

CHANDIGARH 8 JAN MARG, SECTOR 9-D  
HOUSING BOARD CHANDIGARH  
A CHANDIGARH ADMINISTRATION UNDERTAKING

BID DOCUMENT  
FOR  
RUNNING OF CANTEEN IN OFFICE  
BUILDING OF CHANDIGARH  
HOUSING BOARD, SECTOR-9  
CHANDIGARH.

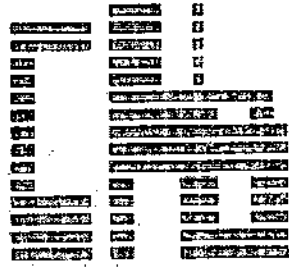
Date of release /publishing of tender 06 / 01 / 2021

Last Date of  
Submission of document : 13 / 01 / 2021

Price Rs.590/-  
[Rs.500 + 18% GST]

Fax: 0172-4601836, 4601837  
Website: <http://etenders.chd.nic.in/micgep>

Tel: 0172-4601703



# CHANDIGARH HOUSING BOARD

A CHANDIGARH ADMINISTRATION UNDERTAKING

## NOTICE INVITING TENDER

Name of work	RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH.
Earnest Money	Rs.10,000 /-
Document Fee	Rs.590/-
Performance Guarantee	Rs.50,000/-
Period of Contract	24 Months



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**CHANDIGARH HOUSING BOARD**

**PRESS NOTICE**

**(To be issued for Publication in Newspapers)**

**Notice Inviting e-Tenders**

Executive Engineer-II on behalf of the Chairman, Chandigarh Housing Board, Chandigarh invites lumpsum rate bids through e-Procurement process for Running of canteen in office building of Chandigarh Housing Board Sector-9 Chandigarh on Contract Basis from the the Agencies/ Firms/ Contractors who have experience of running Canteen / catering services in the last seven years ending last date of month previous to the one in which tenders are invited any of the Departments/Autonomous Institutions/ Universities/ Public Sector Undertakings etc.

**Earnest Money:- Rs.10,000 /-; Document Fee:-Rs.590/-; Period of Contract:- 24 Months, Last date of submission of bid online is 13/01/2021, Last date of physical submission of bid & date of opening bid is 18/01/2021.**

For detail Milestone dates of Electronic Tendering are given at the website <http://ctenders.chd.nic.in/nicgep>. Tel: 0172-4601703



**CHECK LIST TO ACCOMPANY THE 'ELIGIBILITY DOCUMENTS'**

S. No.	Description	Yes / No
1.	Whether the Earnest Money of Rs.10,000 /- has been submitted on line through e-tendering portal i.e. <a href="https://etenders.chd.nic.in">https://etenders.chd.nic.in</a> .	
2.	Whether the cost of Document of Rs.590/- has been submitted on line through e-tendering portal i.e. <a href="https://etenders.chd.nic.in">https://etenders.chd.nic.in</a> .	Yes / No
3.	Whether definite proof from appropriate authority of having completed satisfactorily similar works during the last seven years ending last day of month previous to the one in which tenders are invited has been attached?	Yes / No
4.	Whether the Letter of Transmittal Form 'A' has been submitted?	Yes / No
5.	Whether the Form 'B' – Details of works completed during last 7 years has been submitted?	Yes / No
6.	Whether the Form 'C' – Performance Report of works referred to in Form-B has been submitted?	Yes / No
7.	Whether the Affidavit (Annexure-I) regarding Non pendency of any criminal proceedings, submission of authentic and valid documents And Confirmation that eligible similar works(s) has/have not been got executed through another contractor on back to back basis have been submitted?	Yes / No
8.	Whether the Power of Attorney (Annexure-II) by applicant in case of Non Consortium members has been submitted?	Yes / No
9.	Whether any additional condition in tender has been quoted?	Yes / No
10.	Whether the Scanned copies of self attested documents related to E.M.D., cost of Document & other eligibility document has been uploaded along with the Bid?	Yes / No
11.	Whether all the statements, documents, certificates, uploaded owning responsibility for their correctness/ authenticity have been signed?	Yes / No
12.	Whether the certificates of registration of GST & acknowledgement up to filled return have been submitted/ Uploaded?	Yes/ No
13.	Whether the Copy of PAN has been submitted/ Uploaded?	Yes / No
14.	Whether the Certificate of registration with EPFO, ESIC and labour license has been submitted/ Uploaded?	Yes / No

**DECLARATION**

I/We \_\_\_\_\_ have carefully gone through all the conditions mentioned in the Bid Document and solemnly declare and affirm that I/we will abide by any penal action of CHB for disqualification or of black listing or determination of contract or any other action as deemed fit, taken by, the Department against me/us, in the event of any of the contents of our this application, the statements, documents, and certificates produced by me/us have been found/declared to be false/fabricated without any liability on CHB.



2. I/We hereby further declare that the Tender has been completed and submitted by us in the manner prescribed in the document and consider myself/ourselves eligible and in possession of all the documents required.

3. I/We have also understood that I/We have to maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items with the tender.

4. I/We hereby also declare that, I/We have not been blacklisted/ debarred/ Suspended/ demoted by any department of Chandigarh Administration or in of any state/Union Territory of the Republic of India for any reasons what so ever.

Date

Signature of the Bidder (s)

(Full name in capitals)

Designation



**CHANDIGARH HOUSING BOARD  
NOTICE INVITING TENDER.**

1.	Executive Engineer-II on behalf of the Chairman, Chandigarh Housing Board, Chandigarh invites lumpsum rate bids through e-Procurement process for Running of canteen in office building of Chandigarh Housing Board Sector-9 Chandigarh on Contract Basis from the the Agencies/ Firms/ Contractors who have experience of running Canteen & catering services in the last seven years ending last day of month previous to the one in which tenders are invited any of the Departments/Autonomous Institutions/ Universities/ Public Sector Undertakings etc		
	<b>Earnest Money (Rs.)</b>	<b>Document Fee</b>	<b>Time Period</b>
	Rs.10,000 /-	Rs.590/-	24 Months
1.2	Applicants who fulfill the following requirements shall only be eligible to apply.		
a)	Should have satisfactorily completed the similar work during the last seven years ending previous day of last date of submission of bid The bidder should furnish certificates regarding successful running the canteen/mess etc from any organizations/institutions etc.		
	"Similar work shall mean "experience of running Canteen & catering services"		
b)	<b>Bidder shall have to furnish an affidavit as per Annexure-I as under :-</b> i) The undersigned hereby certify that there are no criminal proceedings pending/ ongoing in any court of law regarding any work executed by me/us. I/We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities. ii) I/we undertake and confirm that the eligible similar works has/have not been got executed through another contractor on back to back basis. Further that if such a violation comes to the notice of the department then I/we shall be debarred for tendering in CHB in future forever. Also if, such a violation comes to the notice of the department before the date of start of work then the CHB shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee deposited.		
Note	<b>All the documents shall be duly attested &amp; counter signed by the Bidders.</b>		
2.	The intending bidder must read the terms and conditions carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.		
3.	Press Notice for bidder(s) posted on website shall form part of bid document		
4.	Agreement shall be drawn with the successful Tenderer on the prescribed Format. Tenderers shall quote their rates as per various terms and conditions of the said form which will form part of the agreement.		



5.	Bid document consisting of the schedule of items to be done and the set of terms and conditions of the contract to be complied with by the Contractor whose bid may be accepted and other necessary documents. can be seen in the office of the Executive Engineer-II between 11.00 AM. & 3.00 PM from <u>07/01</u> 2021 to <u>13/01</u> 2021 everyday except on Saturdays, Sundays and Public Holidays.	
	i)	Bidder can submit their bid only after depositing Document Fee and EMD online.
	ii)	Rs.590/- (Non-refundable/Non adjustable) inclusive of GST to be submitted online through e-tendering portal i.e <a href="https://etenders.chd.nic.in">https://etenders.chd.nic.in</a> .
	iii)	<p>The EMD required for placing the e-bid shall be Rs.10,000/- to be submitted on line through e-tendering portal i.e. <a href="https://etenders.chd.nic.in">https://etenders.chd.nic.in</a>.</p> <p>The payment may be deposited by bank to bank transfer using SBI MOPS or RTGS/NEFT transfer through <a href="https://etenders.chd.nic.in">https://etenders.chd.nic.in</a> portal.</p> <p>The bidder must upload the copy of UTR No/ Transaction slip on the web site. The hard shall be placed in Envelop 'A'</p>
	a.	<p>Downloading and submission of Tender including Financial Bid will be done by <b>e- Procurement process</b> through the web site of Chandigarh Administration to be indicated in the <b>Press Notice</b>. However, for general information, the <b>Tender Document</b> can also be seen &amp; downloaded from Chandigarh Administration web site <a href="http://etenders.chd.nic.in/nicgep">http://etenders.chd.nic.in/nicgep</a></p> <p>The agency shall upload Scanned copy of documents (duly attested and counter signed by agency) related to Earnest Money Deposit, Cost of Tender Document and 'Eligibility Documents'.</p>
	b.	On opening date, the contractor can login and see the bid opening process.
	c.	<p>Hard copies of the complete e-Tender i. e. 'Eligibility Documents' (except 'Financial Bid') are also to be submitted in sealed 'Envelopes B', duly labeled 'Name of Work', 'Name of Agency' and last date of submission of tender. <b>Envelop 'A'</b> and <b>Envelop 'B'</b> shall be submitted together in another sealed <b>Envelop 'C'</b> labeled with 'Name of Work', 'Name of Agency' and last date of submission of tender.</p> <p><u>Envelop 'C' as mentioned above must be submitted to the Superintendent(Admn.), in Room Number-39, upto 3.30 PM at CHB Block 'A' Chandigarh with in four working days i.e by _____ 2021 from the last date of submission of Online e-Tender mentioned above. Failure to furnish the said original documents will entail rejection of Bid.</u></p> <p>Any Tender submitted through e- Procurement process but without physical submission of document mentioned above and without the acknowledgement of Superintendent (Admn.) will be treated as invalid and shall be rejected without opening. There will</p>

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		<i>be not be any liability on CHB on this account.</i>
	d.	Before proceeding further with the e- Procurement process, the envelope 'A' containing earnest money, cost of document & check list shall be opened first and Envelop 'B' containing 'Eligibility Document' of those agencies whose earnest money & cost of document found in order shall be opened in the office of EE-II, CHB by the committee on the <u>18<sup>th</sup> Dec 2021</u> at <u>4.00</u> Hours
6.		The department reserves the right to reject any or all the prospective applications without assigning any reason and/or to restrict the list of qualified contractors to any number as deemed suitable by it, if too many bids satisfying the laid down criteria have been received.
7.		<b>The bid submitted shall become invalid if;..</b>
	a.	The bidder is found ineligible.
	b.	The bidder does not deposit original EMD and Document fee with Chandigarh Housing Board, Chandigarh as mentioned at S. No. 5 (ii) & (iii).
	c.	The bidder does not uploaded all the documents (including GST registration) as well as physically submission as stipulated in the bid document as mentioned at S. No. 5 (iii) (c).
	d.	If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the bidder in the office of tender opening authority.
8.		The competent authority on behalf of the Chairman, CHB does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason. <b>All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, the same shall be summarily rejected.</b>
9.		The bidder, whose tender has been accepted, will be required to furnish 'Performance Guarantee' of Rs.50,000/- (Rupees Fifty Thousand only) as refundable in favour of the "Chandigarh Housing Board". No interest shall be payable on this deposit. The same will be returned after the successful completion of contract and after adjusting dues if any, of the contractor.
10.		The tenders for the work shall remain open for acceptance for a period of <b>Seventy Five (75) days</b> from the last day of receipt of Technical Bid. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Chairman, CHB shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the re-tendering process of the work.
11.		Any incorrectness / deviation if noticed in the documents submitted by the agency, the same shall be viewed seriously and apart from cancellation of the work/tender, forfeiture of EMD, Criminal action will be initiated including suspension of business.

EE-II  
20/12/21

*[Handwritten signature]*



12.	The tenderer is liable to be blacklisted and the EMD forfeited if he has been found to have misled or has furnished false information in the forms / statements / certificates submitted by him as proof in support of qualification requirements or record of performance such as abandoning of work not properly completed in earlier contracts, inordinate delays in completion of the works etc. etc.
13.	All disputes concerning in any way with this work are subject to Chandigarh jurisdiction only.
14.	Before the last date for submission of Tenders, the Tender Inviting Officer may modify any of the Contents of the Tender Notice, Tender documents by issuing amendment / Addendum.
15.	Any addendum/amendments issued by the Tender Inviting Officer shall be part of the Tender Document.
16.	To give prospective Tenderer reasonable time to take an addendum into account in preparing their bids, the Tender Inviting Officer may extend if necessary, the last date for submission of tenders.
17.	The Executive Engineer will evaluate whether each Tenderer is satisfying the eligibility criteria prescribed in the tender document and declares them as a qualified Tenderer and selected for next stage of opening of Price Bid.
18.	If the technical bid of a Bidder is not satisfying any of the eligibility criteria it will be rejected by the Executive Engineer.
19.	If any alteration is made by the Bidder in the Bid documents, the conditions of the contract, the drawings, specifications or statements / formats or quantities the tender will be rejected.
20.	Bidder shall be scrutinized in accordance with the conditions stipulated in the Tender document. In case of any discrepancy of non-adherence Conditions the Tender accepting authority shall communicate the same which will be binding both on the tender Opening authority and the tenderer. In case of any ambiguity, the decision taken by the Tender Accepting Authority on tenders shall be final.
21.	The Executive Engineer will evaluate and compare the price bids of all the qualified Tenderer.
22.	The Bidder is advised to attach any additional information, which he thinks to be necessary in regard to his capabilities. No further information will be entertained after submission of application unless it is called for by the Board. The Board reserves the right to call for additional information & clarification of information submitted by the Tenderer.
23.	The cost incurred by the Bidder in preparing this application, in providing clarifications or attending discussions/ conferences in connection with this document shall be borne by the Tenderer and the Board in no case will be responsible or liable for these costs, regardless of the conduct or out come of the process.
24.	While execution of the work, if found that the contractor had produced false/ fake certificates of experience he will be black listed and the contract will be terminated.
25.	The department reserves the right to reject any prospective application without assigning any reason.



**LIST OF DOCUMENT TO BE UPLOADED BY THE BIDDERS**

1.	Fee
	i) EMD
	ii) Document Fee
	iii) Check List
2.	Technical Qualification
	i. Letter of Transmittal
	ii. Experience of running canteen & catering services certificate issued by any one of the specified departments/Public Sector.
	iii. Form 'C' Similar works during the last seven years
	iv. Form 'D' Performance Report of works given in Form 'C'. TDS Certificate of works given in Form 'C'.
	v. Complete MOA duly attested by Notary
	vi. Certified copy of the power of attorney by the applicant in case of Non Consortium member as per <b>Annexure-II</b>
	vii. Written commitment letter on the letter head duly signed by the authorized signatory
	viii. Affidavit as per <b>Annexure-I</b> regarding no criminal proceedings and confirmation that eligible similar works have not been got executed on back to back basis
	ix. Certificate of Registration under GST and acknowledgement of up to date filed return
	x. Copy of PAN
	xi. Certificate of registration with EPFO, ESIC and labour license
	xii. Declaration of the integrity Agreement <b>Annexure-IV, IV-A &amp; IV-B.</b>
	xiii. Any other document as specified in the bid document.
3.	Finance
	Financial Bid

**NOTE: -** Hard copies of the documents except Financial Bid listed at Sr. No.3 above shall be submitted by the bidders.



## SECTION - I

### BRIEF PARTICULARS OF THE WORK

Salient details of the work for which Bids are invited are as under:

**Name of work:** RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH

Time allowed	24 Months
Cost of Tender Form	Rs.590/-
Earnest Money	Rs.10,000/-

1. The canteen is located at **CHB office Building Block A Chnadigarh**. Bidders are advised to visit and acquaint themselves with the area where such services are required and its operational requirements
2. General features and major components of the work are as under: -
  - a. RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH .
3. Work shall be performed according to 'General Conditions of Contract .
4. The work in General shall be performed as indicate on the Price Schedule provided in the tender rate list annexed with and the terms and conditions therein.
5. To maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items.



**SECTION - II**  
**INFORMATION & INSTRUCTIONS FOR BIDDERS**

1.0	<b>GENERAL:</b>	
	1.1	Letter of transmittal and forms for deciding eligibility are given in Section III.
	1.2	All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particular / query is not applicable in case of the Bidder, it should be stated as "Not Applicable". The Bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Bids made by telegram or telex and those received late will not be entertained.
	1.3	<b>The physical form of 'Eligibility Documents' should be scanned before uploading and duly self attested.</b>
	1.4	Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
	1.5	References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.
	1.6	The Bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of document unless it is called for by the Employer.
	1.7	The tenderer is liable to be blacklisted and the EMD forfeited if he has been found to have misled or has furnished false information in the forms / statements / certificates submitted by him as proof in support of qualification requirements or record of performance such as abandoning of work not properly completed in earlier contracts, inordinate delays in completion of the works etc.
	1.8	All dispute concerning in any way are subject to Chandigarh Jurisdiction only.
	1.9	The Board is under no obligation to inform the contractor of the reasons of their selection or rejection. Employer's decision in this regard shall be final and binding.

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1.10	If at any stage, it is found that the tenderer has misled or has furnished false information in the forms / statements / certificates submitted by him as proof in support of qualification requirements or record of performance such as abandoning of work not properly completed in earlier contracts, inordinate delays in completion of the works, the tenderer is liable to be blacklisted & debarred from tendering in CHB and the EMD forfeited, Further, if this Contract has been awarded, the same shall be rescinded including forfeiture of EMD and Performance Guarantee.
2.0	<b>DEFINITIONS:</b>
	In this document the following words and expressions have the meaning hereby assigned to them:
	EMPLOYER means the Chairman, Chandigarh Housing Board, acting through the Executive Engineer.
	BIDDER/TENDERER/FIRM/ AGENCY/CONTRACTOR/APPLICANT means the individual, proprietary firm, firm in partnership, limited company private or public or corporation or Joint Venture Company.
	"Year" means "Financial Year" unless stated otherwise.
	CHB/ Board means "Chandigarh Housing Board"
3.0	<b>METHOD OF APPLICATION:</b>
3.1	If the Bidder is an individual, the application shall be signed by him above his full typewritten name and current address.
3.2	If the Bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
3.3	If the Bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case, a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
3.4	If the Bidder is a limited company or a corporation, the application shall be signed by a duly authorised person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The Bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.
4.0	<b>FINAL DECISION MAKING AUTHORITY:</b>
	The employer reserves the right to accept or reject any Bid and to annul the qualification process and reject all Bids at any time, without assigning any reason or incurring any liability to the Bidders.

Handwritten signatures and initials at the bottom of the page.



5.0	<b>PARTICULARS PROVISIONAL</b>	
	The particulars of the work given in Section-I are provisional. They are liable to change and must be considered only as advance information to assist the Bidder.	
6.0	<b>SITE VISIT</b>	
	The Bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to make himself aware of all information that he considers necessary for proper assessment of the prospective assignment.	
7.0	<b>INITIAL CRITERIA FOR ELIGIBILITY.</b>	
	7.1	The Bidder should have
	(i)	(a) Should have a PAN card. (b) Should have a GST No. (c) Should have registration for Employee Provident Fund & ESI etc.,
	(ii)	Should have satisfactorily completed the similar during the last seven years ending last day of month previous to the one in which tenders are invited.
		The bidder should furnish certificates regarding successful running the canteen/mess etc from any organizations/institutions etc.
		<b>'Similar work shall mean</b> "experience of running Canteen & catering services"
	7.2	Firm(s)/Contractors against whom any criminal proceedings are pending in any court of law relating to any running Canteen & catering services executed by the firm, shall not be considered for qualification.
8.0	<b>EVALUATION CRITERIA</b>	
8.1	The details submitted by the Bidders will be evaluated in the following manner :	
	The initial criteria prescribed in para 7.1 to 7.2 above in respect of experience of similar class of works completed will first be scrutinized and the bidder's eligibility for the work be determined.	
8.2	Even though any Bidder may satisfy the above requirements, he would be liable to disqualification if he has :	
	a)	Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
	b)	Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.
9.0	<b>LETTER OF TRANSMITTAL</b>	
	The Bidder should submit the letter of transmittal attached with document.	



10.0	<b>OPENING OF PRICE BID</b>
	The financial bids of only the eligible bidders shall be opened at the notified time, date and place in the presence of the qualified bidders or their representative. The tenders for the work shall remain open for acceptance for a period of 75 (Seventy Five) days from the last day of receipt of technical bid.
11.0	<b>AWARD CRITERIA</b>
11.1	The employer reserves the right, without being liable for any damages or obligation to inform the bidder, to:
a)	Amend the scope and value of contract to the bidder.
b)	Reject any or all of the applications without assigning any reason.
11.2	Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.





Form-A

LETTER OF TRANSMITTAL

From:  
To

Executive Engineer-II  
Chandigarh Housing Board,  
Chandigarh.

**Sub:** Submission of Bid for the work RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH

Sir/Madam

Having examined the details given in Press Notice and Bid document for the above work, I / we hereby submit the documents related with the Eligibility Criteria & other relevant information and Financial Bid.

1. I / we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
2. I / We also authorize Executive Engineer C.H.B. to approach individuals, employers, firms and corporation to verify our competence and general reputation.
3. I / We certify that there are no criminal proceedings pending/ ongoing in any court of law regarding any running Canteen & catering services by me/us. I/We also certify that all the documents and information submitted with the tender/Bid are 'True' & I/We stands fully responsible as per law for their genuineness and correctness.
4. I/ We submit the requisite certificates in support of our suitability, technical know how and capability for having successfully completed the following works:-

Sr. No.	Name of work and location	Owner or sponsoring organization	Reference of performance certificate
1			
2			
3			
4			
5			

Certificate:-

It is certified that the information given in the enclosed eligibility bids are correct. It is also certified that I/we shall be liable to be debarred, disqualified/ cancellation of enlistment in case of any information furnished by me /us found to be incorrect.

Enclosures:

Seal of bidder  
Date of submission

SIGNATURE(S) OF BIDDER(S)



**DETAILS TO BE FILLED BY THE CONTRACTOR IN RESPECT OF VARIOUS CANTEEN CONTRACTS EXECUTED / BEING EXECUTED AND CATERING SERVICES DONE BY HIM/FIRM.**

Name of organization for whom  
Canteen was operated :

Approximate Nos. of  
employees in the organization :

Duration of canteen contract :

Timings of canteen

Approximate Nos. of Meals  
served during Lunchtime :

Any other information :

Enclosures  
Allotment Letter/Work order/  
any other similar document

Signature of authorised  
Signatory of firm/sole  
proprietor

**Note: - Information to be supplied by the contractor in respect of each contract.**

*by*  
*NE*

*R*



FORM 'B'

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF MONTH PREVIOUS TO THE ONE IN WHICH TENDERS ARE INVITED.**

S. No.	Name of work and location	Owner or sponsoring organisation	Value of service in rupees	Date of commencement as per contract	Stipulated end date of contract	Actual end date of contract	Whether the services have been performed as per Contract provisions. Litigation pending / in progress with details*	Name and address/ telephone number of officer to whom reference may be made
1	2	3	4	5	6	7	8.	9

\*Indicate gross amount claimed and amount awarded by the Arbitrator.  
For details attached separate sheet.

SIGNATURE OF BIDDER(S)

EE-II  
Raj



FORM 'C'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B"

1.	Name of work & Location	
2.	Agreement No.	
3.	Scope of Contract	
4.	Contract Amount	
5.	Date of Start	
6.	Date of completion	
(i)	Stipulated end date of contract	
(ii)	Actual end date of contract	
7.	Amount of compensation levied, if any	
8.	Performance Report	
	1) Quality of food	Outstanding/Very Good/ Good / Poor
	2) Financial soundness	Outstanding/Very Good/ Good / Poor
	3) Compliance of all statutory requirements	Outstanding/Very Good/ Good / Poor
	4) Resourcefulness	Outstanding/Very Good/ Good / Poor
	5) General behavior	Outstanding/Very Good/ Good / Poor

Dated:

Executive Engineer or Equivalent



ANNEXURE-I

**SPECIMEN PROFORMA FOR THE AFFIDAVIT TO BE SUBMITTED BY THE APPLICANT ALONGWITH OTHER DOCUMENTS.**

(On Judicial Stamp paper duly attested by Ist class Magistrate or Notary Public)

I, \_\_\_\_\_ S/o Sh. \_\_\_\_\_ authorized representative of \_\_\_\_\_ with its office at \_\_\_\_\_ solemnly affirm and declare as under on behalf of the firm:-

1. I/We in the name and style of RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH .
2. The undersigned hereby certify that there are no criminal proceedings pending/ ongoing in any court of law regarding any running Canteen & catering services by me/us.
3. The undersigned hereby certify that all the documents and information submitted with the tender/Bid are 'True' & I/We stands fully responsible as per law for their genuineness and correctness.
4. I/we undertake and confirm that the eligible similar works has/have not been got executed through another contractor on back to back basis. Further that if such a violation comes to the notice of the department then I/we shall be debarred for tendering in CHB in future forever. Also if, such a violation comes to the notice of the department before the date of start of work then the CHB shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee deposited.

Place: \_\_\_\_\_  
Dated: \_\_\_\_\_

Authorized Signatory of  
firm/Deponent

VERIFICATION:

I the above named signatory/deponent do hereby solemnly affirm & declare that the contents of this affidavit are true to the best of my knowledge & nothing has been concealed therein.

Place: \_\_\_\_\_  
Dated: \_\_\_\_\_

Authorized Signatory of  
firm/Deponent



ANNEXURE-II

**FORMAT FOR POWER OF ATTORNEY- by all individual Applicants**

(on judicial Stamp paper duly attested by First Class Magistrate/Notary)

Dated: \_\_\_\_\_

**To whomsoever it may Concern**

Know all men by these presents, we \_\_\_\_\_ (name and registered office address of the Applicant) do hereby constitute, appoint and authorize Mr. \_\_\_\_\_ (Name of the Person(s)), domiciled at \_\_\_\_\_ (Address), acting as \_\_\_\_\_ (Designation and the name of the firm), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our request for qualification of work \_\_\_\_\_, including signing and submission of all documents and providing information and responses to clarifications/enquiries etc. as may be required by CHB and signing of agreement if awarded the said work.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For \_\_\_\_\_

(Signature)

(Name, Title and Address)

Accept

(Attested signature of Mr. \_\_\_\_\_)

(Name, Title and Address of the Attorney) \_\_\_\_\_

**Notes:**

- To be executed by the Applicant
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).

ER-II  
*[Handwritten signature]*

*[Handwritten signature]*



**ANNEXURE-III**

**FORM OF PERFORMANCE GUARANTEE/BANK GUARANTEE BOND**

In consideration of the Chairman, Chandigarh Housing Board (hereinafter called the 'the Board') having offered to accept the terms and conditions of the proposed agreement between \_\_\_\_\_ and \_\_\_\_\_ (hereinafter called 'the said contractor's') for the work \_\_\_\_\_ (hereinafter called 'the said agreement') having agreed to production of an irrevocable bank Guarantee for \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as a security/ guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We \_\_\_\_\_ (indicate the name of the Bank) (hereinafter referred to as 'as Bank') hereby undertake to pay to the Board an amount not exceeding Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only) on demand by the Board.
2. We \_\_\_\_\_ (indicate the name of the Bank) do hereby undertake to pay the amount due and payable under this Guarantee without any demure, merely on a demand from the Board stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor (s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only).
3. We, the said bank, further undertake to pay to the Board any money so demanded notwithstanding any dispute or disputes raised by the contractors(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.  
The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.
4. We \_\_\_\_\_ further agree that the guarantee herein (indicate the name of the Bank) contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Board under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-Charge on behalf of the Board certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor (s) and accordingly discharges this guarantee.
5. We, \_\_\_\_\_ (indicate the name of the Bank) further agree with the Board that the Board shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder, to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Board against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any



forbearance, act of omission on the part of the Board or any indulgence by the Board to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor (s).
7. We \_\_\_\_\_ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Board in writing.
8. This guarantee shall be valid up to \_\_\_\_\_ unless extended on demand by Board. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. \_\_\_\_\_ /- (Rs. \_\_\_\_\_ only) and unless a claim in writing is lodged with us within the validity of this guarantee or the extended date of expiry of this guarantee, all our liabilities under this Guarantee, shall stand discharged.

Date the \_\_\_\_\_ date of \_\_\_\_\_ 20\_\_

For \_\_\_\_\_

(Indicate the name of Bank)

(Authorized Signatory with Bank's Seal)





ANNEXURE-IV

To,

The Bidder.....  
.....  
.....

Subject:

NIT No. .... for the work RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH

Dear Sir,

It is hereby declared that CHB is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the CHB.

Yours faithfully

Executive Engineer-II



**Integrity Pact**

To,  
Executive Engineer-II,  
Chandigarh Housing Board  
Chandigarh

Sub: Submission of Tender for the work RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH

Dear Sir,

I/We acknowledge that CHB is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that **THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE** of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by CHB. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, CHB shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder)



To be signed by the bidder and same signatory competent/ authorised to sign the relevant contract on behalf of CHB.

**INTEGRITY AGREEMENT**

This Integrity Agreement is made at ..... on this ..... day of ..... 20.....

**BETWEEN**

Chairman, Chandigarh Housing board represented through Executive Engineer-II, Chandigarh Housing Board, 8- Jan Marg Sector-9 Chandigarh (Hereinafter referred as the 'Principal/Owner', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**AND**

.....  
(Name and Address of the Individual/firm/Company)

through ..... (Hereinafter referred to as the (Details of duly authorized signatory)

"Bidder/Contractor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**Preamble**

WHEREAS the Principal / Owner has floated the Tender (NIT No. ....) (hereinafter referred to as "Tender/Bid") and intends to award, under laid down organizational procedure, contract for RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH hereinafter referred to as the "Contract".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

**Article 1: Commitment of the Principal/Owner**

1) The Principal/ Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

EE-II

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- b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
  - c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and, in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

**Article 2: Commitment of the Bidder(s)/Contractor(s)**

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of **fraud or corruption or Coercion or Collusion** of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
  - a) The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/ Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
  - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
  - c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent



on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.

- e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
- 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

### Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
- 2) **Forfeiture of EMD/Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the



Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.

- 3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

#### **Article 4: Previous Transgression**

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country conforming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises, in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

#### **Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors**

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

#### **Article 6- Duration of the Pact**

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, CHB.

#### **Article 7- Other Provisions**

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Head quarters of the Division of the Principal/Owner, who has floated the Tender.



- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

**Article 8- LEGAL AND PRIOR RIGHTS**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following

witnesses:

.....  
(For and on behalf of Principal/Owner)

.....  
(For and on behalf of Bidder/Contractor)

WITNESSES:

1. ....  
(signature, name and address)

2. ....  
(signature, name and address)

Place:

Dated :



---

# FINANCIAL BID

**Special Conditions and other related documents  
for submission of Financial Bid**







Name of Work : **RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH**

Earnest Money : **Rs.10,000/-**

Performance Gurantee **Rs.50,000/-**

Time Limit : **24 Months**

Year : **2021-2023**



**CHANDIGARH HOUSING BOARD**

Name of Contractor: -

Name of work: - Running of Canteen in office building of Chandigarh Housing Board, Sector-9, Chandigarh.

Superintendent: -

\_\_\_\_\_  
Division.  
Chandigarh District  
Sub Division

Divisional Accountant.

Scrutinized

**CONTRACT FOR RUNNING OF CANTEEN**

Executive Engineer-II

No: - \_\_\_\_\_  
Agreement \_\_\_\_\_  
Year \_\_\_\_\_

I/We have read and examined the notice inviting tender, schedule, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Chairman, CHB within the time specified 24 Months

We agree to keep the tender open for **Seventy Five (75) days** from the last day of receipt of technical bid and not to make any modifications in its terms and conditions.

A sum of **Rs.10,000/-** is hereby *deposited by bank-to-bank transfer using SBI MOPS or RTGS/ NEFT transfer through <https://etenders.chd.nic.in> portal. A copy of UTR No/ Transaction slip is scanned & uploaded.*

If I/we, fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the said Chairman, CHB or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that Chairman, CHB or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely.

Further, I/we agree that in case of forfeiture of Earnest Money of Performance Guarantee as aforesaid, I/We shall be debarred for participation in the retendering process of the work.

I/we undertake and confirm that the eligible similar works has/have not been got executed through another contractor on back to back basis. Further that if such a violation comes to the notice of the department then I/we shall be debarred for tendering in CHB in



RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH (Bid Document)

future forever. Also if, such a violation comes to the notice of the department before the date of start of work then the CHB shall be free to forfeit the entire amount of Earnest Money Deposit and Performance Guarantee.

I/We hereby declare that I/we shall treat the tender documents and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

**Signature of the contractor**

Postal Address

Dated \_\_\_\_\_  
Witness: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_



ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Chairman, Chandigarh Housing Board, for a sum of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_).

The letters referred to below shall form part of this contract Agreement--

a) .....

b)

c)

For & on behalf of the Chairman,  
Chandigarh Housing Board  
Chandigarh.

Signature

Dated

Designation



**SPECIAL CONDITIONS OF CONTRACT**

1. To assess the performance of the contractor, committee constituted by CHB may visit the organizations as per the details supplied by the contractor in respect of various canteen contracts executed/being executed by him.
2. The canteen contractor shall be liable to obtain the necessary permission/ licence to run the canteen from the concerned authorities in respect of all the civil as well as criminal liabilities under the Prevention of Food Adulteration Act and provisions of the other laws for the running of the canteen otherwise 1st running payment shall not be released to the Agency.
3. The Board shall provide space to the canteen contractor in its office premises for running of canteen as also the furniture, i.e. tables, chairs and ceiling fans for the running of canteen and the contractor shall maintain the same in good conditions and shall hand over the same on the termination of the contract and shall indemnify the Board for any loss/damage to the articles provided by the Board, if any.
4. Board shall supply the kitchen equipments and Electrical Appliances (as per the annexed list) available with it to the contractor on "as is where is" basis.
5. The contractor shall be responsible for the routine running & maintenance of the Electrical Appliances supplied to him. The replacement of spare part/parts upto a value of Rs.500/- if required shall be born by the contractor. However the replacement of spare parts beyond Rs:500/- shall be the responsibility of CHB.
6. The contractor shall arrange for the crockery, cutlery, utensils etc. as approved by the CEO, Chandigarh Housing Board (hereinafter referred to as CEO, CHB) or any of his authorised representatives.
7. The contractor shall pay power/Electricity Charges for the Electrical appliances used by him for the running of the canteen and electricity charges for the light/fan points (excluding the air conditioners) in the seating area and kitchen for which a sub-meter shall be installed by the Board. However, water shall be made available to the contractor free of cost.
8. The contractor shall provide the quality and quantity of eatables as per DNIT at the agreed rates, which shall form part of this agreement for all intents and purposes.
9. The contractor shall use standard brands of preparation material/ingredients i.e. Tea Leaves of Brook Bond, Lipton or Taj Mahal, Milk of Verka or Vita and Nestle or Nescafe Coffee only, for preparation of tea and coffee etc. 50 ml milk shall be used for preparation of one cup of tea.
10. The contractor shall maintain and upkeep canteen in proper hygienic condition and same shall be subject to the inspection and satisfaction of the CEO, CHB or any of his authorised representatives from time to time, which may inspect the canteen at any time.



11. The contractor shall use L.P.G. or Electric Heater for running the canteen and no kerosene oil, coal or wood or like combustible material shall be used to run the canteen.
12. The contractor shall be fully responsible for any loss caused to the Board due to any incident of fire or blast etc. and the Board shall have the right to recover from the contractor/agency any damage suffered by it on account of any negligence on the part of the contractor or any of his workers.
13. The canteen operation hours shall be from 9.00 A.M. to 6.00 P.M. daily on all working days and from 10 A.M. to 1.30 P.M. on Saturday and on any other days as may be directed by the CEO, CHB or any of his authorised representative. However, Board shall not be responsible for any wastage of any kind of eatables/other stuffs due to strike, unexpected holiday or for any other reason.
14. Before employment of any workers, the contractor shall ensure and obtain medical fitness certificate from the P.M.O., Chandigarh and shall submit a copy of the Medical fitness Certificate to the Board for record.
15. The contractor shall ensure that all workers engaged by him wear proper uniform (preferably shirt and trouser) of the colour to be specified by the contractor. The workers shall also display Identification Badges. Every employee engaged by the contractor shall maintain personal Hygiene with hair and nail cut regularly.
16. If any dispute or difference of opinion arises in any way connected with or arising out of the agreement of the meaning or interpretation of the wordings of clauses of the same, CEO, CHB or his nominee authorised in this regard shall take a decision in this regard and such decision shall be final and binding on the parties.
17. In case contractor fails to provide on any day any item mentioned in the DNIT without any prior notice and valid reasons to the satisfaction of CEO, CHB or any of his authorised representative, he shall be liable to pay a fine @Rs.500/- per day per item.
18. All the eatables shall be arranged fresh and no stale eatables shall be allowed to be used in the canteen.
19. In case the canteen contractor contravenes any of the terms of the contract with regard to the quantity, quality, rates, time, functioning etc. the contract shall be terminated by the Board and the security deposit shall be forfeited and the contractor shall handover the vacant possession of the building/accommodation, furniture etc. in good condition to the satisfaction of the CEO, CHB or any of his authorised representative and in case of any loss or damage, the same shall be recoverable from the contractor.
20. The contract may be terminated in any of the following contingencies:-
  - a) On assigning the contract or any part thereof or any benefit or interest therein or there under by the contractor to any third person for subletting whole or part of the contract.



- b) On contractor being declared insolvent by the competent court of law. During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period. It shall be the duty of the contractor to remove all the persons deployed by him on termination of the contract on any ground, whatsoever, and ensure that no person creates any disruption/hindrance /problem of any nature to the Board.
21. The persons deployed by the contractor for the work shall be the employees of the contractor for all intents and purposes and in no case, there shall be any relationship of employer and employees between the said persons and the Board implicitly or explicitly.
22. The contractor shall furnish pin code No. allotted by Regional Provident Fund Commissioner. In case no pin code No. allotted by Regional Provident Fund Commissioner, then both the employees share in respect of the person engaged by the contractor shall be deposited with the Chandigarh Housing Board. No payment shall be made without the production of the documentary proof of the deposit.
23. The contractor shall comply with all the provisions of the Minimum Wages Act, 1948 and Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time, and rules framed there under and other labour laws effecting contract labour that may be brought into force from time to time by the Union Government as well as the Chandigarh Administration/local authorities.
24. The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and for the preservations of peace and protection of persons and property of the Board.
25. In case of the persons so deployed by the contractor do not come upto the mark or do not performs their duties properly or indulge in any unlawful riots or disorderly conduct, the contractor shall take suitable action against employees on the report of the CEO, CHB or any of his authorised representative in this respect.
26. In case of any complaint/defect pointed out by the Board's Authorities, the contractor shall immediately rectify the same and if the complaint pertains to any person employed by the contractor, the contractor shall replace the particular person so deployed without further arguments.
27. In the event of exigencies arising due to the death, infirmity or insolvency of the contractor or for any other such reason or circumstances, liabilities of the contract shall be borne by the following: -
- i) Legal heirs in case the contractor is a sole proprietor.
  - ii) The remaining partners in the case of a partnership firm.

The Board, however, reserves its right to revoke the contract in the event of any of above noted exigencies.



RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH (Bid Document)

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28. The expression CEO, CHB or any of his authorised representatives shall include an acting/officiating CEO, CHB or any of his authorised representatives.
  29. In case of breach in any of the conditions mentioned in the Document a penalty amounting to Rs.500/- (Rs. Two Hundred only) per day will be imposed.
  30. The lowest agency will have to obtain Food Safety Licence form the competent authority before start of work.
  31. The committee to be constituted:

Executive Engineer-II,  
Chandigarh Housing Board,  
Chandigarh.





LIST OF KITCHEN APPLIANCES TO BE SUPPLIED TO THE AGENCY BY THE BOARD.

S. No.	Description	Numbers
1.	Three sink units made out of 16 gauge stainless steel, with Working top of size 72" x 24" at 34" height plus 6" over height and pan of size of 18" x 18" x 10" alongwith CP waste 1 1/2".	1 No.
2.	Sink and Drain Board unit made of 16 gauge stainless steel with working top of size 42" x 24" at 34" height 6" over height and Pan of size 18" x 18" x 10" alongwith CP waste 1.1/2.	1 No.
3.	Wall shelf made out of 20 gauge stainless steel sheet size 72" x 12" x 12".	1 No.
4.	Pan Wash made out of 16 gauge stainless steel wit working top of size 48" x 45" at 28" height plus 6" over height and pan of size 43" x 40" x 14" alongwith CP waste 1 1/2".	1 No.
5.	Crockery Rack having five shelves made out of 20 gauge Stainless steel Sheet of size 45" x 24" and 72" height fixed wit legs of 16 gauge.	1 No.
6.	Solid Dish Landing table with shoot (Brushing Rack) of size 36" x 24" with 34" height plus 6" over height. The working top made out of 16 gauge sheet of stainless Steel and legs of 16 gauge Round pipe of Stainless Steel having bullet feet of nylon.	1 No.
7.	Four Kneader having capacity of 10 Kg having 2 H.P. motor.	1 No.
8.	Work Table "with 34" height plus 6 over height. The working top of table Made out of 16 gauge sheet of stainless steel and leg of 16 gauge round Pipe of stainless steel having bullet feet of nylon. A) Work table of size 72" x 24" with under shelf of 20 gauge. B) Work table of size 60" x 30" without under shelf.	1 No. 2 Nos.
9.	Trolsan of size 48" x 27" with 72" height plus 16" over height. The side of covering sheives of 20 gauge stainless steel tank 24 gauge stainless steel. The compressor of reputed make (ISI marked) include the Stabilizer revolving whcais etc.	1 No.
10.	Indian cooking range having two Nos. T-35 burners of reputed make (ISI marked) along with Pilot and Needle valve (ISI marked) mounted on work table 34" height plus 6" over height. The working top of table made out of 16 gauge sheet of stainless steel and under shelves of 20 gauge stainless steel and legs of 16 gauge round pipe of stainless steel having bullet feet of nylon. a) Overall size of work table 57" x 24". b) Overall size of work table 48" x 24".	1 No. 1 No.



RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH (Bid Document)

11.	Pick up table (service window) with four Nos. Heaters. The size of table 108"x24" with 34" height plus two number over head shelves of 10" Width placed at 14"+10" height. The length of over head shelves 82" and made out of 20 gauge stainless steel. The working top of table made out of 16 gauge sheet of stainless steel and leg of 16 gauge round pipe of stainless steel having bullet feet of nylon.	1 No.
12.	Hot case with glass display of size 24" x 19" x 21" made out of 24 gauge stainless steel. The inner and outer sheet of plastic coated stainless steel. Including the heating arrangement with bulb etc.	1 No.
13.	Round glass Display counter of size 48"x27" with 48" height made out of 24 gauge stainless steel duly printed (Metallic shade) having compressor of reputed make ( ISI marked) sliding gate, revolving wheels, On/Off switch of compressor and tube lights etc. The top of display counter made out of 20 gauge stainless steel. The inner sheet of plastic coated stainless steel	1 No.
14.	Bain Marie with pick up counter of size 54"x27" with 34" height plus two number over head shelves of 10" width placed at height 14"+10" height. The over Head shelves of 20gauge stainless steel. The working top of made out of 16 gauge sheet of stainless steel.	1 No.
15.	Hood with 24" height made out of 20 gauge GI sheet duly printed with paint of approved shade having inbuilt oil filters. A) Hood Size 54"x27" B) Hood Size 45"x27"	1 No 1 No
16.	Gas Bank of size 108"x18"x42" duly painted red colour. The three side of Gas Bank made out of 20 gauge CR sheet and front side with a shutter of wire mesh having squares less then 11 in a foot along with locking arrangement.	1 No
17.	Duct for exhaust of cooking fumes and also duct for Air made of 24 gauge G.I. sheets with provision of fresh air opening at different points...	697.30 Sft.
18.	M.S. Gas pipe connecting Gas bank provided out side the canteen with gas burner provided in the kitchen, including M.S. pipe 'C' class regulator, No return Valves, needle valve, Cylinder flexible, manifold distribution Valve, Adopter shut off valve, DVC connection and other items such as Elbow, sockets, patti and T etc.	1 No
19.	Exhaust fan ISI marked of size 18" for exhaust to duct cooking fumes.	2 Nos.
20.	Air cooler for fresh air of size 3'x3'x5'.6" height fitted with ISI marked water pump. Including water level indicator and electrical parts etc.	1Nos.
21.	Dustbin	2 Nos.

Sub Divisional Engineer-I,  
Chandigarh Housing Board,  
Chandigarh.

EE-II



**SCHEDULE OF ITEMS TO BE SUPPLIED IN CHB CANTEEN, SECTOR-9-D, CHANDIGARH.**

**TIME PERIOD : 24 Months**

**ANNEXURE-V**

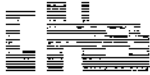
Sr. No.	Items	Unit	Rate at which the item to be sold by the contractor (Rs.)
1.	<b><u>Lunch</u></b>		
	a) Veg.Thali-(As per prescribed menu)	Per Plate	20.00
	b) Extra Chapatti	Per Piece	3.00
	c) 2 Bhatura/4 Poorie with Channa/Bhaji (As per prescribed menu)	Per Plate	20.00
	d) Extra Bhatura/Poorie	Per Piece	5.00 / 3.00
	e) Extra Dal/Vegetable (60 grams)	Per Plate	8.00
2.	<b><u>Soup</u></b>		
	a) Tomato	Per cup of 150 ml	10.00
	b) Veg.	Per cup of 150 ml	10.00
3.	<b><u>Snacks</u></b>		
	i) Besan Burfi (30 grams)	Per Piece	5.00
	ii) Stuffed Bread (Two half slices Piece) / Bread Roll	Per Piece	5.00
	iii) Samosa with Sauce (60 grams)	Per Piece	4.00
	iv) Matthi (20-25-gms)	Per Piece	4.00
4.	<b><u>Tea</u></b>	Per cup of 100 ml	4.00
5.	<b><u>Coffee</u></b>	Per cup of 100 ml	6.00
6.	Parantha (80 gm)	Per Piece	10.00
7.	2 Bread Pieces with Two egg Omlette	-	20.00
8.	Two egg Omlette/ Bhurji	-	20.00
9.	Dip Tea (Tetly)	Per cup	5.00
10.	Butter (10 Gm)	Per Piece	5.00
11.	Juice 200ml (Mix & Carrot)	Per Glass	10.00
12.	Sandwich	Per Piece	10.00



Note:

1. The rates of items can't exceed the maximum rates fixed. Packaged goods should not be sold more than MRP. Also, vendors shall use recyclable / reusable plates & cups to avoid usage of plastic. Only above items will be sold in Canteen. Selling of new items will be allowed only with express approval of CHB on agreed rates.
2. I/We have also understood that I/We have to maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items with the tender.
3. The following standard brands of material/ingredients shall be used/provided by the contractor:-
  - i. Cold Drinks i.e. Coca Cola, Pepsi, Limca, Morinda, Mazza & Thums-up and Biscuits i.e. Britannia, Crimica, Good-day, Crack Jak, Parle-G & Priya Gold and Toffees and Chocolate, Sauce of standard brands at M.R.P.
  - ii. Tea Leaves of Brook Bond, Lipton or Taj Mahal, Milk of Verka, Vita or Amul and Nestle or Nescafe Coffee only, for preparation of tea and coffee. The Atta shall be Shakti Bhog, Ashirwad, Patajanli and Basmati Rice of Hafed, Best, Kohinoor, India Gate, & Markfed brand.
4. The contractor shall provide/serve a variety of items in the menu of lunch. The daily menu of lunch fixed from Monday to Friday is as under :-

S.No..	Day	Menu
a.	Monday	Basmati Rice + 2 Chapattis or Full plate Rice or 4 Chapatti with <b>Channa Dal/Mah Dal</b> , and one vegetable (Lady Finger/Cauliflower), Dehi Raita, Green Salad and Sweet dish-Halwa (minimum weight 100 grms.).
b.	Tuesday	Basmati Rice + 2 Chapattis or Full plate Rice or 4 Chapatti with <b>Matter Paneer/Palak Paneer/Kadahi Paneer</b> and one vegetable (Aloo (Potato) Carrot/Bottle Guard) and Green Salad and Sweet dish-Kheer (minimum weight 100 grms.).
c.	Wednesday	Basmati Rice + 2 Poories/1 Bhatura, or Full plate Rice or 4 Poories/2 Bhatura with <b>White Channa</b> and one vegetable Pumpkin/Dam Aloo, Dehi Raita, Green Salad and Sweet dish-Halwa (minimum weight 100 grms.).
d.	Thursday	Basmati Rice + 2 Chapattis or Full plate Rice or 4 Chapatti with <b>Curry Pakora</b> , and one vegetable (Brinjal /Capsicum) and Green Salad & Sweet Dish-Kheer (minimum weight 100 grms.)



RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH (Bid Document)

e.	Friday	Basmati Rice + 2 Chapattis or Full plate Rice or 4 Chapatti with <b>Rajmah/Dal Soyabeans</b> , and one vegetable (Tinda/Aloo (Potato) Methi/Aloo (Potato) Beans) and Dehi Raita, Green Salad and Sweet dish-Halwa (minimum weight 100 grms.).
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5. The lunch hours shall be fixed 1.00 PM to 2.00 PM all days & seasons and Tea timing fixed 10.00 AM to 1.00 PM and 2.00 PM to 5.00 PM strictly from Monday to Friday.

**Signature of the contractor**

Postal Address

Dated \_\_\_\_\_  
Witness: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_

EE-II



**FINANCIAL BID FOR RUNNING OF CANTEEN IN OFFICE BUILDING OF CHANDIGARH HOUSING BOARD, SECTOR-9 CHANDIGARH**

These rates of items as per ANNEXURE-V shall be inclusive of all taxes, levies and service charges etc and will be sold at the specified components of prices shown therein.

I shall:

• CHARGE Rs \_\_\_\_\_ PER MONTH FROM CHB inclusive of all taxes & GST (in words) ..... ( To be quoted online)

OR

• PAY Rs \_\_\_\_\_ PER MONTH inclusive of all taxes & GST TO CHB (in words) ( To be quoted online)

• Please delete whichever is not applicable.

Signature of Contractor

*Examined and recommended for approval*

*[Signature]*  
Sub Divisional Engineer-I  
Chandigarh Housing Board,  
Chandigarh

*[Signature]*  
Superintending Engineer-I  
Chandigarh Housing Board  
Chandigarh

*[Signature]*  
Executive Engineer-II  
Chandigarh Housing Board,  
Chandigarh

*[Signature]*  
Chief Engineer  
Chandigarh Housing Board  
Chandigarh

*[Signature]*  
25/11/21 27/11/21

EE-II

*[Signature]*

SDE-2