



## **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 Applications 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 application performa annexed as **Annexure-I** as per eatable items list with Rates annexed as **Annexure-II**.

### **II. TERMS AND CONDITIONS OF EOI :-**

#### **(A) ELIGIBILITY CRITERIA**

1. 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.
2. The contractor will submit the Copy of PAN and GST Registration number.
3. The contractor must submit the copy of Income Tax return of last 3 years. ( Assessment year 2019-20, 2020-21, 2021-22)..
4. The contractor must submit the copy of turnover of last three years duly verified by chartered Accountant (Financial years 2018-19, 2019-20, 2020-21.).
5. The contractor will submit the Copy of FSSAI Licence
6. The contractor should have minimum three years experience of Running office Canteen/ Food court/ Franchise of eatables / catering.

(Attach the documentary proofs of experience and ownership in the related field.)

7. 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.

**(B) GENERAL TERMS & CONDITIONS :-**

1. The contractor will arrange the equipment like Coffee Machine, Hot Case, Juicer, Digital weighing Scale, Deep Freezer/Preservator-cum-Showcase, Identity Card for waiters/workers at his own cost.
2. If contractor wants to add any product other than those mentioned at Annexure-II, it may be done, however he shall be required to obtain prior approval of the same & its rate from the competent authority of Hafed.
3. The Contractor has to provide the quality food as per specification. 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, 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. The EMD of successful applicant will be converted into Security which shall remain with Hafed till the contract period and Hafed shall not liable to pay any interest on the Security,
7. Besides making beverages/eatable available in the Canteen premises, the contractor will also ensure the service through its own workers on all the five floors of Hafed Head Office as and when required by the officers/officials.
8. The Crockery & cutlery provided by contractor will be of good quality as per sample to be approved by the Committee.
9. The contractor will be responsible for all Statutory Compliance.
10. Contractor will display the rate list in the Canteen Premises.

11. The contractor will have to make his own arrangements for transportation of raw material, food items, cooking accessories etc. to the canteen.
12. The contractor should assess himself the likely requirement of Tea, Lunch, Snacks etc. required for each day. No assurance will be given for the minimum amount of business on lunch, tea, snacks etc.
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 will 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 at night.
20. The eatables prepared/supplied by the contractor to the Staff should be of good quality/standard. In case it is established that sub standard material has been used in preparation/supply of eatables, Hafed shall be at its liberty to terminate the contract and forfeit the Security besides taking legal / criminal action against the Contractor as per law.
21. 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.

22. The performance will be reviewed by Hafed from time to time and if it is found unsatisfactory at any point of time, the contract shall be terminated by giving a One Month notice and Security deposited shall be liable to be forfeited.
23. The contract can also be terminated by any of the party at any point of time during contract period by giving three months notice in writing. However if the contractor backs out during the contract period without any justified reason his security shall be liable to be forfeited.
24. The contractor will be responsible to abide by all the applicable laws of land and he himself will be responsible for any violation. Any liability of the workers of the contractor will lie with Contractor and Hafed will have no liability on this account.
25. The contract may be extended from time to time subject to satisfactory services at the sole discretion of the Managing Director Hafed.
26. Managing Director, Hafed reserves all rights to accept or reject any or all the applications without assigning any reason.

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.

### **III. 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.

## **Documents Required to be enclosed**

- Earnest Money Rs.30,000/- with detail of RTGS
- PAN No. (Self attested Copy)
- GST No. (Self attested Copy)
- FSSAI Licence (Self attested Copy)
- Copy of ITR for Last Three Assessment Years  
( A.Y 2019-20, A.Y 2020-21, A.Y 2021-22)
- Turnover duly verified by Chartered Accountants for the  
Financial year 2018-2019, 2019-2020, 2020-21.
- Document in support of Experience of Running Office  
Canteen / Food Court / Franchise of eatables / catering.
- Document in reference to Manpower engaged

**ANNEXURE-I**

**APPLICATION PERFORMA**

1. Name and address of the Party/ Applicant:

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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.2019-20, 2020-21 & 2021-22)

4. GST No.: \_\_\_\_\_ (enclose copy).

5. FSSAI Licence No. : \_\_\_\_\_ (enclose copy).

6. No. of manpower on rolls: Skilled \_\_\_\_\_ Un-skilled \_\_\_\_\_.

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

	2018-2019	2019-2020	2020-2021
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

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 Bank & Address .....

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Telephone Nos. ....

IFSC Code .....

Account No. ....

12. Complete EOI document and all enclosures (duly self-attested under seal) Yes/No

Signature of Authorised Representative .....

Name : .....

Name and Address of the Firm .....

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Contact No. ....

## SELECTION CRITERIA

		<b>Maximum Points</b>
<b>1</b>	Average Annual Turnover of Last 3 Years	25
	20 Lakh to 30 Lakh	5
	30 Lakh to 50 Lakh	10
	50 Lakh to 1 Crore	20
	1 Crore & above	25
<b>2</b>	Average Annual Gross Income of Last 3 Years	20
	4 Lac to 10 Lac	5
	10 Lac to 15 Lac	10
	15 Lac to 20 Lac	15
	20 Lac & above	20
<b>3</b>	Experience of Running Canteen/ Food Court	20
	3 to 5 Years	10
	5 Years & Above	20
<b>4</b>	Manpower on Roll (Skilled & Unskilled)	
	5 No. to 10 No.	10
	11 No. & above	15
<b>5</b>	Assessment on the basis of Food Quality, Cleanliness, Compliance of FSSAI, Present running Contract / Food Point etc.	20

**(Applicant will provide the Sample Thali /  
Food Articles for quality & taste as and  
when conveyed).**

Total : 100



## ANNEXURE-II

### List of Eatable Items

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

Prospective contractors have to provide eatable items as per terms and conditions and rates indicated against each item. The List of eatable items with Rates is as under :

Sr. No.	Description of Item	Maximum Rate (in Rs.)
<b>BREAKFAST</b>		
1	Stuffed Aloo/Muli/Gobi/Paneer/ Onion Paratha with Butter / Pickle	Rs.20/- Piece
2	Curd	At rate not higher than MRP
<b>LUNCH</b>		
3	Normal Thali ( 2 Chapatis & Rice / 4 Chapatis, Dal, Seasonal Vegetable, Curd/ Raita, Salad)	Rs.60/- per plate
4	Special Thali ( 2 Chapatis & Rice/ 4 Chapatis, Dal, Paneer Item, Curd/ Raita, Salad, Sweet Dish)	Rs.90/- per plate
5	Chana Bhatura	Rs.40/- per plate (2 Pcs.Bhatura)
6	Kadi Chawal / Rajma Chawal / Chole chawal	Rs.50/- per plate
7	Kadai Paneer /Matter Paneer / Palak Paneer / Shahi Paneer/ any other Paneer Item	Rs.60/- per plate
8	Dal Fry / Dal Makhni / any other Dal	Rs.40/- per plate
9	Tawa Chapati	Rs.5/-
<b>BEVERAGES</b>		
10	Tea	Rs.10/-
11	Milk Tea / Coffee	Rs. 15/-
12	Branded Cold Drinks, Juices, Milk Shakes etc.	At rate not higher than MRP
13	Mineral Water	At rate not higher than MRP
<b>SNACKS</b>		
14	Samosa (Standard Size)	Rs.10/-
15	Bread Pakora Stuffed	Rs.15/-
16	Aloo Patty	Rs.15/-
17	Paneer Pakora	Rs. 50/- per plate (100gm.)
18	Mix Vegetable Pakora	Rs.30/- per plate (100 gm.)

<b>Sr. No.</b>	<b>Description of Item</b>	<b>Maximum Rate (in Rs.)</b>
19	Vegetable Sandwich	Rs.20/-
20	Biscuits, Chocolates etc	At rate not higher than MRP
21	Vegetable Noodles	Rs.50/- per plate
22	Maggi	Rs.30/- per plate
23	Dhokla	Rs.15/- piece (50 gm.)
24	Idli / Vada with Sambhar	Rs.40/- per plate (2 Pcs. )
<b>DESSERTS</b>		
25	Ice Cream Cup / Cone	At rate not higher than MRP
26	Pastry / Pudding	Rs.30/- Per Piece
27	Gulab Jamun (Hot)	Rs.20/- Per Piece
28	Kheer	At rate not higher than MRP

Signature of Authorised Representative .....

Name : .....

Name and Address of the Firm .....

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Contact No. ....