

**OFFICE OF THE SUPERINTENDENT OF POLICE
SOLAN DISTRICT SOLAN HIMACHAL PRADESH**

No.OASI/2-66/Outsour./2018

Dated

NOTICE INVITING TENDER' QUOTATION

In- continuation to this office Notice Inviting Tender endst. No.19277-323 dated 29-04-2017, Sealed tenders are hereby invited on prescribed form (enclosed) from those agency /firm/ individuals who are having good experience and interested to serve /provide the cooking work to the Police personnel who are posted in following police stations/police posts of this district, on outsourcing basis. :-

Sr. No.	Name of Police Post/Police Post	No. of Posts
1.	Police Station Parwanoo	1
2.	Police Station Dharampur	1
3.	Police Station Arki	1
4.	Police Station Bagga (PSOD)	1
5.	Police Station Darlaghat	1
	Total:	5

Sr. No.	Name of Police Post/Police Post	No. of Posts
1.	Police Post City Solan	1
2.	Police Post Chail	1
3.	Police Post Sairi	1
4.	Police Post Kuthar	1
5.	Police Post Garkhal	1
6.	Police Post Bhojnarar	1
7.	Police Post Subathu	1
8.	Police Post Dagshai	1
9.	Police Post Kunihar	1
	Total:	9

The tender form along with general terms and conditions can be obtained from this office on any working day between 14-05-2018 to 25-05-2018 from 10.00 A.M to 5.00 P.M. Tender should reach in the office of the Superintendent of Police Solan, District Solan on 26-05-2018 upto 5.00 P.M , which will be opened on 26-05-2018 at 5.00 P.M, by a Committee constituted for the purpose in the presence of tenderer, those who desire to be present.

The sealed envelope containing tender should be addressed to "The Superintendent of Police, Solan, and District Solan HP" and must be subscribed at the top of envelope as "Tender for providing Cooking service at (name of Police Station/Police Post)". Also name of tenderer be mentioned on the reverse of the envelope.


The Terms & Conditions of the services are as specified below:-

Terms & Conditions :

1. Preparation of food in Police Messes, serving of food to Police Officials cleaning of mess utensils / articles etc. will be the scope of work.
2. The candidate should be adept/skilled in cooking service and must be bonafide of Himachal Pradesh.
3. Daily preparation of food as per mess menu, service of food and cleaning of mess utensils etc. in morning from 9.00 AM and in evening from 7.00 PM.
4. The service provider shall wear neat & clean cloths and will use apron in mess. Special attention will be paid toward personal hygiene.
5. No advance payment of any kind will be made.
6. In case of failure to provide cooking service, equated amount per day of the monthly payment shall be deducted.
7. Continuous failure for 03 days shall leads to termination of work, agreement and amount due in favour of service provider shall be forfeited.
8. For any dispute arising out of work agreement, decision of the Superintendent of Police, District Solan shall be final and binding upon the service provider.
9. The Superintendent of Police, District Solan, reserves the right to cancel the contract / work agreement or to withhold the payment in the event of unsatisfactory performance.
10. The service provider may withdraw from work agreement by giving one month prior written notice.
11. In case of exigency of duties, the services can be utilized anywhere in District Solan.

12. This contract is only for one year on outsource basis and will not be regularized in future.

The Undersigned reserves the right to alter or cancel the tender schedule without assigning any reason.




Superintendent of Police
Solun, District Solun H.P

Endst. No 25270-3/9

Dated 11-5-18 /

Copy is forwarded for favour of information and necessary action to:-

1. The Director General of Police, HP Shimla-2
2. The Inspector General of Police, Southern Range, H.P Shimla-2.
3. The Deputy Commissioner , District Solan H.P
4. All District Superintendent of Police in H.P
5. The District, information & Public Relation Officer Solan for wide publicity.
6. The District Labour Officer Solan district Solan H.P
7. Office Head Clerk, Accountant, all SHO & I/C PPs in Solan district, including BBN for wide publicity
8. I/C DCRB, with the direction to upload above tender notice on the website of District Solan.
9. Notice board of this office.


Superintendent of Police
Solun, District Solun H.P


(Annexure- 1)

TENDER FOR OUT SOURCING OF COOKING WORK IN VARIOUS POLICE STATIONS AND POLICE POSTS OF H.P. POLICE DEPARTMENT

(Please give full information in writing wherever necessary or applicable in the columns and also mention page number of the enclosures where applicable)

1.	Cost of tender Rs. 500(On Counter)		Affix duly self attested Passport size recent photograph of the prospective bidder
2.	Closing Date & Time of tender		
3.	Opening date & Time of tender		
4.	Name of Police Station/Police Post for which tender given		
5.	Name & Address of tenderer/ Firm / Agency and Telephone no.		
6.	Name, Designation, Address and Telephone No. of Authorized person of Firm/Agency to deal with the tender (if any & Applicable) b) Whether attested copy of the valid authorization letter attached or not		YES/ NO/Not Applicable
7.	Permanent Account Number issued by Income Tax Department		
8.	Details of earnest money deposited a. Amount: Rs. _____ Rs. _____ (in words) b. FDR No./Demand Draft No./ : _____ Banker's Cheque No. / _____ Bank Guarantee No. _____ c. Date of issue: _____ d. Name of the issuing authority: _____ e. Validity period, if any. _____		
9.	Other information, if any		
10.	Declaration by the contractor:- This is to certify that I / We _____ before signing this tender have read carefully and fully understood all the terms and conditions and instructions contained herein and undertake myself /our selves abide by the said terms and conditions. Dated: _____ (Signature of Tenderer) Name: _____ Designation: _____ Address: _____ Phone No. (O): _____ Phone No. (Mobile) _____		

Enclosures attached with the Tender Form:-

Sr. No.	Enclosure Detail	Page No.

(Signature of Tenderer)

(Annexure-2)

FORMAT FOR PROVIDING UNDERTAKING
(To be submitted on judicial stamp paper of Rs. 20/- should be attested by Notary Public of the area)

To

The Superintendent of Police

I, the undersigned, hereby certify that I have gone through all the terms and conditions mentioned in the tender form document for supply of cooked diet and I undertake to comply with them.

I, the undersigned, hereby solemnly declare and undertake as under:

1. That the Price Bid amount quoted by me in the Tender is valid and binding upon me for the entire period of the contract.
2. That I bind myself to the Superintendent of Police and the concerned Police Station/Police Post for providing the cooking services at _____ Police Station/Police Post, Distt. _____ for the entire period of the contract.
3. That the Performance security money deposited by me shall remain in the custody of the Supdt. of Police till the expiry of the contract.
4. That the conditions herein contained and contained in the tender form shall form part of and shall be taken as included in the contract agreement itself.
5. That I will be wholly responsible for providing cooking services at Police Station/Police Post _____ Distt. _____ HP as per the terms & conditions mentioned in the tender form.
6. That in case any workers are employed by me in the kitchen or elsewhere for preparation & providing of cooking services. I shall be responsible to provide all benefits as applicable under the rules and Laws such as Minimum wages to the workers, E.P.F. Bonus, ESI, and Leave etc. to the eligible employees employed by me.
7. That I shall abide by the provisions of Minimum Wages act 1948 and Contract Labour Act 1970 and other Labour laws applicable from time to time, in case any workers are appointed by me for the cooking services.
8. That damage to the Police Station/Police Post property if any, due to lapse on my part or on the part of my staff may be recovered from me or my performance security deposit.
9. That lapse if any occur on my part or on the part of my staff while discharging the cooking services, the Supdt. of Police may cancel my contract and award the work to another agency and the loss or the cost difference may be recovered from me and can forfeit the performance security deposit money also. Complete detailed of duly verified of performance security.
10. That the decision of the concerned Police Station/Police Post incharge and Superintendent of Police of the Distt. will be binding upon me in any matter.
11. P. S. 10% of Amount on yearly basis arised.

(Signature of Tenderer)

PENALTY CLAUSE

- 11 A penalty of Rs. 500/- depending upon case to case basis, on each occasion, may be imposed on the contractor by the concerned Police Station/Police Post Administration or by the Superintendent of Police, HP for non-supply of cooking services in the concerned Police Station/Police Post on any day during the period of contract or for any breach of other terms & conditions of this tender or agreement of contract, which if not paid by the contractor well in time may be deducted from the performance security deposit amount of the contractor available/due
- 12 Experience Certificate of minimum one year for cooking services Govt. departments issued by the concerned competent Authority.
- 13 Payment will be made through cheques to the workers by the contractor.
- 14 Each worker will have produce medical fitness certificate duly verified from the competent authority
- 15 The contractor will have to produce police verification certificate in respect of the workers engaged.
- 16 Timings for serving Breakfast, Lunch, and Dinner will be decided by the concerned Police Station/Police Post.
1. Earnest Money Deposit of the unsuccessful bidders will be refunded within one month from the date of finalization of tenders; whereas in case of successful bidder the same may be refunded or may be adjusted against the performance security deposit.
 2. Earnest Money Deposit of the successful bidder shall be forfeited if the contractor does not fulfill any of the following conditions:-
 - i. If an agreement is not signed in the prescribed form within seven days of the receipt of the Letter of Award of lease Contract;
 - ii. If the Contractor does not commence services within seven days from the date of signing the agreement.
- Any loss occurred due to the non execution of the contract can also be recovered from the contractor as decided by the Supdt. of Police of the district I// no correspondence in this regard will be entertained

Date:

**Signature of tenderer
Seal of the agency**

(Annexure -3)

**TENDER FOR COOKING WORK
(FORM OF CONTRACT
AGREEMENT to be signed on a non-judicial stamp paper of Rs.50)**

This contract agreement is made on the _____ day _____ 2017 between the Supdt. of Police of the district ^{Solan} ^{Solan} I/C, hereinafter called 'the Employer of the one part and _____ (Name & Address of contractor) hereinafter called "the Contractor" of the other part, under which the contractor shall prepared cooking services to in _____ HP as per the terms and conditions of the tender and this contract agreement during the entire period of contract from w.e.f. ----- to -----.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & conditions of contract hereinafter referred to.
2. The following documents shall be deemed to be read thoroughly and form a part of this Agreement, viz :
 - (a) Letter of acceptance for award of contract
 - (b) Terms and Conditions of the Tender Form for supply of cooked diet.
 - (c) Notice inviting Tender
 - (d) Price Bid of Tender.
 - (e) Addendums, if any
 - (f) Any other documents forming part of the contract.
- 1) **The contractor hereby agrees to provide cooking services in the Police Station/Police Post, Distt. -----HP during the period of contract without any condition.**
- 2) **The contractor hereby also agrees to pay the employer/Government in consideration of the damage or loss or penalty of any kind, the amount as per the terms & conditions of the tender form or as per the decision of the concerned Authority.**
- 3) **The employer hereby agrees to hand over the premises of kitchen of concerned Police Station/Police Post to the contractor (only if exists as per tender form) for the period of contract for providing the cooking services as per the terms & conditions of the tender form.**

For and on behalf of the Contractor
Signature of the authorized official
Name of the Person

For and on behalf of the Employer
Signature of the authorized official
Name of the officer

Stamp/ Seal of the Contractor Stamp/

Supdt. of Police/ I/C
Seal of the Employer

SIGNED, SEAL AND DELIVERED

By the said _____ Name on behalf of the Contractor in the presence of the Witnesses	By the said _____ Name on behalf of the Employer in the presence of the Witnesses
--	--

1. **SIGNATURE:**
NAME:
DATE
DESIGNATION:
TELEPHONE NO:

1. **SIGNATURE:**
NAME:
DATE:
DESIGNATION:
TELEPHONE NO:

2. **SIGNATURE:**
NAME:
DATE:
DESIGNATION:
TELEPHONE NO:

2. **SIGNATURE:**
NAME
DATE:
DESIGNATION:
TELEPHONE NO:

Note:

+ To be made out by the employer at the time of finalization of the form of agreement. *PS/PP*

++ Name of the ~~hospital~~ to be filled for which the tender has been accepted.

** Blanks to be filled by the employer at the time of finalization of the form of agreement.

Signature of Tenderer

(Annexure-4)

**CHECK LIST OF THE DOCUMENTS TO BE ATTACHED WITH
TECHNICAL BID OF TENDER FOR COOKING SERVICES**

- Note: 1) Please check whether the copies of the following documents have been attached with the tender or not.
- 2) All the Pre-Qualification Bid documents (along with Annexure 1 to 5) must be submitted separately in sealed Envelop-I super-scribed as "Pre-Qualification Bid for supply of cooked diet in respect of (Name of Hospital)"

Sr. No.	Particulars	YES	NO
1.	Tender Form with (Annexure-1 to 4) duly filled in, where applicable, with Signatures of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.		
2.	One passport size self attested photograph pasted on the Form) showing name of the tenderer on the photograph in legible ink.		
3.	Earnest Money Deposit as mentioned in the tender form in the of FDR/Demand Draft/Banker's Cheque /Bank Guarantee from any of the Nationalized or Commercial Bank issued or pledged in favor of the undersigned i.e. Superintendent of Police of the District/ IC, HP valid for 6 months and payable at _____, HP.		
4.	An undertaking as per Annexure-2 to be submitted duly signed by the tenderer on a judicial stamp paper of Rs. 20/-and attested by the Notary Public of the area.		
5.	An affidavit on a judicial stamp paper of Rs.20 given by the tenderer duly attested by the Notary Public of the area on the lines given in the tender form.		
6.	An Attested Copy of PAN (Permanent Account Number) Issued by the Income Tax Department. In case of partnership firm the PAN should be in the name of firm only.		
7.	An Attested copy of the valid authorization letter given by the owner of the firm/agency in favor of the authorized signatory, only if required & applicable		
8.	Attested copy of Power of attorney in case of a partnership firm., only if applicable		
9.	Experience Certificate of providing cooking services and Govt./Semi Govt./ Private Institution.		
10.	Turnover for last two years duly certified by CA where cooking services provided.		

Signature of Tenderer:

Name & Address
with rubber stamp