

**Director General School Education-cum-State Project Director
Office of Sarva Shiksha Abhiyan Authority, Punjab**

Vidhya Bhawan, (Building Punjab School Education Board) Block-E, Fifth Floor, Phase-8, Ajitgarh (Mohali)
Phone No.: 5015864-865, Fax No.: 0172-2624687, e-mail: ssaprocedurement@gmail.com

Quotation Notice

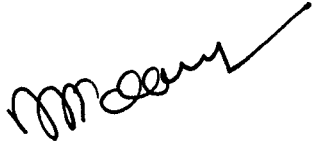
Memo No. SSA/Proc./2014/01

Dated: 16-05-14

Sealed Quotations are invited from Sarva Shiksha Abhiyan for the providing canteen services in our office located at 5th floor, Punjab School Education Board, Block-E, Ajitgarh (Mohali).

Interested firms may be read instruction & terms and conditions and send the sealed quotations in this office by 23rd May, 2014 at 11:00 AM. Late or Wrong Quotations shall be not accepted. Regarding this, no separate/ Invitation letter will be issued.

Note: For more information please contact Phone No. **0172-5212316**


**Principal Secretary School Education
Punjab, Chandigarh**

**O/o Director General School Education-cum-State Project Director
Sarva Shiksha Abhiyan Authority, Punjab**

Shiksha Bhawan (Punjab School Education Board), Block-E, Fifth Floor, Ph-8, Ajitgarh (Mohali)
Ph. No. 0172-5212313,0172-5212359,website: ssaprocurement@gmail.com

QUOTATION NOTICE

Sarva Shiksha Abhiyan, Punjab wishes to identify and engage a competent Canteen contractor for the purpose of providing canteen services in our office located at 5th floor, Punjab School Education Board, Block-E, Ajitgarh (Mohali).

Scope of Work:

- To run & maintain canteen at office of DGSE, Punjab, 5th Floor E-Block, Punjab School Education Board, Mohali with includes :
- Providing Tea/Coffee & Good Quality Snacks (like Burger, Hotdog, Samosa, Bread Piece etc.) in canteen from 08.30 AM to 6.00 PM.
- Canteen will be open on Monday to Saturday.
- To provide snacks/tea etc. to various official meetings etc. as and when required.
- Provide snacks/tea etc. to employees and visitor as per requirements.
- Any other service incidental to above.
- All cooking, frying etc shall be prohibited in office/canteen premises.
- To provided sufficient number of Dust Bins inside the canteen.
- Contractor will be providing equipment in canteen such as :
 1. Tea/coffee Machine
 2. Refrigerator
 3. Oven

A contract will be executed between State Project Director, SSA, Punjab and Contractor for one year which may be extended further, as decided by the competent authority on the recommendation of the canteen committee.

Terms & Conditions

1. Bidders responding to quotation notice shall be deemed to be agreeable to the terms and conditions herein contained.
2. All the terms and conditions laid down in the quotation shall be binding on the bidders.
3. Quotation form should be filled in neatly, legibly and carefully.
4. Bidder must be enclosed in a properly sealed envelope addressed to the State Project Director by designation and not by name. The quotation must be super-scribed "Quotation for the Canteen services".
5. While submitting quotation, bidders must be submit EMD and financial bid in sealed envelope separately and both envelopes should be packed in main envelope.
6. The quotation shall be opened in the presence of the bidders or authorized representatives on the date and time mentioned in the quotation notice in case, the date of opening falls on a holiday quotation will be opened on the next working day, following the holiday, at the scheduled time.
7. EMD of Rs 5000/- should be enclosed in favour of State Project Director, Sarva Shiksha Abhiyan, Punjab.
8. Authorized signatory should sign in all the pages of the document. Bids without signatures of authorized signatory will be rejected.
9. All the columns of the documents shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures and words. The word "No quotations" should be written across any or all of the items in the schedule for which a bidder does not wish to quotation.
10. No alternation should be made in any of the terms and conditions of the quotation or overwriting in the rates.

Signature of Bidder with Stamp

11. Bidders are advised to visit our office & see themselves the location of canteen where canteen services are required, during the office hours on working days.
12. The successful bidder shall be required to execute an agreement with SPD, SSA, Punjab or Stamp Paper of requisite value.
13. The SPD, SSA, Punjab reserves the right to reject/cancel any or all or part of the quotation of the bidder without assigning any reasons and shall also not be bound to accept highest quotation. The decision of the SPD, Punjab shall be final and binding.
14. All disputes with will be settled within the jurisdiction of the Chandigarh Court.
15. SPD, Punjab reserves the right to terminate or withdraw the work entrusted to the bidder in the performance of the contractor is not found to be satisfactory. In case of any dispute arising thereof the decision the SPD, Punjab will be final.
16. Bidder will arrange to collect payment on prescribed rates against items served to employee (s) on his own. Any credit facility extended by bidder to employee will be at his cost and risk. The O/o SPD, SSA Punjab will not take any responsibility on this account.
17. The brand of following items shall be decided by the committee constituted of O/o SPD, SSA Punjab and these shall be exclusively sold in the SPD, SSA Punjab by the contractor such as; Cold drinks, Ice-cream, Mineral Water, Milk, Preserved Fruit Juice etc.
18. The contractor shall be responsible for compliance of the MRP Act and other such acts applicable to canteen services and sale of food items.
19. Hard drinks shall not be allowed in O/o SSA Punjab under any circumstance and no party arrangement shall be made without the prior approval of the O/o SSA, Punjab.
20. The expenses for preparation and execution of agreement for this contract shall be borne by the contractor.
21. The use & sale of alcoholic drinks and tobacco in any form and smoking shall be strictly prohibited.
22. It should be mandatory for the contractor to display the rate list of all the eatable items inside the canteen.
23. If anybody suffer any health hazardness after consuming the eatables available at the canteen, then the contractor shall be solely liable for the consequences arising out of the same and the SSA, Punjab shall not be responsible for the same.
24. The contractor shall be bond to pay any rent (Electricity Charges , Rent & Water etc) as per agreement.
25. The contractor will maintain of cleanliness in the canteen premises.

Acceptance

I/we/ hereby declare that all the terms and condition of the tender documents has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender and shall comply with then strictly.

Name of authorized signatory _____
 Name of Bidder : _____
 Address : _____

 Contact No. : _____
 E-mail id : _____
 Date : _____

Signature :
 Seal of firm :

Signature of Bidder with Stamp

Financial Bid

(Type on Company Letter Head)

	Item to be served	Unit	Weight (to be filled by bidder)	Name of Brand (to be filled by bidder)	Rate quoted (in Rs.) as per unit basis
1	Tea	Per Pc			
2	Special Tea	Per Pc			
	Coffee	Per Pc			
3	Cold Drink 500 ml	Per Pc			
4	Cold Drink 1 Ltr	Per Pc			
5	Cold Drink 1 ^{1/2} Ltr	Per Pc			
6	Cold Drink 2Ltr	Per Pc			
7	Milk	Per Pc			
8	Lassi (Sugar)	Per Pc			
9	Lassi (Salted)	Per Pc			
10	Mineral Water	Per Pc			
11	Hotdog	Per Pc			
12	Burger	Per Pc			
13	Grilled Sandwich	Per Pc			
14	Samosa	Per Pc			
15	Bread Pakora	Per Pc			
16	Aalo Pattie	Per Pc			
17	Paneer Pattie	Per Pc			
18	Mathi	Per Pc			
19	Pastry (Chocolate Flavour)	Per Pc			
20	Pastry (Pine Apple Flavour)	Per Pc			
21	Biscuit (Salted)	Per Pc			
22	Biscuit (Sugar)	Per Pc			
23	Biscuit (Sugar Free)	Per Pc			
24	Aalo Bhujia Namkeen	Per Pc			
25	Khata Meetha Namkeen	Per Pc			
26	Dal Namkeen	Per Pc			
27	Chips	Per Pc			
28	Chocolate	Per Pc			
29	Bassen Barfi	Per Pc			
30	Ballu Shahi	Per Pc			

Rent of Canteen

Sr. No.	Space of Canteen	Rate quoted (Rent in Rs. Per Month)	
		In words	In Figure
1.	10" X 7" sq.ft.		

Signature of Bidder with Stamp