

PROCUREMENT PROCEDURE OF CPRI (NON WORKS)

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 Page No.: 1 of 2
 Section : Formats
 Topic : e-Tender Technical Specification Document

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CPRI

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Section II -Technical Specification

Tender Enquiry No: STDS/12-1/2019-20/PUR/ADM/G-2662/

Name of Service : Corporate Canteen Service at STDS, Bhopal.

Note :The Offers should be submitted only in this format otherwise the offer will be liable for rejection

A detailed technical catalogue/literature/phamplet and any other technical details shall be sent in hard copy in a sealed cover superscribing enquiry number and due date so as to reach the following address with in the due date and time. This is very much essential to evaluate your offer.

Name of the Vendor

Indent Number and Date

Sl.No.	Parameters	CPRI Specification/Requirements	Quantity	To be completed by the Bidder	
				Guaranteed Technical Particulars (GTP)	Deviation/Remarks Specify if any
1	Place where food materials to be prepared	CPRI Staff Canteen, Govindpura, Bhopal	Breakfast, Snacks (100Nos.), Meal Daily 150 Nos. Each Morning & Evening tea/Coffee 300 Nos daily.		

2	For Term and Condition Refere Tender Documents		
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Profile of the bidder - Basic Information

Sl. No	Particulars	To be filled by the bidder	
1	Name of the bidder / firm / organization / company		
2	Type of firm/organization (Proprietorship/ Partnership/ Private Ltd etc. (Furnish copies of partnership / Memorandum of Association etc.)		
3	Name of the proprietor / partners / of the firm		
4	Year of Incorporation / registration		
5	Registered address of the firm		
6	Name, designation, telephone nos., email of the contact person / authorized signatory		
7	License for providing catering services (Registration under Shops & Estt. Act) obtained (Yes / No)		
8	Trade Licence from FSSAI (Yes / No)		

9	<p style="text-align: center;">Details of Registration (Firm, Company etc)</p> <p>a) Registering Authority</p> <p style="text-align: center;">b) Date</p> <p style="text-align: center;">c) Number</p>	
10	<p style="text-align: center;">Registration Nos. under various Statutory Acts viz. VAT, Service Tax, EPF, ESIC, Labour License (copy of registration certificate to be enclosed)</p>	
	VAT	
	Service Tax	
	Provident Fund	
	ESIC	
	Labour License	
	Professional Tax	
	PAN (Copies of income-tax returns for last 3years to be enclosed)	
11	<p>Whether registered / empanelled with any of the Govt., Semi Govt., MES, Govt. Undertaking, Public Sectors etc. As approved vendors and if so, furnish details</p>	
12	<p>Whether involved in any litigation earlier with any organization? If so, please submit the details.</p>	
13	<p>Any civil suits pending in any of the works executed? If so, furnish details.</p>	

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Any other information which the bidder feels relevant.

(Signature of Bidder with Seal)

Name :

Seal :

Address :

Phone No. :

Date :

Profile of the bidder - Experience

A) List of similar works being executed presently by the Bidder

Sr.no	Name & Address of the organization for whom the work was executed along with contact persons and their telephone nos.	Nature / Type of the work	Maximum no. of persons catered on single day	Value of the work executed (INR)	Duration of the Contract with commencement and expected date of completion
1					
2					
3					

Note: Copies of the work orders should be enclosed

B) List of similar works already executed/completed by the Bidder during the last 5 years

Sr.no	Name & Address of the organization for whom the work was executed along with contact persons and their telephone nos.	Nature / Type of the work	Maximum no. of persons catered on single day	Value of the work executed (INR)	Duration of the Contract with commencement and expected date of completion
1					
2					
3					
4					
5					

Note: Copies of the work orders and performance certificate from Past/ Present Clients (if any) should be enclosed

(Signature of Bidder with Seal)

Name :

Seal :

Address :

Phone No. :

Date :

CHECK LIST/INPUTS FOR ENABLING TECHINICAL EVALUATION

Sl.No.	Information to be provided	To be filled by the Bidder	For office use only
1	Annual Turnover (in Lakhs)		
2	Trained Man power on roll		

3	Experience of running Catering services (in years)		
4	Volume of work done during last three financial years as specified in Eligibility Criteria in the NIT.		
5	No. of Trained Supervisory staff in the field of Catering		
6	ISO Certification of the firm . If, Yes, A copy of the Certificate may be enclosed.		
7	Self-attested documents certifying all statutory compliance is duly enclosed		
8	Physical inspection of their establishment (Base Kitchen) for food quality, food quantity, cleanliness, services etc.		
9	To obtain feedback on the past/present performance from the clients of the bidder.		
10	Financial Performance of last 3(three) years of the bidder.		

Note: Photo copies of all necessary documents duly self-attested must be attached for verification of the information provided.

(Signature of Bidder with Seal)

Name :

Seal :

Address :

Phone No. :

Date :

CHECK-LIST FOR TECHNICAL BID FOR CATERING SERVICES

Sl.no	Document asked for	Page Number at which document is
1	Forwarding letter (as per proforma given) on the letter head of the bidder as per Annexure-5	
2	Bid Security (EMD) of INR(INR.....) in the form of FDR/DD/Bank Guarantee issued by any scheduled commercial bank in favour of Accounts Officer, CPRI valid for 60 days beyond the Tender validity period.	
3	Profile of the bidder (as per proforma given) duly filled	
4	A complete set of tender document (Technical Bid) as uploaded, duly filled and signed by the bidder (including Annexure 1,2,3,4,)	
5	Price bid	
6	Oneself-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, and address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
7	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
8	Self-attested copy of Service Tax Registration No.	
9	Self-attested copy of valid Registration number of the firm /agency.	
10	Self-attested copy of valid Provident Fund Registration number.	
11	Self-attested copy of valid ESI Registration No.	
12	Self-attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970.	
13	Proof of experience of last three financial years as specified in the NIT along with satisfactory performance certificates from the concerned employers.	
14	Income tax annual returns of previous three years supported by audited balance sheet	

15	Anyother documents, if required.
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Please indicate the minimum number of Manpower proposed to be employed in the Canteen for daily services in the following table.

Sl.no	Activity	Works Descriptions	Number of Manpower Male / Female
1	Cooking	Cooking and associated food preparation activities at CPRI end. (Main cook must have an experience of 3-5 years for having cooked for 150 persons)	
2	Handing out of meal plates & Dining Area Service	For smooth functioning of food dispensing system & to supply water during breakfast, lunch and tiffin at the canteen.	
3	Washing / Cleaning	To remove plates and clean dining tables immediately after use. To clean plates, tumblers etc. free of oil and moisture when serving food To clean cooking vessels free of oil To clean kitchen items & flooring To clean dining areas and canteen premises To clean hand wash area - (the floor should be kept and maintain dry and free from water)	
		Total	

(Signature of Bidder with Seal)

Name :

Seal :

Address :

Phone No. :

Date :