

TERMS AND CONDITIONS:

1. The agreement shall be valid initially for a period of _____ from date of work order and thereafter it may be extended for a further period as may be necessary on mutual agreement.
2. The bidder / applicant should be experienced in running canteen at least for 2 years, and is running the canteen in atleast two esteemed / reputed organizations as on 1st January, 2017.
3. The bidder is required to submit the Technical and Financial bids as per annexure I and II in sealed covers.
4. The bidder to whom the running of canteen is allotted, is completely responsible for the upkeep and maintenance of the Canteen Hall, Canteen Kitchen, all utensils, other equipment provided by the department to the bidder ;
5. The bidder to whom the running of canteen is allotted, shall have experience in preparation of all South Indian as well as North Indian dishes;
6. The canteen committee or any other officer authorized may make inspections and the successful bidder to whom contract is awarded should fully cooperate during such inspections.
7. The bidder should also supply food items at short notice
8. The place, utensils, electricity shall not be utilized for any other purpose other than for running the canteen, if any such use is found the department reserves the right to recover the cost as well as to levy a penalty of Rs. 5000/- for each such instance.
9. The successful bidder is responsible for replacement of utensils or any other equipment provided by the department in case of any damage or loss.
10. The successful bidder shall not supply food items during any event/ occasion without approval from the Authorised Officers.
11. The canteen shall be kept open during the timings as prescribed by the Department on all working days. If necessary, the bidder should also run the canteen on holidays as per the requirement.
12. The persons employed by the successful bidder have no claim for any government job and the successful bidder is solely responsible for their service conditions.
13. The department will enter into a contract with the successful bidder and the contract will be valid for a minimum of two years subject to the terms and conditions contained in the detailed agreement.

14. The Commissioner of Income-tax (Adm & CO), Hyderabad has absolute right to cancel the agreement with the Canteen Bidder any time, if it is found that the cleanliness of the canteen or the food supplied is not hygienic or the behaviour of the canteen personnel with department officials is not good.
15. The successful bidder has to submit a security deposit of Rs.25,000/-- (Rupees Twenty Five Thousand only) with the department at the time of entering into agreement which will be adjusted against any loss /damage of property of the department or when the person running the canteen stops service without approval of the Commissioner of Income-tax(Adm & CO).
16. In the event of termination of the contract by the successful bidder, the security deposit is liable to be forfeited.
15. Successful bidder shall engage a professional cook with good experience of the catering to the canteens of PSU/Government/Corporate.
16. Successful bidder should not sub-contract the maintenance and running of the canteen to any other person.
17. The office of the Pr.CCIT will issue identity cards to all the staff members including supervisory staff of the canteen. Only the ID holders will be allowed into the canteen.
18. Canteen staff should be in dress code brown uniform.
19. The price list as attached herewith (Annexure-II) will be made an attachment to this agreement and will be valid for one year but can be reviewed during the period of this agreement only once after six months with mutual discussions except aerated drinks and other standard packaged items supplied in canteen. Prices of these articles will be revised whenever manufacturers revise them. The contractor will supply only such items specifically approved by the authority. However, more items can be included in the menu with prior approval of the authority.
20. The contractor will be responsible for providing all food items mentioned in Annexure-III. For any additional items, which the contractor intends to supply, the weight/quantity of such items should be specified while quoting the proposed sale price of such item.
21. The applicant's must be license holder's of food safety and standard authority of India for operating canteen
22. Following facilities will be provided free of cost by the department and contractor will be responsible for proper handling and safe custody. Contractor is responsible for Repair and maintenance of the below equipments.

Kitchen
Water supply
Electricity and power connection
Intercom facility
Deep Freezer
Chest cooler
Furniture (Tables, Chairs)(New)
Drinking water cooler -(New)
Dish Stand.

(A P Vijay Chandra)
Income Tax Officer (H.qrs) (Welfare),
O/o. Pr.CCIT(AP & TS) , Hyderabad.

Hyderabad, dated 16th January, 2016

(Technical Bid)

1. Name of the Bidder :
2. Address of the Bidder :
3. Name & Address of the Partners/Directors
With mobile no. (in caso of firm/ company) :
4. Contact person(s)(With mobile number) :
5. No. of years of experience in running
canteen :
6. No.of concerns to whom canteen
services are provided (Enclose the list) :
7. Permanent Account Number :
8. Service Tax Registration Number :
9. No.of labourers proposed to be employed and
charge for the proposed labourer :
 - a) Cooking -
 - b) Washing & cleaning -
10. Please specify applicable taxes and rate of tax :
11. The applicant's must be license holder's of food safety and standard authority of India for operating canteen

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the firm/ company will be blacklisted and will not have any dealing with the Department in future.

(Signatutre of the authorized signatory)

ANNEXURE-II

FINANCIAL BID DOCUMENT

1	Name of the Service Provider	:	
2	Address (With Tel No., Fax No. & Email id.)	:	
3	Name & Address of the proprietor/Partners/Directors (with Mobile number)	:	
4	Contact person(s) name (with mobile number)	:	
5	Whether food items as per list Annexure III	:	
6	Food items and price offered	:	
7	For any additional items, which the contractor intends to supply	:	

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand tha in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with Seal & Date.

-X-X-X-

Annexure-III

RATES OF FOOD ITEMS SPECIFIED

(Financial Bid)

The Kiosks applicant's should supply the following items of food and for which the rates may be specified -

Sl	Menu	Item	Grams	Price
1	Breakfast	Idly	3 Nos + Sambar & chutney 120 grams	15.00
2	Breakfast	Vada	2 Nos + Sambar & chutney 120grams	20.00
3	Lunch	Rice	White rice(200 gms) Dal(150gms) Curry(150gms) Sambar or Rasam(150ml) Chutney, Curd (one cup) and one papad.	35.00
4	Evening	Tea/Coffee	Tea 150 ml, Coffee 150 ml	05.00

ANNEXURE-IV UNSPECIFIED QUANTITY AND RATES

Vegetarian Items	Non-Vegetarian Items
<p>Please Specify what are the items provided by you for Tiffin/Lunch/Evening Snacks/Liquids: Hot Drinks, Cool Drinks and Juices/ Sweets/Snacks/Roti items and specify quantity and price at reasonable price as the department is providing you with following items.</p> <ol style="list-style-type: none">1. Rent free space for running canteen2. Electricity to be used for canteen/preparation of food3. Water for preparation of food and drinking4. Dining tables and chair for sitting.	<p>Please Specify what are the items provided by you for Tiffin/Lunch/Evening Snacks// Sweets/Snacks/Soups/Roti Items and specify quantity and price at reasonable price as the department is providing you with following items:</p> <ol style="list-style-type: none">1. Rent free space for running canteen2. Electricity to be used for canteen/preparation of food3. Water for preparation of food and drinking4. Dining tables and chair for sitting.