

OFFICE OF THE
DIRECTOR GENERAL OF POLICE,
HIMACHAL PRADESH, POLICE HEADQUARTER,
SHIMLA-171002

TENDER NOTICE:-

Sealed tender /quotations are called from interested parties/ firms to run the Two canteens in "A" & "C" Block of PHQ and Khalani . The form can be collected from the O/O Supdt. Welfare Branch PHQ Room No. 206 Block "C" PHQ on any working day from 10 A.M.to 5 P.M. or can be downloaded from H.P. Police website www.hppolice.gov.in along -with other detailed terms & conditions the last date for the receipt of tenders/quotations will be 25.05.2018 upto 1 P.M. and the quotations will be opened on same day at 3 P.M

TERMS AND CONDITIONS: -

1. The rates will remain valid for a period of one year from the date of acceptance of bid which can be further extended for a period of another one year by the competent authority if mutually agreed. The tender, letter of intent awarding the work and Agreement shall form part of the contract. The rates of each item have been mentioned in Annexure VII.
2. The tender shall be bound to perform the assigned catering jobs as mentioned. He/She shall also be bound to perform any other assigned catering jobs even though the same may not have been included in the description of services. The charges for these extra services shall be settled mutually between the said caterer and PHQ.
3. The Security/ deposit of Rs.5000/-(Rupees Five thousand only) in the form of Bank Guarantee of in the shape of Bank draft will be liable for forfeiture in case of premature termination of contract by the tender without giving due notice, and/ or in case of termination by PHQ for any reason amounting to breach of contract by the successful tender of any other grace misconduct. However, on completion of the agreement

satisfactorily, the security deposit will be refunded to the agency with 60 days of the successful completion of contract, on receipt of final clearance of all dues and obligations.

4. PHQ reserves the right to recover/ adjust any amount which may be due from the tender from their earnest money, security deposit and against any payment due to them from PHQ.
5. The tendered (hereinafter also called caterer) shall not appoint sub-catering contractor to carry out any obligations under the contract.
6. The tender shall ensure uninterrupted supplies of service as agreed herein.
7. The Caterer shall also ensure effective supervision of the catering services for efficient service in all the locations.
8. Caterer shall engage only such persons who are disciplined, have good character and medically fit and are above 18 years and below the age of 58 years. If any discrepancy with regard to above comes to the notice of PHQ and on written instruction from PHQ, the caterer shall have to immediately dis engage such persons from performing any of the duties in any of PHQ premises without any extra cost/liability, if any to the PHQ.
9. Any sum of money due and payable to the caterer (including security deposit) under this contract may be appropriated by PHQ and set off the same against any claim of PHQ for payment of a sum of money arising out of any contract made by caterer with PHQ.
10. Successful tenderer will be awarded the contract for period of one year, which may be extended by another year by mutual agreement.
11. The successful tenderer shall not use electricity for preparation of food in the campus.
12. Intoxication is strictly prohibited in office premises.
13. PHQ reserve right to reject any bid without assigning any reason.

14. PHQ may terminate the contract due to any breach of terms and conditions at the risk and cost of the bidder.
15. The tenderer shall employ well trained cooking staff and waiters.
16. The quantity and quality of raw material and finished product shall be checked by a committee formed by the PHQ. If the quality/ quantity is below standard then it shall be rejected forthwith at the cost of contractor.
17. Any deficiency in service shall make this contract liable for termination.
18. The contractor shall ensure payment of all statutory taxes etc. and shall be wholly responsible for any default.
19. Timing for canteen should be from 09:AM to 06:00 PM
20. Supplying tea during lunch time also.
21. The staff employed should be in proper and clean uniform which may be decided by bidder in consultation with PHQ.
22. Weekly menu and rate list should be displayed in the canteen in kitchen.
23. The contractor shall be responsive for proper cleanliness in the canteen in kitchen,
24. Professional cook for preparing eatables and beverages should be employed.
25. Supply of eatables should be preferably through coupons.
26. Tea should be supplied/ served in flasks/ kettles.
27. Provision of complaint/ suggestion book in the canteen should be ensured.
28. Utensils/ crockery for preparing good grade quality. All utensils may be kept neat & clean.

29. A canteen committee shall be constituted by the competent authority under the control of store purchase officer to check the quality/ service of canteen regularly.
30. The Contractor shall be responsible to deposit EPF,ESI and service tax etc that are applicable to run the canteen and shall abide by all labour laws.
31. Any violation of the above mentioned condition, the security will be forfeited .
32. List of items and their rates. In case of damage or loss the amount will be recovered for the contractor.
33. Separate sub meter for electricity to be paid by contractor.
34. Monthly license fee Rs:500/-.

For Director General of Police,
Himachal Pradesh, Shimla-02

Endst. No. Wel.1(Canteen)2018-18750-54 dated:- 10/5/18 .
Copy for displaying the tender notice in the Notice Board off-

1. Himachal Pradesh Secretariat Shimla-02
2. The Deputy Commissioner's office, Shimla-1
3. The Municipal Corporation Office, Shimla-1
4. SP/Shimla for wide publicity through PSs &PPs.
5. The Dy.SP.(SCRB) Khalini Shimla-2

For Director General of Police,
Himachal Pradesh, Shimla-02

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