Puri
3. Dal
4. Seasonal Veg.
5. Paneer
6. Meat/egg curry/shami kabab/fish curry
7. Raita
8. Salad
9. One seasonal fruit/sweet dish

2. SPECIAL LUNCH

1. Cold drink
2. Soup
3. Pulao
4. Poori/Roti
5. Dal
6. Seasonal Veg.
7. Paneer Dish
8. Meat/egg curry/shami kabab
9. Butter Chicken/Mughlai Chicken/Chicken curry
10. Raita/Dahi Vada
11. Salad
12. Chatni
13. Ice-cream/fruit Cream

3. HIGH TEA

1. Tea/Coffee
2. Wafer
3. Cutlets(2)
4. Pastry / Sweet

5. EVENING TEA

1. Tea/Coffee with two Samosas/Bondas/Cutlets
Tea/Coffee with Biscuits - 2Types
One Cup Tea
One Cup Coffee

S. No. VEGETARIAN LUNCH

1. Soup
2. Pulao/Fried Rice
3. Roti/Poori/Nan/Parantha
4. Dal Makhani/Rajma/Chhole
5. Seasonable Veg.
6. Malai Kofta
7. Shahi Paneer/Palak Paneer/Kaju Korma/Matar Paneer
8. Dahi Vada/Raita/Dahi Plain
9. Green Salad/Plain Salad
10. Achar/Papar/Chatni
11. Kheer/Fruit Custord/Gulab Jamun/Ice-Cream

NON-VEGETARIAN LUNCH

1. Soup
2. Pulao/Fried Rice
3. Roti/Poori/Parantha/Nan
4. Rajma/Chhole/Dal Makhani
5. Seasonal Veg.
6. Malai Kofta etc.
7. Shahi Paneer/Palak Paneer/Kaju Korma/Matar Paneer
8. Dahi Vada/Raita/Plain Dahi
9. Butter Chicken/Masala Chicken/Muglai Chicken
10. Meat Curry/Keema Kaleji/Shami Kabab/Grill
Meat/Fish Fried
11. Salad/Papar
12. Ice-Cream/Fruit Cream
13. Tea, Coffee with Biscuits two types