

**REQUEST OF PROPOSAL
FOR
EMPANELMENT OF FOOD/ CATERING
AND
ACCOMODATION SERVICE PROVIDER AGENCY**



**Chhattisgarh State Watershed Management Agency
(CGSWMA)
Agriculture Development & Farmer Welfare and
Bio-Technology Department
Govt. of Chhattisgarh**

**CHHATISGARH STATE WATERSHED MANAGEMENT AGENCY
(CGSWMA)**

INDIA GANDHI KRISHI VISHWVIDYALAY PARISAR
KRISHAK NAGAR, LABHANDHI , RAIPUR ,CG -492012

Website :www.watershed.cg.gov.in, email: ceo_watershedcg@yahoo.in

REQUEST FOR PROPOSAL

Mode of Submission: Offline

Subject: Request for proposal of Empanelment food/catering and accommodation Service Provider Agency.

CGSWMA invites bids from qualified and experienced food/catering and accommodation service provider for empanelment. The selected service providers will be empanelled for a period of 5 years (or till the wind up of project year) to provide food, catering, and accommodation services to our organization as and when required. The empanelled service providers will be expected to adhere to the highest standards of quality, hygiene, and customer service.

Descriptions:

i. Important Dates/Deadlines :

Offline documents submission start date	19-02-2024
Last Date & Time for receipt of bid	10-03-2024 Time-3:00PM
Opening of bid, Technical/Financial bid	10-03-2024 Time- 4:00PM
Cost of tender document / processing fee (non refundable)	Rs. 1000/- (One thousand Only) Non Refundable
Earnest/SD money deposit	Rs. 10000/- (Ten Thousand Only)

List of Documents to be submitted offline :

A) Copies of valid registration details, licenses and certifications related to food/catering, accommodation services of the Organization.

- B) Copies of GST registration number and pan card.
 - C) Details of work order issued by Central/State government.
 - D) Last 1 year IT return and balance sheet.
 - E) Copies of FSSAI Registration number.
 - F) Proposed menu options and sample pricing for catering services
 - G) Details of accommodations facilities including room types, amenities and pricing .
1. No contractual obligation shall arise from bidding process unless and until a formal contract is signed and executed between the tendering authority and the successful Bidder.
 2. The competent authority in CGSWMA reserves the right to cancel the tender at any time or amend/ withdraw any of the terms & conditions mentioned in the tender document without assigning any reason.
 3. The service provider agencies may also apply /participate for accommodation and food/catering services separately .

Scope of Work:

1. CGSWMA has an annual training/ workshop expenditure of approximately 1-1.5cr .
2. The service provider shall be responsible for the following:
 - a) Catering Services:
 - Providing nutritious and hygienic meals as per the specified menu and dietary requirements.
 - Ensuring compliance with all relevant food safety and hygiene regulations.
 - b) Accommodation Services:
 - Providing comfortable and clean accommodation facilities as and when required.
 - Ensuring that the accommodation facilities meet the required standards of safety, hygiene, and comfort.
 - Offering competitive rates for accommodation services.

Eligibility Criteria:

To be eligible for empanelment, the service provider must meet the following criteria:

- a) Valid registration and compliance with all relevant local and national regulations pertaining to food/catering and accommodation services.
- b) Demonstrated experience in providing food/catering and accommodation services to organizations of similar size and nature.
- c) Adequate infrastructure and resources to meet the requirements of our organization.
- d) A proven track record of maintaining high standards of quality, hygiene, and customer.

Evaluation Criteria:

The bids will be evaluated based on the following criteria

- A. Experience and track record in providing food/catering and accommodation services .
- B. Quality and verity of menu options for catering services .
- C. Pricing competitiveness for both catering and accommodation services.
- D. Compliance with food safety and hygiene regulations .
- E. Capacity and resources to meet the organization's requirements.

Submission Deadline:

The deadline for submitting bids is 10-03-2024. Late submission will not be considered .

Duration:

Initially the empanelment /contract period will be for Five years (or till the wind up of project year) based on the performance of agency and can be extended with the approval of CEO CGSWMA.

Process of submitting bids:

The bids must be submitted in two separate envelopes specifying as technical and financial tender respectively .

EMD/SD and tender processing fee

EMD/SD of 10,000/- rupees In the form of DD/challan must be submitted in favor of SLNA Chhattisgarh project fund for atleast one year of period.

The processing fee of rupees 1000/- in the form of DD in favor of SLNA Chhattisgarh project fund.

Technical Proposal:

1. Bidders shall submit the technical proposal in the formats at(the "Technical Proposal")
2. Failure to comply with the requirements shall make the EOI liable to be rejected.
3. The Technical Proposal shall not include any financial information relating to the work specified.

(Form-I)
Letter of EOI

(On Bidder's letterhead)

To,

CEO

CGSWMA

KRISHAK NAGAR, LABHANDHI , RAIPUR(C.G.)

**Subject: Request for proposal of food /catering and accommodation Service
Provider Agency.**

Dear Sir,

1. With reference..... To your EOI document dated....., we have examined the Bidding documents and understood their contents, Hereby submit our EOI for the aforesaid Assignment. This EOI is unconditional.
2. All information provided is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment
4. We shall make available to CEO CGSWMA any additional information it may find necessary or require to supplement or authenticate the Bid.
5. We acknowledge the right of CEO CGSWMA to reject our EOI without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we have neither failed to perform or any contract , as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. We declare that;
 - a) We have examined and have no reservation to the Bidding Documents, including any Addendum issued by CEO CGSWMA.
 - b) We do not have any conflict of interest in accordance the EOI document;
8. We have not directly / indirectly or through an agent engaged indulged in any corrupt practices, fraudulent practice, coercive practice, undesirable

practice or restrictive practice, as defined in the EOI document, in respect of any tender or EOI issued by or any agreement entered into with CEO of CGSWMA Raipur or any other public sector enterprise or any government, Central or State; and

9. We hereby certify that we have taken steps to ensure that in conformity with the provision in any of the EOI, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
10. We understood that you may cancel the Bidding Process at any time and that you are neither bound to accept any EOI that you may receive nor to invite the Bidder , in accordance with the EOI document.
11. We declare that we are not a Member of any other firm submitting an EOI for the Assignment.
12. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
13. We future certify that in regard to matters relating to security and integrity of the county, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our associates.
14. We certify that in regard to matters relating to security and integrity of the country, we have not been or convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
15. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or any of our associates.
16. We certify that we have not bared by any State/Central Government of India or any entity controlled by them from participating in any project, and if the bar subsist on the date of EOI we will not be eligible to submit the EOI.

17. We further certify that no investigation by regulatory authority is pending either against us or against our Associates or against our Owner or any of our Owners/staffs.
18. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above; we shall intimate CEO of CGSWMA, Raipur of the same immediately.
- A) We hereby irrevocably waive any right which we may have at any stage at law or how so ever otherwise arising to challenge or question any decision taken by CEO CGSWMA Raipur in connection with the selection of the bidder ,or in connection with the bidding process itself ,in respect of the above mentioned assignment and the terms and implementation thereof.
- B) In the event of our being declared as the successful bidder , we agree to enter into an agreement in accordance with the draft that has been provided to us prior to the EOI due date . we agree not to seek any changes in the aforesaid draft and agreed to abide by the same.
- C) We have studied all the bidding document carefully .we understand that except to the extent as expressly set forth in the agreement ,we shall have no claim, right or title arising out of any documents or information provided to us by CEO CGSWMA Raipur or in any respect of any matter arising out of or concerning or relating to the bidding process including the award of concession.
19. The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the EOI, draft Agreement.
20. We offer an EMD to CEO of CGSWMA , Raipur Chhattisgarh in accordance with the EOI Document.
21. We agree and understand that the EOI is subject to the provisions of the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our EOI in not opened.
22. We agree and undertake this offer valid for 30 (Thirty) days from the EOI due date specified in the EOI.
23. We agree and undertake to abide by all the terms and conditions of the EOI document.

In witness thereof, we submit this EOI under and in accordance with the terms of the EOI document.

Yours faithfully,

Signature of the Authorized signatory)

(Name and designation of the Authorized signatory)

Date:

Name and seal of Bidder

Place:

Particulars of the Bidders

S.N.	Particulars	Details
1	2	3
1	Name of Food/Accommodation service provider agency	
2	Date of Incorporation	
3	Registered Office	
4	Presence in Chhattisgarh	
5	Total no. of employees	
6	Details of contact persons	
7	Any other details	

Name:

Designation:

Contact tel. No:

Mobile no:

Fax no:

Email ID:

Postal address:

(Signature of Authorized signatory)

Financial Proposal:**(A)**

	FOOD / CATERING SERVICES		
S.N.	Particulars	Unit	Rate (In Rs)
			(Ex. GST)
1	2	3	4
1	Water Dispenser	nos	
2	Packaged drinking Water Bottle 1000 ml of ISI mark	nos	
3	Packaged drinking Water Bottle 500 ml of ISI mark	nos	
4	Packaged Drinking Water Bottle 250 ml of ISI mark	nos	
5	Water Pouch 200 ml of ISI mark	nos	
6	VVIP Refreshment on stage (Tea/Coffee/Cookies/Cold Drink/ Juices/Dry fruits)	nos	
7	VVIP Buffet Lunch/Dinner	nos	
8	Normal Buffet	nos	
9	VVIP Lunch/Dinner Packets	nos	
10	Lunch/Dinner Packets	nos	
11	Breakfast Packet	nos	

(B)

(A) Hotels : 3 star or 5 star		
Room types/amenities Rate (in Rs.)		
(Ex. GST)		
Ac Rooms	Single Occupancy	
	Double Occupancy	
Deluxe		
Super deluxe		
Any other		
(B) Lodge / Simple Hotels/ Dharmshala/ Any govt. Inst. Accommodation		
Room types/amenities Rate (in Rs.)		
(Ex. GST)		
Non AC Room	Single Occupancy	
	Double Occupancy	
Ac Room	Single Occupancy	
	Double Occupancy	
Any other		

*(A) is for VVIP, VIP, and WCDC

* (B) is for WDT, Chairman Watershed Committee, Farmers

Bill of qualities: The rate shall be quoted (by online) against each item separately in figures.

During price Tender evaluation, the Employer will correct arithmetical errors on the following basis:

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit prices shall prevail and the total price shall be corrected;
 - b) If there is an error in a total corresponding to the addition or subtraction of sub totals, the sub total shall prevail and the total shall be corrected.
 - c) The unit wise amounts will be rounded to the nearest rupee.
 - d) The tendered rates of items against which no rate or price is Entered by the tendered will be taken as zero and the price of the same shall be deemed to have been covered by the rates/amount quoted in other items.
1. The tender document shall be written legibly and free from erasure, over writing or conversion of figure. Any correction where unavoidable shall be made by crossing out, rewriting and attestation by the tenderer.
 2. All taxes as applicable on date including GST shall be payable by the contractor. The rate quoted by Contractor shall be excluded of GST.
 3. Department reserves the right to take up the work departmentally or to award any work on contract in the vicinity without prejudice to the terms of contract.

Opening of Bids:

1. Tender proposals are to be accepted only by registered post or speed post.
2. Last date and time of submission of bids: 10-03-2024 Time- 3:00 PM
3. Date and time of opening of bids: 10-03-2024 Time- 4:00PM
4. Firstly the technical bids will be opened and evaluated on the bases of eligibility criteria. There after financial bids of only those bidders which are declared technically qualified shall be opened publicly on the date and time

specified by CGSWMA in the presence of bidders or representative who choose to attend

5. All eligible tenderers shall be offered to work on the L1 item wise rates, tenderers agreeing to work at L1 rates shall be contracted for a period of 5 years (or till the wind up of project year) .

Terms and Conditions:

1. **Contract duration** : The empanelment of the food/catering and accommodation service provider will be for a period of 5 years (or till the wind up of project year), with the option for renewal based on performance.
2. Successful bidders shall undergo MOU /contract agreement with CGSWMA within 7 days of supply order mandatorily.
3. In tender proposal EMD of rupees 10,000/-(DD/Challan only in the name of SLNA Chhattisgarh project fund) shall be included in technical proposal .
4. Tender processing fee is non-refundable.
5. CGSWMA shall not pay any kind of advances.
6. **Quality and hygiene standards:** The service provider must adhere to the highest standards of quality, hygiene, food safety regulations as per the local and national laws.
7. **Menu flexibility and dietary requirements** : The service provider should demonstrate flexibility in accommodating special dietary requirements and preferences of the CGSWMA employees and guest.
8. **Indemnity:** The selected Bidder will indemnify CGSWMA Raipur for any direct loss or damage that is caused due to the Agency's fraud , willful , misconduct , gross negligence, breach of confidentiality or breach of third party intellectual property right or in the performance of the services.
9. **Payments:** The appropriate vendor shall raise the bill after successful completion of the work, the payment shall be made and TDS deduction shall be as per law and GST will be paid extra.
10. **Penalties:** If the progress of assignment is found to be non- satisfactory or

delayed at any point of time, CGSWMA Raipur reserves the right to impose penalty @3% for each default. The total amount of penalty shall not exceed 10% of total assignment fee.

11. The sole jurisdiction of all disputes will be Raipur C.G.
12. In case of any dispute, the final decision will be taken by CEO CGSWMA which shall be acceptable to food/catering and accommodation service provider.
13. CEO CGSWMA can cancel the tender at any point of time if he finds necessary without giving any reason.
14. Termination clause : CEO CGSWMA reserve the right to terminate the empanelment agreement. If there is any breach / unsatisfactory performance or any other reason .
15. CEO CGSWMA may ask for price negotiation to vendor if he thinks it necessary.

VVIP/VIP Standard Lunch/ Dinner/Breakfast Buffet Menu:

1. **Breakfast Options:** Cutlets/Biscuits/ Cakes/ Samosa/ Bondas/Pakoda/Bread Rolls/Veg Kabab/Idli/Sambhar Bada/Upma/Dhokla/Khandvi /any Other Veg Breakfast.

2. **Indian Bread Options :** Plain Roti/Tawa roti/ Plain Naan/Butter naan/Puri/Masala Puri

3. Vegetarian Curries Options :

Palak paneer	Green Pepper Paneer
Mutter Paneer	Shahi Paneer
Makhani Paneer	Kadhai Paneer
Paneer Aloo	Paneer Bhurji
Paneer kofta	Paneer Lababdar
Paneer with Onion and tomato	Kadhai mix veg
Veg Kofta	Chole Masala
Rajma	Pakoda kadhi
Mutter Mushroom	Any Other seasonal Vegetables

4. **Rice :** Plain Rice/Jeera Rice/ Mix Veg Pulao/Veg Biryani

5. **Daal:** Palak Moong Dal/ Urad dal/ Chana dal/ Masoor Dal/ Dal Tadka / Dal makhani etc.
6. **Salad/papad/Pickles**
7. **Non Vegan Items: Curd curry/ Curd aalu/Curd with ginger garlic**
8. **Raita(Yogurt Varities):** Plain Raita/ Boondi Raita/Fruit Raita/Mix Vegetable Raita/Cucumber Raita/ Lassi/ Dahi Bhalla
9. **Sweet Dishes:** Kheer/Fruit Custard/Shahi Tukda/suji Halwa/ Moong Halwa/Mixed Fruit Cream/ Rabdi/Gajar Halwa/Besan Halwa/Gulab Jamun/Ice-Cream/
10. **Soup:** Tomato Soup/Mix veg soup/Corn Soup/ Mushroom Soup/Sweetcorn Soup
11. **Nonveg:** Fish Curry/ Chilli Fish/ ginger Fish/ Fish Fry/ Egg Curry/Egg Masala/Kheema Prawns/ Buttur Chicken/Garlic Chicken/Ginger Chicken/Chicken do Pyaza/Mutton Curry/ Mutton Khorma/Mutton Kofta/ Mutton Rogan Josh.

Normal Breakfast/Lunch /Dinner Buffet Menu:

1. **Breakfast Options:** Samosa/ Bonda/ Pakoda/Poha/Upma etc.
2. **Indian Bread Option:** Plain roti/ Tawa roti/Puri
3. **Vegetable curries Options:** Mutter Paneer/ Mix Veg/ Chole Masala/ Rajma/ Paneer Aloo/ Kadhi Pakoda Any other seasonal Veg.
4. **Rice:** Plain rice/ jira rice/Mix veg rice
5. **Dal:** Plain dal/ dal tadka/ Tuar dal/chana dal/ Any other
6. **Salad/papad/Pickles**
7. **Raita:** Plain Raita/ Boondi Raita
8. **Sweet dishes:** Kheer/ Gulab jamun/ moong Halwa/ Gajar Halwa/Ice cream/Shahi Tukda
9. **Nonveg:** Egg Curry/ Egg Masala/ Butter Chicken/ Fish Fry/ Mutton Curry