



INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION
(An Autonomous body under the Ministry of Environment & Forests, Government of India)
P.O. New Forest, DEHRADUN – 248 006 (Uttarakhand)

No. 3-24/ICFRE/Admin(Vol. 2)

Dated : 5th June, 2014

QUOTATION NOTICE

Sealed bids/quotations along with the item-wise price list are invited from the interested parties for running the Canteen in the Indian Council of Forestry Research & Education (H.Q.) Building, P.O. New Forest, Dehradun – 248006.

Sealed bids/quotations should be addressed to the Asstt. Director General (Admin), ICFRE and should be delivered in the **office of ADG (Admin), 1st floor, Room No.106, P.O. New Forest, Dehradun – 248006.**

Sealed bids/quotations should be delivered by **Registered post or by hand** on or before **19/06/2014 at 13:00 hrs.** Bids received after the prescribed date & time would not be entertained. Sealed Bids/quotations so received will be opened on the same day on dated **19/06/2014 at 15:30 hrs.** Further Terms & Conditions with Quotation form could be obtained from the office of ADG (Admin), ICFRE on payment of ₹ 200/- in cash. The Quotation form can also be drawn from ICFRE website www.icfre.gov.in and www.icfre.org In case of drawing the Quotation form from website, the bidding person should enclose DD of ₹ 200/- in favour of DDO, ICFRE (Revenue Account). The filled up tender forms should be accompanied by the identity and residence proof (issued by Government) of bidder.

Date : 5th June, 2014

(Vivek Khandekar)

Asstt. Director General (Admin), ICFRE
P.O. New Forest, Dehradun - 248006

Copy to :

1. Notice Board of ICFRE (H.Q.), Building
2. Additional Director (Admin)
3. Head, IT Division for display on website please.
4. Director, FRI for placing on Notice Board for publicity the Quotation form can also be drawn from ICFRE.

Annexure - A

Tender Form to run the Canteen

Name & Address of the Bidder : _____
(In Capital letter)

Telephone Number : _____

I/We declared that I/My representative have inspected the Canteen Hall and the same is neat, clean & well furnished with kitchen room and necessary electricity connection with ceiling fans and tube - lights already fitted therein. I/We wish to provide the good quality food and items thereof to the staff/ Officer of the department. My/our offer for the food items along with its rate/price is given in ANNEXURE - C enclosed herewith.

I/we have gone through the Terms and Conditions (***ANNEXURE- B***) given to me/us and agree with the same. I/we understand that in the event of non- compliance of the terms and conditions of the tender, my/our Security Deposit shall be forfeited by the Director General, Indian Council of Forestry Research & Education, P.O.New Forest, Dehradun - 248006

I hereby declared that any Government dues which may arise in future, in this regards, will be entirely borne by me/us. I/we further undertake to handover the Canteen Hall as and when ordered by the department or due to my/our inability to run the Canteen in the same condition which is/was at the time of awarding the contract.

(Name & Signature of the Bidder)

To,

The Asstt. Director General
Directorate of Administration
Indian Council of Forestry Research & Education,
P.O.New Forest, Dehradun - 248006

Annexure – B
Terms & Conditions

- 1 The Department will provide Canteen Hall, Furnitures, Aquaguard and Water on a nominal rent of ₹ 3,000/- P.M.
- 2 The Canteen Contract is for the period of one year starting from 01/07/2014 to 30/06/2015.
- 3 The Canteen Contract may be renewed for the further period as deemed fit by the department on providing satisfactory services by the Contractor
- 4 The Contractor will have to deposit **Security deposit** amount ₹ 10,000/- (₹ Ten Thousand only), refundable after adjusting the cost of damage/loss, if any, done to the Canteen utensils, furnitures & bill ect. during the contract period.
- 5 The Contractor shall maintain cleanliness & hygienic within & outside the canteen premises. The Contractor will have to provide hygienic food and good quality tea, coffee, meals, snacks strictly vegetarian and other items to the Staff/Officers at the rates quoted by them and approved by ICFRE.
- 6 The contractor will have to serve food items to the Officer in their chamber on demand.
- 7 The contractor will have to arrange his / her own utensils, fuel and other equipments required for cooking and serving in the office Canteen. However he shall not be allowed to used fire wood as fuel.
- 8 For any loss incurred, damages occurred liabilities arising out of the contract during the currency of this contract, department, shall not be responsible and it shall be the sole responsibility of the contractor to make the loss of goods.
- 9 The Canteen will be inspected randomly by the authorized officers/DDG (Admin) to maintain the quality of food.
- 10 The Contract can be cancelled at any time without prior notice or/and assigning any reason.
- 11 In case if the Contractor wishes to terminate the contract, he/they shall intimate the same to the department by giving one month notice stating the reason thereof.
- 12 Tender filled in pencil, overwriting, illegible or erased will not be considered.
- 13 Each page of the bid/tender document should be signed by the bidders. Incomplete or un-signed tenders are liable to be rejected.
- 14 Tender will be opened on **19/06/2014 at 15:30 hrs.** in the presence of interested bidders or his/her authorized representative if they so wish. In case **19/06/2014** is a closed holiday, the tender/bids shall be opened on following working day at the same time and venue.
- 15 If any disagreement or dispute arises between the bidder and the department under any circumstances or in connection with the term & conditions, they shall make every effort to resolve the matter amicably by direct informal negotiation, Even then, if any disagreement arises, the same shall be settled only under the jurisdiction of the Director General, ICFRE, P.O. New Forest, Dehradun – 248006. The attempt will be made to settle the dispute first by mediation at ADG (Admin) level and the appeal against the order of ADG (Admin) shall lie with DDG (Admin) whose decision shall be final and binding on parties.

- 16 The Contractor shall not use Electric heater for cooking/heating purpose. If during the inspection any violation is observed, he shall be fined ₹ 1,000/-
- 17 The rates quoted should be below the maximum rates listed in **Annexure - C**
- 18 The contractor shall not allow or facilitate consumption of **Alcohol** in canteen premises.
- 19 The contractor shall strictly not sell any Alcohol/Gutka/Tobacco/Cigarette/Pan masala/ Bidi or any other intoxicants. If any deviation is noticed with regard to sale of Cigarette, Bidi, Pan Masala, Tobacco, Guthka, Liquor or any other intoxicants, each such deviation would cause penalty to the Contractor amount upto ₹ 1000/-
- 20 Any other mandatory registrations required – "**For selling cooked food items**" and "**Running Canteen Business**" shall be got done and renewed periodically by the contractor himself and any pending arised on this account at a later date shall be liability of the contractor and is no way ICFRE shall be responsible for the same.
- 21 The Contractor Shall display list of the rate items. The Contractor will also keep a suggestion or complaint book in the Canteen.
- 22 The Contractor shall be liable to be fined to the tune of ₹ 1000/- in each case of duplication/contamination of eatables sold by him. In case of Contractor is found selling items on price higher than MRP or approved rates from ICFRE, he shall be liable to be find ₹ 1000/- per violation.
- 23 The Electricity charges of the canteen will have to be deposited by the contractor as per the actual consumption.
- 24 All man power will be borne by the Contractor and responsible & liable for the implementation of all statutory provisions as regard Security and other personnel to be deployed by him in respect of minimum wages, Employees provident fund, Employees State Insurance etc. ICFRE will not be responsible for default on account of failure of the Contractor to maintain Statutory provisions prescribed under law.
- 25 The bidders must have minimum two years experience or satisfactory performance already given by the Contractor prior into FRI/ICFRE will be eligible to participate. If found black listed by any Govt./State Govt. Office will not be eligible to participate in the tender. In case any such Contractor obtain contract by hiding, the facts and it comes to the notice of ICFRE later on contract will be cancelled immediately and Security forfeited.

Date : 4th June, 2014

Place : Dehradun



(Vivek Khandekar)

Asstt. Director General

(Admin), ICFRE

P.O.New Forest, Dehradun – 248006

ANNEXURE - C

(PROFORMA)

List of food items to be provided in ICFRE (HQ) Canteen along with it's price/rate

Sl. No.	Name of the food item/Snacks	Quantity	Maximum Rate (₹)	Rate/Price (₹)
1	Tea (Dip tea)	1 No.	8/-	
2	Tea with milk	1 No.	5/-	
3	Coffee	1 No.	10/-	
4	Meal (Chapati, Rice, Dal, Vegetable, Salad)	1 No.	30/-	
5	Rice with Vegetable & Dal	1 No.	20	
6	Cold Drink (200 ml)	1 No.	Print rate	
7	Frooti	1 No.	Print rate	
8	Chapati	1 No.	4/-	
9	Dal	One Plate	10/-	
10	Subji with curry	One Plate	10/-	
11	Mix Veg. (Dry Veg.)	One Plate	10/-	
12	Lassi	1 Glass	15/-	
13	Chaach	1 Glass	5/-	
14	Curd	100 gram.	5/-	
15	Samosa	1 No.	6/-	
16	Bread Pakoda	1 No.	8/-	
17	Vegetable Pakoda per plate	1 No.	10/-	
18	Aaloo Paratha with curd	1 No.	20/-	
19	Aaloo paratha without curd	1 No.	15/-	
20	Maggi/Chowmin/Macroni/Eppie	1 plate	Print rate	

- Note :**
1. Use/Sale of Alcohol/Gutka/Tobacco/Cigarette/Bidi or any intoxicants shall be strictly prohibited.
 2. No non vegetarian dishes shall be cooked/served.

(Signature of the Bidder)

Date :

Place: _____

(Full name & address of the bidder)