



**THE HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED**
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)
TEL: 2590520-24, FAX: 2590711 email: hafed@hry.nic.in
Web-site: www.hafed.gov.in



NOTICE INVITING EXPRESSION OF INTEREST FOR RUNNING OF HAFED CANTEEN

Expression of Interest is invited from the reputed caterers, restaurant owners and reputed restaurant brand franchise owners from the Tri-city i.e Chandigarh, Panchkula and Mohali for running the canteen in Hafed Corporate Office, Sec- 5, Panchkula for a period of three years. Interested parties can download the Bid form with terms and conditions, eligibility criteria from Hafed website i.e www.hafed.gov.in.

The parties fulfilling the eligibility criteria may submit their offers alongwith the required documents and earnest money of Rs. 30,000/- in the shape of bank draft in favor of "THE HARYANA STATE COOPERATIVE SUPPLY AND MARKETING FEDERATION LIMITED" payable at Panchkula or through RTGS/NEFT in Bank account No.34060275519, IFS Code: SBIN0009926, State Bank of India, Chandigarh, in sealed envelope to be submitted in person in the office of DGM (Gen.) at Hafed Corporate Office, Sec- 5, Panchkula up to 1:00 PM on 18-08-2021. The offers will be opened on 18-08-2021 at 3:00 PM. The interested parties can inspect the site of canteen/office on any working day.

The selection will be made on the basis of eligibility criteria. The Hafed reserves the right to select/reject the offers without any reason.

MANAGING DIRECTOR, HAFED



EXPRESSION OF INTEREST

I. Introduction

The Haryana State Cooperative Supply and Marketing Federation Limited (hereinafter referred as “HAFED”) is the largest cooperative federation in the State of Haryana serving the interest of farmers and people of Haryana since 1966. Hafed has approx. 375 employees working at its Head Office at Sector-5, Panchkula.

Hafed intends to invite sealed Bids for the running of Office Canteen in Hafed Corporate Office Building Sector-5, Panchkula, for a period of **three years**. The interested parties which fulfill the terms and conditions as detailed below, may submit their proposal in the technical bid performa annexed as **Annexure-I** and price bid in the performa annexed as **Annexure-II**.

II. Terms and Conditions of EO:-

1. The contractor will arrange the equipment like Coffee Machine, Hot Case, Juicer, Digital weighing Scale, Deep freezer/Preservator-cum-Showcase (Size=4x4), Identity Card for waiters/workers at his own cost.
2. If contractor wants add any product other than there mentioned at Annexure-II, it may be done however, prior approval of the competent authority shall be required to be obtained.
3. Inspection of the food items/ eatables can be done by any officer or Committee as may be authorized by the Managing Director, Hafed.
4. If required, the Hafed Consumer Products will be provided to the contractor at the rates applicable to Hafed employees.
5. The contractor will use only reputed brands for the various eatable/beverages. Powdered Sugar will not be used.
6. Besides making beverages/eatable available in the Canteen premises, the contractor will also ensure the service on all the five floors of Hafed head office as and when required by the officers/officials.



7. The Crockery & cutlery provided by contractor will be of good quality as per sample approved by the Committee.
8. The contractor will be responsible for all statutory violations.
9. Contractor will display the rate list in the canteen premises.
10. The contractor will have to make his own arrangements for transportation of raw material, food items, cooking accessories etc. to the canteen.
11. The contractor should assess himself the likely requirement of tea, lunch, snacks etc. required for each day. No assurance can be given for the minimum amount of business on lunch, tea, snacks etc.
12. No person below 18 years of age shall be employed by the contractor.
13. The dining tables, chairs, kitchen, equipments, utensils, crockery & cutlery shall be kept neat & clean before & after its use.
14. Sanitation and hygienic conditions in the dining hall, kitchen & adjoining bath room etc. will be the responsibility of the contractor.
15. No kerosene oil /coal be used by the contractor in the canteen premises. However, the contractor will keep minimum 2 LPG connections for cooking purposes.
16. Hafed has no liability for the employees of the contractor.
17. The chairs and tables will be supplied free of cost to the contractor. The contractor will be responsible for its proper maintenance. But the contractor will not use the heater in the canteen.
18. The Contractor will provide neat & clean aprons, dresses to the Staff engaged in services of tea etc. to the officers/officials.
19. None of the worker of contractor will be allowed to stay in Hafed office in the night.
20. The contractor should have minimum three years experience of Running office Canteen/ Foodcourt/ Franchise of eatables/catering.(Attach the documentary proofs of experience and ownership in the related field.)



21. The contractor must submit the copy of Income Tax return of last 3 years (i.e. Assessment year 2018-19, 2019-20, 2020-21).
22. The contractor must submit the copy of turnover of last three years duly verified by chartered Accountant (i.e. Financial years 2017-18, 2018-19, 2019-20.)
23. A sum of Rs. 30,000/- as Earnest Money is to deposited by the contractor in the shape of Bank Draft in favor of "Haryana State Cooperative Supply & Marketing Federation Ltd", payable at Panchkula on any scheduled bank or through RTGS/NEFT in Bank account No.34060275519, IFS Code: SBIN0009926, State Bank of India, Chandigarh.
24. The eatables prepared/supplied by the contractor to the Staff should be of good quality/standard. In case it is found that sub standard material is used in preparation/supply of above eatables, the Federation shall be empowered to forfeit the earnest money of Rs.30,000/- besides the cancellation of contract.
25. The contractor will abide by all the applicable laws and will be responsible for any violations. Any liability of the workers of the contractor will be of the Contractor and Hafed will have no liability on this account.
26. The timing of canteen will be from 8.00 AM to 6.00 PM on all working days. This can be revised by Hafed at any time.
27. The contractor will submit the PAN and GST Registration number.
28. The contract may be extended from time to time on the basis of services at the discretion of Managing Director.
29. The contractor/ firm shall not have been blacklisted during the last 5 years by Hafed or any other public sector/Govt./Quasi-Govt. Organization/any other client



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30. The performance will be reviewed by Hafed from time to time, if found unsatisfactory, the contract shall be terminated by giving a 15 days notice and security deposited shall be liable to be forfeited.
31. Managing Director, Hafed reserves all rights to accept or reject any or all the bids without assigning any reason thereof.
32. The interested parties should submit the complete EOI document duly **filled in and signed on each page** including Annexure-I and Annexure-II or any other document attached with EOI, as a token of acceptance of the terms and conditions of the EOI in sealed envelope, failing which the proposal shall be rejected.
33. The guidelines issued by Government of India for Covid protocol must be followed.
- 34. ARBITRATION**
- In case of any dispute arises in this contract, the same shall be subject to arbitration by the Managing Director, Hafed whose decision shall be final and binding on both the parties.



ANNEXURE-I

TECHNICAL BID PERFORMA

1. Name and address of the party/bidder:

Mobile No.

Phone No.

E-mail ID

2. Detail of Earnest money Deposit:

Name of Bank _____ Amount _____

DD No. _____ Date _____

OR

RTGS UTR No. _____ Date: _____ (enclose copy)

3. Information regarding Income Tax:-

PAN No.: _____

(Enclosed a self-attested copy of PAN Number along with ITRs for the last three Assessment years i.e. 2018-19, 2019-20, 2020-21.)

4. GST No.: _____ (enclose copy).

5. No. of manpower on rolls: Skilled _____ Unskilled _____.

6. Turnover of last three financial years (duly verified by chartered Accountant):

	2017-2018	2018-2019	2019-2020
Turnover			

7. WORK EXPERIENCE (No. of years):

(Enclose documentary evidence)

8. Whether your firm was black listed during the last 5 years by HAFED or any other public sector/Govt./Quasi-Govt. Organization/any other client.

Yes/No

9. Whether your contract was terminated before expiry of Contract period or Security Deposit/EMD forfeited by HAFED or any other public sector/Govt./Quasi-Govt. Organization/any other client.

Yes/No



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10. Whether proprietor/partner/Director (as applicable) has been blacklisted or prosecuted by any judicial court for any criminal breach of trust. Yes/No
11. Bank Account Detail:
Name of bankers, addresses & Telephone Nos.
12. Complete EOI document and all enclosures (duly self-attested under seal) Yes/No

Signature:.....

Name :

Capacity in which

Signing

Name of the Firm:

.....

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Stamp of the Firm:.....



ANNEXURE-II

FINANCIAL BID FORM

Contract for running of Canteen in Hafed Corporate Office Building, Sector-5, Panchkula.

Prospective contractors have to provide eatable items as per list mentioned below whereas they can quote the rates:-

Sr. No.	Description of Item	Rate to be quoted by tenderer	Remarks
Beverage			
1.	Plain tea, Readymade		
2.	Black tea		
3.	Dip dip bag tea		
4.	Plain Coffee		
5.	Cold Drinks	At rate not higher than MRP	
6.	Badam Milk- 200 ml	At rate not higher than MRP	
7.	Cold Coffee- 200 ml	At rate not higher than MRP	
8.	Flavoured Milk/Dahi Lassi	At rate not higher than MRP	
9.	Vegetable Soup/Tomato Soup		
10.	Mineral Water	At rate not higher than MRP	
Snacks			
11.	Pastry		
12.	Samosa, Standard Size		
13.	Bread Pakora		
14.	Vegetable Cutlet		
15.	Paneer Pakora		
16.	Mix Vegetable Pakora		
17.	Vegetable Sandwich		
18.	Chocolates, Toffees, Biscuits etc	At rate not higher than MRP	
19.	Noodles		
20.	Vegetable Upma/Maggie/Poha		
Breakfast			
21.	Stuffed Aloo/Muli/Gobi/Paneer/ Onion Paratha		
22.	Butter	At rate not higher than MRP	
23.	Curd	At rate not higher than MRP	
24.	Omelets/Bread Loaf		



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Sr. No.	Description of Item	Rate to be quoted by tenderer	Remarks
Lunch			
25.	Full Meal (2 Chapatis , Rice, Dal Fried, Seasonal Vegetable, Curd, Salad)		
26.	Special Thali (2 Chapatis, Rice, Paneer, Dal Fried, Seasonal Vegetable, Curd, Salad, 1 Hot Gulabjamun)		
27.	Channa Bhatura (2 Bhaturas + 1 Plate Channa)		
Special Meals			
28.	Plain Rice		
29.	Kadhi Chawal/ Rajma Chawal		
30.	Chapati		
31.	Kadai Paneer /Matter Paneer / Palak Paneer / Shahi Paneer		
32.	Dal Fry		
33.	Seasonal Vegetable		
34.	Curd		
35.	Salad		
36.	Plain Dosa		
37.	Masala Dosa		
38.	Sambar Vada (1 Plate- 2 Pcs)		
39.	Idli with Sambar (1 Plate- 2 Pcs)		
Desserts			
40.	Ice Cream Cup		
41.	Gulab Jamun		
42.	Kheer Milk		

Signature:.....

Name :

Capacity in which
Signing

Name of the Firm:

.....

Stamp of the Firm:.....