

## **EXPRESSION OF INTEREST**

### **I. Introduction**

The Haryana State Cooperative Supply and Marketing Federation Limited (hereinafter referred as "HAFED") is the largest cooperative federation in the State of Haryana serving the interest of farmers and people of Haryana since 1966. Hafed has approx. 375 employees working at its Head Office at Sector-5, Panchkula.

Hafed intends to invite sealed Applications for the running of Office Canteen in Hafed Corporate Office Building Sector-5, Panchkula, for a period of **one year which may be extended from time to time**. The interested parties which fulfill the terms and conditions as detailed below, may submit their proposal in the technical application performa annexed as **Annexure-I** as per eatable items list with Rates annexed as **Annexure-II**.

### **II. TERMS AND CONDITIONS OF EOI :-**

#### **(A) ELIGIBILITY CRITERIA**

1. A sum of Rs.25,000/- as Earnest Money is to deposited by the contractor in the shape of Bank Draft in favor of "Haryana State Cooperative Supply & Marketing Federation Ltd", payable at Panchkula on any scheduled bank or through RTGS/NEFT in Bank account No.34060275519, IFS Code: SBIN0009926, State Bank of India, Chandigarh.
2. The contractor will submit a Copy of PAN number.
3. The contractor will submit a Copy of FSSAI License.
4. The contractor will submit a copy of GST number.
5. The contractor should have minimum experience of one year for Running office Canteen/ Food court/ Franchise of eatables / catering. (Attach the documentary proofs of experience and ownership in the related field.)

#### **(B) GENERAL TERMS & CONDITIONS :-**

1. The contractor will arrange the equipment like Coffee Machine, Hot Case, Juicer, Digital weighing Scale, Deep Freezer/Preservation-cum-Showcase at his own cost.
2. If contractor wants to add any product other than those mentioned at Annexure-II, it may be done, however he shall be required to obtain prior approval of the same & its rate from the Hafed.
3. The Contractor has to provide the quality food as per specification. Inspection of the food items/ eatables can be done by any officer or Committee as may be authorized by the Managing Director, Hafed.
4. If required, Hafed Consumer Products will be provided to the contractor at the rates applicable to Hafed employees.

5. The contractor will use only reputed brands for the various eatable/beverages. Powdered Sugar will not be used.
6. The EMD of successful applicant will be converted into Security which shall remain with Hafed till the contract period and Hafed shall not be liable to pay any interest on the Security,
7. The Crockery, cutlery, and disposable cups, plates etc provided by contractor will be of good quality and as per sample to be approved by the Committee.
8. The disposable cups, plates etc to be used shall be of food grade quality and bio-degradable in nature.
9. Contractor will display the rate list in the Canteen Premises.
10. The contractor should assess the likely requirement of Tea, Lunch, Snacks etc. required for each day. No assurance will be given for the minimum amount of business on lunch, tea, snacks etc.
11. The dining tables, chairs, kitchen, equipments, utensils, crockery & cutlery shall be kept neat & clean before & after its use.
12. Sanitation and hygienic conditions in the dining hall, kitchen & adjoining bath room etc. will be the responsibility of the contractor.
13. Hafed shall have no liability for the employees of the contractor.
14. The chairs and tables will be supplied free of cost to the contractor. The contractor will be responsible for its proper maintenance. But the contractor will not use the heater hot plates, induction running on electricity for preparation of food in the canteen.
15. The Contractor will provide neat & clean aprons, dresses to the Staff engaged in services of tea etc. to the officers/officials.
16. Any damages caused to Hafed for running of canteen shall be recovered from the contractor and he will ensure that all the furniture/fixtures is maintained at all times and handed back to Hafed in sound condition.
17. None of the worker of contractor will be allowed to stay in Hafed office canteen at night.
18. The eatables prepared/supplied by the contractor to the Staff should be of good quality/standard. In case it is established that sub standard material is being used in preparation/supply of eatables, Hafed shall be at liberty to terminate the contract and forfeit the Security besides taking legal / criminal action against the Contractor as per law.
19. The timing of canteen will be from 8.00 AM to 6.00 PM on all working days. This can be revised by Hafed at any time.
20. The Contractor will prepare food in the kitchen and no outside prepared food shall be allowed to be served through the canteen.

21. The performance will be reviewed by Hafed from time to time and if it is found unsatisfactory at any point of time, the contract shall be terminated by giving a One Month notice and Security deposited shall be liable to be forfeited.
22. The contract can also be terminated by any of the party at any point of time during contract period by giving three months notice in writing. However if the contractor backs out during the contract period without any justified reason his security shall be liable to be forfeited.
23. Hafed shall be at liberty to draw food samples at any time. Further, any food regulatory authority shall also be free to draw food sample at any time and any legal/criminal liability arising in the event of food samples found substandard shall be of the contractor and action deemed fit shall be initiated.
24. The contractor will be responsible to abide by all the applicable laws of land and he himself will be responsible for any violation. Any liability of the workers of the contractor will lie with Contractor and Hafed will have no liability on this account.
25. The contract may be extended from time to time subject to satisfactory services at the sole discretion of the Managing Director Hafed.
26. Managing Director, Hafed reserves all rights to accept or reject any or all the tenders without assigning any reason.
27. No rent, Electricity and Water charges for Canteen premises shall be charged from the contractor.
28. At the time of applying for the tender, the contractor shall demonstrate the work force viz cooks, helpers, serving boys etc. in the tender and shall ensure their presence at all time.
29. There are approximately 370 officers/officials working at Hafed Head Office, Panchkula that are required to be catered to by the contractor. Refreshment coupons are provided in case of officials and bills are reimbursed to the canteen contractor in case of officers on a monthly basis and as per their entitlements. In addition, canteen services are also availed for providing refreshments during office meetings as and when required. Cash sales over and above the monthly entitlement to officers/officials will be made to the contractor.
30. In case there is a tie up among the tenderer in relation to total points earned then the contract will be allotted by draw of lots in presence of the concerned tenderers who wish to be present.

The interested parties should submit the complete EOI document duly **filled in and signed on each page** including Annexure-I and Annexure-II or any other document attached with EOI, as a token of acceptance of the terms and conditions of the EOI in sealed envelope, failing which the proposal shall be rejected.

### **III. ARBITRATION**

In case of any dispute arising between contractor & Hafed in this contract, the same shall be subject to arbitration by the Managing Director, Hafed whose decision shall be final and binding on both the parties.

**Documents Required to be enclosed**

- Earnest Money Rs.25,000/- with detail of RTGS
- PAN No. (Self attested Copy)
- FSSAI Licence (Self attested Copy)
- Document in support of Experience of Running Office Canteen / Food Court / Franchise of eatables / catering.
- Document in reference to Manpower engaged
- Turnover certificate duly verified by Chartered Accountant.

**TECHNICAL BID PERFORMANCE**

1. Name and address of the party:

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Mobile No. ....

Phone No. ....

E-mail ID .....

2. Detail of Earnest money Deposit:

Name of Bank \_\_\_\_\_ Amount \_\_\_\_\_

DD No. \_\_\_\_\_ Date \_\_\_\_\_

**OR**

RTGS UTR No. \_\_\_\_\_ Date: \_\_\_\_\_ (enclose copy)

3. **Information regarding Income Tax:-**

PAN No.: \_\_\_\_\_ (enclosed a self attested copy of PAN)

4. GST No.: \_\_\_\_\_ (enclose copy).

5. WORK EXPERIENCE (No. of years):  
(Enclose documentary evidence)

6. Bank Account Detail: \_\_\_\_\_

Name of bankers, addresses & Telephone Nos.

7. No. of persons to be deployed for running the canteen.

i) Manager \_\_\_\_\_ ii). Cook \_\_\_\_\_

ii) Helpers \_\_\_\_\_ iv) Serving Boys \_\_\_\_\_

8. Whether the tenderer agrees to provide desk- to desk service for providing refreshments in the office (Additional 20 points shall be earned by the tenderer who agrees to provide desk service).

Yes/No

9. Turnover for the last financial year 2022-23.

Financial Year	2022-23
Turnover	

10. Work Experience (Number of Years)\_\_\_\_\_ (enclosed documentary evidence).
11. Whether your firm was blacklisted during the last five years by Hafed or any other Public Sector/Government/Quasi-Govt. Organization/any other client (Provide affidavit ) Yes/No
12. Complete EOI document and all enclosures (duly self-attested under seal) Yes/No

Signature:.....

Name : .....

Capacity in which  
Signing .....

Name of the Firm: .....  
.....  
.....  
Stamp of the Firm:.....

**List of eatable Items.****ANNEXURE-II**

Contract for running of Canteen Hafed Corporate Office, Sector-5, Panchkula. Respective contractor have to provide eatable items as per term and condition and rates indicated against each item. The List of eatable items with rates is as under:-

<b>SR. NO.</b>	<b>DESCRIPTION OF FOOD ITEMS</b>	<b>COSTING (Rs.)</b>
<b>1</b>	Stuffed Aloo, Muli Gobhi, onion Prantha with Pickle (per piece)	20
<b>2</b>		
<b>3</b>	Curd (Vita)	On MRP
<b>4</b>	<b>Veg. Thali</b> (i) 2 Chapattis + Rice, one Mix Vegetable, dal/Kadhi/Rajma/Chole (as per day menu), Raita, Salad. (ii) 4 Chapattis, one Mix Vegetable, dal/Kadhi/Rajma/Chole (as per day menu), Raita, Salad. (iii) Rice, one Mix Vegetable, dal/Kadhi/Rajma/Chole (as per day menu), Raita, Salad.	60
<b>5</b>	Channa Bathura (per plate)	40
<b>6</b>	Kadi Rice/ Rajma Rice/ Chole Rice (per plate)	50
<b>7</b>	Mix Vegetable/Dal/Kadhi/Rajma/Chole (Per Bowl)	20
<b>8</b>	Tawa Chapati Plain/Tawa Chapati Butter (per piece)	5/8
<b>9</b>	Tea ( per cup )	10
<b>10</b>	Hot Coffee (per cup)	15
<b>11</b>	Fresh Lime Soda (per glass)	30
<b>12</b>	Tomato Soup (winter) (per bowl)	40
<b>13</b>	Samosa (one piece)	10
<b>14</b>	Pinni (VITA)	On MRP
<b>15</b>	Bread Pakora Stuffed (per piece)	15
<b>16</b>	Aloo Patty (per piece)	15
<b>17</b>	Paneer Patty (per piece)	20
<b>18</b>	Branded Biscuits/Chocolate/Chips	On MRP
<b>19</b>	Pastry Pudding/Cake Cups (per piece)	30
<b>20</b>	Gulab Jamun (per piece)	10
<b>21</b>	Kheer (VITA)	On MRP
<b>22</b>	Cold Drink, Mineral Water, Lassi (VITA)	MRP
<b>23</b>	Mattar/Mathi 250gm/Per piece	40/5
<b>24</b>	Idli Sambhar/Vada Sambhar (2 Piece)	50
<b>25</b>	Masala Dosa with Sambhar (1 Plate)	90

## **SELECTION CRITERIA**

### **Points**

Selection will be made on the basis of maximum points earned by the tenderer. The bifurcation of points is as below:-

1. 10 Points for each year of work experience duly demonstrated by way of documents shall be given to the contractor but not exceeding 50 marks for five years in total. **(50)**
  
2. Additional 10 points shall be given to the tenderer who produces a Satisfactory quality/service report from the organization (public/private sector/university) in which the tenderer is giving their services. (attach documentary evidence). **(10)**
  
3. Additional 20 points shall be given to the Contractor/Tenderer who agrees to provide desk service to employees by giving acknowledgment in the tender documents **(20)**
  
4. Turnover during the financial year 2022-23.

10 Lac to 15 Lac	(5)	
Above 15 Lac and upto 25 Lac	(10)	<b>(20)</b>
Above 25 Lac and upto 40 Lac	(15)	
And above 40 Lac	(20)	

<b>Total</b>		<b>(100)</b>
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