

Mo 15/11/20


dt 9-6-2020

**OFFICE OF THE SUPERINTENDENT OF POLICE,
SHIMLA DISTRICT SHIMLA H.P.**

**INVITATION OF TENDER FOR OUTSOURCING THE SERVICES OF
"COOKING FOOD" FOR POLICE PERSONNEL IN THE VARIOUS
ESTABLISHMENTS OF SHIMLA DISTRICT POLICE.**

Sealed tenders/Quotations are hereby invited from the firms who are having good experience and interested to provide the services of "Cooking Food" to the Police officials posted in the following establishments of this District for the period of one year from the date of agreement/contract:-

Sr.No.	Name of Police Station/ Police Posts	No. posts
1.	P.S Nankhari	01
2.	P.S. Sunni	01
3.	P.S. Kupvi	01
4.	Women P.S. Shimla	01
5.	Police Station Deha	01
6.	Police Post Sainj	01
7.	Police Post Khadralla	01
8.	Police Post Takletch	01
9.	Police Post Jalog	01
10.	Police Post Jangla	01
11.	Police Post Lakkar Bazar	01
12.	Police Post Kasumpti	01
13.	Police Post Jutog	01
14.	Police Post Summerhill	01
15.	Police Post Junga	01
16.	Police Post Sanjauli	01
17.	Police Post Fagu	01
18.	Police Post Jeuri	01
19.	Police Post Sarahan	01
20.	Police Post Narkanda	01
21.	Police Post City Rampur	01
22.	Police Post S/Nagar	01
23.	Police Post Dodra Kavar	01


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24.	Police Post Marawag	01
25.	Barrier Sawar Kuddu	01
26.	Police Check Post Tango Romaio	01
27.	Police Post Tikkar	01
28.	Police Post Shogi	01

The Tenders/quotations will be received on or before 29.6.2020 upto 05 PM in the Office of the Superintendent of Police, Shimla District Shimla and shall be opened on 30.6.2020 at 3.00 PM in the presence of all tenderers or their authorized representatives who wish to be present.

The sealed envelope containing tender /Quotation should be addressed to "The Superintendent of Police, District Shimla HP" and must be subscribed at the top of envelope as "**Tender /Quotation for providing Cooking services**" and also name of tenderer be mentioned on the reverse of the envelope.

Following documents, giving full details are as under:-

1. Technical Bid
2. Financial Bid

Annexure- I

Annexure -II

(Annexure-I & II can be seen/
Download at PHQ website hppolice.gov.in)

The Terms & Conditions of the services are as specified below:-

Terms & Conditions:

1. Providing of services of food in Police Messes, serving of food to Police Officials cleaning of mess utensils/articles etc. will be the scope of work.
2. Daily providing of services of food as per mess menu i.e. in the morning from 9.00 AM and in evening from 7.00 PM.
3. Neat & clean cloths shall be wearing by the food provider and will also use apron in mess. Special attention will be paid toward personal hygiene.
4. No. advance payment of any kind will be made.
5. In case of failure to provide services of cooking food, equated amount per day of the monthly payment shall be deducted.
6. **Continuous failure for 03 days** shall leads to termination of work, agreement and amount due in favour of service provider shall be forfeited.
7. For any dispute arising out of work agreement, decision of the Superintendent of Police, District Shimla shall be final and binding upon the service provider.
8. The Superintendent of Police, District Shimla reserves the right to cancel the contract/work agreement or to withhold the payment in the event of unsatisfactory performance.
9. The service provider may withdraw from work agreement by giving one month prior written notice.
10. This contract is only for one year on outsource basis for providing of services of cooking food and will not be regularized in future.
11. Service provider will provide eligible statutory benefits such as ESI contribution, EPF contribution to the worker employees employed by them, by due date.

[Handwritten signature]

12. The staff hired by the service provider will be entitled to the maternity leave as per the provisions of the maternity benefits Act, 1961 and the maternity leave benefits cost shall be borne by the borrowing department to the service provider.
13. The staff of service provider will be entitled to such holidays as may be approved by the department taking into account the requirement of the respective department.
14. Employees/staff hired by the service provider, providing services to Govt. department will be entitled to medical leave of 06 days in a calendar year which will not be carried forward to the next calendar year. The cost of this medical leave would be borne by the concerned Govt. department.
15. In case there is a need for the staff of service providers to travel outside headquarters, the concerned department may allow payment, as part of the service contract for daily allowance upto @ Rs. 130/- per day for travel within the State and Rs. 200/- per day, outside the State.
16. It would be ensured that the outsourced staff is paid by the bank by cheque or by any electronic payment method into his account by the service provider. The payment of salary is to be made by 7th of next month.
17. In case default is found in this regard or there is any complaint from staff of service provider regarding non-payment of wages and benefits, the department shall take necessary action against the service provider.

The undersigned reserves the right to alter or cancel the tender schedule without assigning any reason.

(Omapati Jamwal)IPS
Superintendent of Police
Shimla District Shimla, HP.

Dated 9-6-2020

Endst. No.

47150-69

Copy is forwarded for favour of information and necessary action:-

1. The Director General of Police, HP Shimla -2
2. The Inspector General of Police, Southern Range, Shimla HP.
3. The Deputy Commissioner, District Shimla HP
4. All District Superintendent of Police in HP.
5. The District information & Public Relation Officer Shimla for wide Publicity.
6. The District Labour Officer Shimla District Shimla H.P.
7. The Dy. Supdt. of Police, SCRC with the request to upload above tender notice on the website of PHQ accordingly.
8. Office Head Clerk, Accountant all SHOs & I/C PP's in Shimla District, including Police Lines Kaithu Shimla for wide publicity.
9. I/C DCRB with the direction to upload above tender notice on the website of District Shimla.
10. Despatch Clerk Paste it on the Notice board of this office.

Omapati
Superintendent of Police
Shimla District Shimla, H.P.

Omapati
Superintendent of Police
District Shimla, H.P.

Annexure-II"

Technical Bid:

The tendering Service Providers are required to enclose photocopies of the following documents (duly self-attested) with this Technical Bid, **failing which their bids shall be summarily rejected and will not be considered any further:**

- (a) Copy of the Service Tax Registration certificate of the Service Provider issued by the competent authority;
- (b) Copy of PAN and proof of DGR empanelment;
- (c) Copy of the IT returns filed and Audit Certificates for the last three consecutive financial years duly certified by the Chartered Accountant.
- (d) Copy of the Balance Sheet and Profit and Loss Account for the last three consecutive years certified by the Chartered Accountant.
- (e) Copies of EPF and ESIC registration certificates.
- (f) Copy of the Labour License / Registration under the Contract Labour (Regulation & Control) Act, 1970.
- (g) Certified extracts of the Bank Account containing transactions during previous financial year.
- (h) Experience certificate obtained from Government Department/PSUs or any other organizations of providing cooking service.
- (i) An affidavit to the effect that no case is pending with the police against the Proprietor / Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted.
- (k) Copy of Tender Document with each page duly signed and sealed by the authorized signatory of the Service Provider.
- (l) **Bidders should be registered under GST.**

The financial bids of only those contractors / firms / companies / Cooperative Societies / NGOs will be opened which fulfill the documentation criteria enumerated above.


Important Note:-

1. Please read carefully "Terms and conditions" before filling up this form.
2. Please complete the format in all respect with signature on each page.
3. The Tender Committee reserves the right to accept or reject any application for Technical Bid for the above work without assigning any reason whatsoever.

DECLARATION

I hereby state that the information furnished by me is correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not have dealing with the Department in future.

(Signature of tenderer or authorized signatory with date & seal)


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DECLARATION

" I/We hereby declare that I/we have carefully gone through the terms and conditions of Contract & Tender Documents Bid invited vide letter No. _____ in detail and agreed to the rates submitted by me /us in the above Rate sheet and I/ we agree in full":-

- 1) Signature of the party _____
(Full Name in Block Letters)
- 2) Capacity in which offer is signed: _____
- 3) Full Address _____

- 4) Telephone Number(Office) : _____
(Residence) : _____

PARTICULARS OF SECURITY

FDR No. _____ / Demand Draft No. _____

Dated _____ for Rs. _____

Bank _____ Branch.

Signature of the Bidder
Or the Authorized signatory & Seal


Superintendent of Police
District Shimla, H.P.