

**U.T. ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE MEMBER SECRETARY
DAMAN & DIU BUILDING & OTHER CONSTRUCTION
WORKER'S WELFARE BOARD**

**REQUEST FOR PROPOSAL FOR SUPPLYING MEALS
TO THE BUILDING AND OTHER CONSTRUCTION
WORKERS**

MAMLATDAR & H. O.,
LABOUR & EMPLOYMENT OFFICE,
DIU

U.T. Administration of Daman & Diu
Office of the Member Secretary,
Daman & Diu Building & Other Construction Workers Welfare Board

TABLE OF CONTENTS

SR. NO.	PARTICULARS	PAGE NO.
1.	Instructions	05
2.	Key Dates	06
3.	Fee Details	06 & 07
4.	Security Deposit	08
5.	Eligibility Criteria	08
6.	Scope of Work	08
7.	Conditions of Contract	09
8.	Mandatory Documents Required	12
9.	Penalty clauses	12
10.	Evaluation of the Proposal	13
11.	Technical Evaluation	14
12.	Financial bid and Final Evaluation	15
13.	Payment Terms	16
14.	Additional Information to be furnished by the applicant	16
15.	Proforma for Financial Bid	17
16.	Annexure A	18

On Line Tender Notice No. 01 of 2018-19
U.T. Administration of Daman & Diu,
Office of the Member Secretary,
Daman & Diu Building &
Other Construction Workers Welfare Board, Diu

No. 84/LIO/BOCW/Meal/Diu/2018-19/32

Date: 17/07/2018

e-Tender Notice

REQUEST FOR PROPOSAL FOR SUPPLYING MEALS TO THE BUILDING AND OTHER CONSTRUCTION WORKERS, Mamlatdar & H.O., Labour & Employment Office, Diu, invites online tender on www.nprocure.com, for meals to be served to the Registered workers of Daman & Diu Building and Other Construction Workers at Diu.

Sr. No.	Particulars	No. of Meals Per Day	EMD (Rs.)	Tender Fees (Rs.)	e-Tender ID No.
01	Meal to be Served to the registered workers of the Building and Other Construction Workers at Diu	600*	60,000/-	1,000/-	

* The number of meals may increase or decrease as per the requirement.

Bid document downloading Start Date : 17.07.2018
Pre-Bid Meeting : 20.07.2018 at 11.30 Hrs, Collectorate, Diu
Bid document downloading End Date : 30.07.2018, 11.00 Hrs.
Last Date & Time for receipt of Bid : 30.07.2018, 15.00 Hrs.
Technical Bid Opening Date : 31.07.2018, 11.00 Hrs.
Presentation by the bidders : 31.07.2018, 15.00 Hrs
Financial Bid Opening Date : 01.08.2018, 16.00 Hrs

Bidders have to submit price bid in Electronic format only on www.nprocure.com website till the last date and time for submission. Price Bid in physical format shall not be accepted in any case.

e-tender ID No. 2018_UTDD_ _1 Meal to be Served to the Building and Other Construction Workers' Board, Daman for the Year 2018-19

Technical Bid submission should be done along with tender Fees and EMD in hard copy to above mention addressed by R.P.A.D./Speed Post or by hand. However, Tender Inviting Authority shall not be responsible for any postal delay. The above said documents have to be deposited in the office of the undersigned.

1. The EMD should not be forwarded by cash.
2. The Tender fees will be accepted only in form of D.D. (Demand Draft) of any Nationalized or Scheduled Bank of India payable in Diu.
3. The EMD will be accepted in form of F.D.R. or Bank Guarantee from any commercial banks in an acceptable form payable at Diu in favor of "The Mamlatdar & H. O., Labour & Employment Office, Diu."


The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof.

In case bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on

E-mail: lab-diu-dd@nic.in

Tel No. 02875 252520

website: www.diu.gov.in


Mamlatdar & H. O.,
Labour & Employment Office,
Diu

Copy to :-

- 1) All Heads of Office, Diu, for information & necessary action
- 2) FPO, Diu for wide publicity in Newspapers.
- 3) I.T., Daman with a request to publish in Website.
- 4) Accounts Section, Collectorate for information.
- 5) DIO, NIC, Diu with request to publish in official website of Diu

**U.T. ADMINISTRATION OF DAMAN & DIU,
OFFICE OF THE MEMBER SECRETARY
DAMAN & DIU BUILDING & OTHER CONSTRUCTION WORKERS
WELFARE BOARD**

Terms and Conditions for the “Meals to be served to the registered workers of the Building and Other Construction Workers Board, Daman & Diu”.

I. INSTRUCTIONS

- 1) All Tender Documents can be downloaded free from the website www.nprocure.com, www.diu.gov.in & www.daman.nic.in
- 2) All bids should be submitted online on the website www.nprocure.com.
- 3) The user can get a copy of instructions to online participation from the website www.nprocure.com , www.diu.gov.in & www.daman.nic.in
- 4) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:

**Mamlatdar & H.O.,
Labour & Employment Office,
Collectorate, Diu**

- 5) All documents scanned/attached should be legible/readable. A hard copy of the same may be sent which the department will be use if required. Uploading the required documents in www.nprocure.com is essential.
- 6) The Bidder has to give compliance for each quoted product for any false/ misleading statement in compliance found any time during the procurement process, the bid shall be out rightly rejected & EMD shall be forfeited.
- 7) The Agency has to provide nutritious food which should be hot, fresh, healthy and wholesome meals to be delivered to labours at their working place.
- 8) The Agency has to deliver Lunch &/or Dinner to the workers at Diu to approx 600 workers per day which includes transportation cost within the range of 14 Kms in Diu District.

II. KEYDATES

Bid document downloading Start Date	: 17.07.2018
Pre-Bid Meeting	: 20.07.2018 at 11.30 Hrs, Collectorate, Diu
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The Tenders shall be submitted in two-bid system, wherein the Technical bid and Commercial Bid is to submitted filled online on www.nprocure.com and the EMD and Tender Fee has to be submitted in Tender Box along with a covering letter. The envelope should be super scribing as “**Sealed Cover Bid for Meals to be Served to the Registered Workers of the Daman & Diu Building and Other Construction Workers at Diu**” with **Tender No.** The EMD and Tender Fees should be enclosed with BID only.

III. FEE DETAILS

Tender Fees Rs. 1,000/- (Non Refundable) :

- The Tender Fees should not be forwarded by cash.
- The Tender Fees as specified in schedule otherwise tender will be rejected. The tender fees will be accepted only in form of DD/A/c payee Cheque in favor of “**The Mamlatdar & H. O., Labour & Employment Office, Diu.**” from any Nationalized or Scheduled Bank of India payable in Diu.
- All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

Earnest Money Deposit (EMD) : Rs. 60,000/-

- All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.
- Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of its Registration with D.G.S. & D. should be attached to their tenders.
- EMD can be paid in either of the form of following:

- i. A/c Payee Demand Draft
- ii. Fixed Deposit Receipts
- iii. Bank Guarantee

In favour of “**The Mamlatdar & H. O., Labour & Employment Office, Diu.**”
from any Nationalized Banks including Public Sector Bank/Private Sector Bank
authorized by RBI to undertake Government Business.

- d. EMD should be valid upto **12 (TWELVE) months** from the date of its issuance.
- e. EMD in any other forms will not be accepted.
- f. EMD/Security Deposit shall be liable to be forfeited in following circumstances:
 - i. Tender is rejected due to failure to supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.
 - ii. In case, the supplier does not execute the supply order placed with him within stipulated time, the EMD of the supplier will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.
- g. The amount of Earnest Money paid by the tenderers whose tenders are not accepted will be refunded to them by Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above Rs. 200/-) drawn on any branch of State of India or its subsidiary Commercial Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.
- h. Only on satisfactory completion of the contract term and on payment of all bills of the agency, as the amount of Security Deposit/Earnest Money will be refunded after expiry of contract period, if any, or any such date/period as may be mutually agreed upon.
- i. In case of failure to execute the order as per conditions and within the stipulated time, the tender inviting officer will obtain from the bidder who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government on account of such purchases(s) shall be recovered from the former suppliers Security Deposit/Earnest Money or bills payable. The suppliers shall have no right to dispute with such procedure.
- j. The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Earnest Money required by these conditions.

IV. SECURITY DEPOSIT: (SD)

- a. The successful tenderer will have to pay within 15 days from the date of demand, an amount equal to 10% of the total value of articles, which may be ordered, as the amount of security deposit.
- b. Non-receipt of Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.
- c. The Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Security Deposit required by these conditions.
- d. The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.

V. ELIGIBILITY CRITERIA

1. Minimum turnover of the firm to be Rs. 75 Lacs every year for the past three years viz. 2014-15, 2015-16, 2016-17. Certified financial statements have to be furnished as proof.
2. The Firm should have a minimum experience of three years in providing meal services. Work order / invoices to be submitted as documentary evidence
3. The firm should have supplied minimum 150 meals at a time, daily to an organization for at least two years. Documentary evidence has to be furnished.

VI. SCOPE OF WORK

The Scope of the Services shall be as follows:

Sr. No.	Particulars
1.	The Agency has to provide cooked Meal (Lunch &/or Dinner) every day to the workers as per the menu at Annexure-A.
2.	The Agency has to provide nutritious food which should be hot, fresh, healthy and wholesome meals to be delivered to labours at their working place.
3.	The Agency has to deliver Lunch &/or Dinner to workers at Diu (approx 600 workers per day) which should include transportation cost within the range of 14 KM from the kitchen, for which no addition payment will be made by the Board. The Board may provide space to set up kitchen facilities by the tenderer.
4.	List of delivery locations will be given by the receiver
5.	Procurement of the raw materials will be in the scope of the service provider.

e-tender ID No. 2018_UTDD_ _1 Meal to be Served to the Building and Other Construction Workers' Board, Daman for the Year 2018-19

6.	Meals to be served as per the timings decided by the Board.
7.	Catering & Delivery will be in the scope of the service provider
8.	Cleaning utensil as per Norms
9.	The Agency should train their staff for wearing clean uniform with cap, mask and gloves.
10.	Medical Checkup of all workers should be done annually.
11.	Hand washing, drying and PPE should be done before starting the kitchen activities.
12.	The Contractor shall cover its personnel for personal accident and death whilst performing the duty and the Client shall own no liability and obligation in this regard.
13.	The Agency should carry out pest control activity daily all rodent boxes and glue pad should be checked for effective pest control purpose and the agency should also have Pest-O Flash System to capture Flies & Insects.

VII. CONDITIONS OF CONTRACT

1. The contract for meals to be Served to the workers registered with the Daman & Diu Building and Other Construction Workers at Diu **shall be for a period of one year extendable upto three Years** from the date of entering in to agreement between The Mamlatdar & H. O., Labour & Employment Office, Diu and the successful tenderer.
2. The successful tenderer shall enter into an agreement with The Mamlatdar & H. O., Labour & Employment Office, Diu within 10 days from acceptance of the offer.
3. The rate should be quoted in the prescribed form given by the department; **the rate should be valid for the period of contract.**
4. All Taxes/Duties/Royalties Charges payable on the service charge/transport etc. within and/or outside the state shall be payable by the supplier.
5. The Tenderer should enclose along with tender the Earnest Money Deposit in form of Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in an acceptable form payable at Daman in favour of **“The Mamlatdar & H. O., Labour & Employment Office, Diu.”** The EMD should not be forwarded by Cash. Tender received without Earnest Money Deposit will be summarily rejected.
6. The amount of Earnest Money paid by the successful Tenderer(s) will be adjusted against the amount of Security Deposit to be paid by the successful tenderer(s).
7. The tender should be neatly typed or hand written only on letter head bearing the name of supplier and the signature of the tenderer. No overwriting, correction or erasures will be considered.

8. The Tenders shall be submitted in two-bid system, wherein the EMD and Tender Fee in original have to be submitted in Tender Box. The envelope should be super scribing as **“Sealed Cover for Meals to be served to the Daman & Diu Building and Other Construction Workers’ at Diu”**. The Technical Bid and Financial Bid have to be submitted online on www.nprocure.com.
9. The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
10. If the tenderer whose tender is accepted, fails to execute the supply order within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Administration with no further liabilities on either party to the contract. The diet is to be provided to the workers as mentioned in Annexure - A.
11. If there is any complaint about quality and quantity of meal served, same will be inquired into depth with the help of Mamlatdar & H. O., Labour & Employment Office and Labour Inspector and if the complaint is found correct, the contract will be terminated with immediate effect and deposit sum will be forfeited.
12. During this entire period of contract the undersigned/this Administration reserves the authority to terminate the agreement at any time in case of violation of any condition of the tender.
13. The rates offered should be exclusive of all taxes; no other additional charges will be paid by the department in any case.
14. The rate(s) should be quoted only for the items specified in the list of requirements and should be for the items given in the tender document.
15. (a) The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of articles, that may be ordered, as the amount of security deposit.
(b) Non-receipt of Security Deposit within stipulated time will result in an automatic cancellation of the order for supply without any intimation.
(c) However, in case, if any articles are received for which the Security Deposit may not have been deposited, the full Security Deposit as may be due from the supplier will be recovered from the bill(s) for such articles.
16. The amount of Earnest Money paid by the successful Tenderer(s) will be adjusted against the amount of Security Deposit to be paid by the successful tenderer(s).

17. The amount of Earnest Money paid by those tenderer(s) whose tenders are not accepted will be refunded to them.
18. The Tender Inviting Officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good and loss to the Government on account of his failure to abide by the time limit.
19. The Earnest Money(s)/Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is/are not adjustable with Earnest Money or Security Deposit required by these conditions.
20. All bills should be in TRIPLICATE and should invariably mention the number and date of supply order.
21. All bills for amount above Rs.5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
22. Each bill in which Tax is charged must contain the following certificates on the body of the bill "CERTIFIED" that the goods on which Tax has been charged have not been exempted under the Central Service Tax Act or the Rules made there under and the amount charged on account of Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under".
23. The Tender Opening Committee will open the Tenders in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer.
24. The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
25. The tenders/offers received which do not confirm with the terms and conditions of this office will be summarily rejected.
26. If the tenderer whose tender is accepted, fails to execute the supply order within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government.
27. Separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for supply.
28. Rates should be quoted in the forms issued from the department and as per the requirement asked for.

29. Rates quoted are for Diu only.

30. GST will be applicable as per present rules time to time.

VIII. MANDATORY DOCUMENTS TO BE SUBMITTED BY THE TENDERER

1. PAN Number
2. GST Registration No.
3. Valid Food License should be as per the Food Safety Act issued by the Competent Authority
4. Firm Registration Certificate
5. Income Tax Returns of last three years
6. Experience Certificate in similar field
7. Terms and Conditions of tender documents duly stamped and signed on each pages.

IX. PENALTY CLAUSES WILL BE AS UNDER

Penalty clauses for providing Meal		
1.	Complaints regarding food, including the transportation	Replacement of food and Rs.100/- per complaint after verification by competent authority
2.	Not using apron, cap while cooking and serving and not cutting nails of cooks employed weekly.	Rs.100/- per person per occasion.
3.	System of keeping utensils with food on kitchen platform not followed.	Rs.100/- per occasion.
4.	Not covering utensils containing food in place.	Rs.100/- per occasion.
5.	System of using separate towel not followed.	Rs.100/- per occasion.
6.	Supply of Meal - If meal provided to workers is incomplete as per approved menu or provided late or missing	Meal will be given by other sources and charges for the same will be deducted from operator's bill.
7.	Supply as Per Time Schedule - If the Meal is not supplied as per time schedule.	Food will be purchased by department from outside & the payment for the same will be deducted from Operator's monthly bill
8.	Lapse in hygiene at Cooking Site or during Transportation	Rs.500/-per occasion.

e-tender ID No. 2018_UTDD_ _1 Meal to be Served to the Building and Other Construction Workers' Board, Daman for the Year 2018-19

Penalty clauses for providing Meal		
9.	Uniform / Conduct of Staff - If the staff of the Operator is found without prescribed uniform and if an improper conduct of the staff is observed.	Rs.500/- per occasion. This will be in addition to the rights of the administration to remove such staff from the work place.

X. **EVALUATION OF PROPOSAL**

The proposals shall be evaluated as per the parameters set below and ranked accordingly. The score of technical proposals would be given 60% weightage and financial score would be given 40% weightage.

Proposal Marking: Both the technical and financial proposals shall be marked separately. The technical proposal shall be evaluated on the following parameters and the marks shall be given accordingly.

Based on above criteria, the proposal shall be ranked in descending order of marks (The Technical Proposal with highest score will be ranked one and others accordingly).

Each responsive proposal will be given a technical score.

Shortlisted bidders on the basis of technical bids, will be required to make presentation of their concept designs on the same date OR any other date inform by the authority. The exact date time & venue of the presentation will be intimated separately.

XI. Technical Evaluation

Table : Proposal Marking

Sr. No.	Particulars	Total Marks	No. of Marks	Attached/ Not Attached
1.	Total Turnover of the Firm (For last three years): a. 50 Lacs to 1 Crores – 10 marks b. 1 Crores to 5 Crores – 15 marks c. 5 Crores or above - 20 marks	20		
2.	Experience in providing Meal services to minimum 1000 workers for at least two years, as on the last date of receipt of the Bid : a. Up to 3 yrs - 5 marks b. 3 yrs and more- 10 marks	10		
3.	Additional marks for meeting following criteria: a. ISO Certification- 5 Marks b. Non-Profitable NGO/ Charitable Trust – 5 Marks c. Experience in providing 5000 meals to construction/ industrial laboureres at a time for two years - 10 Marks	20		
4.	Presentation 1. Proposed Approach & Methodology 2. Team Strength 3. Equipments 4. Health & Hygiene 5. Work Plan (10 Marks each).	50		
	Technical Score Total Marks...	100		

Maximum Total Marks : 100

XI. FINANCIAL BID AND FINAL EVALUATION

Financial Bid: (Total Marks - 100)

Evaluation of Financial Proposal

- i. In the second stage, the financial evaluation will be carried out as per this Clause. Each Financial Proposal will be assigned a financial score (FS).
- ii. For financial evaluation, the total cost indicated in the Financial Proposal, will be considered.
- iii. The authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the bidder. The lowest Financial Proposal (FM) will be given a financial score (FS) of 100 points. The financial scores of other proposals will be computed as follows:

$$FS = 100 \times FM/F$$

(F = amount of Financial Proposal)

Combined and Final evaluation

Proposals will finally be ranked according to their combined technical (TS) and financial (FS) scores as follows:

$$S = TS \times Tw + SF \times Fw$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.60 and 0.40 respectively.

The Selected Applicant shall be the first ranked Applicant (having the highest combined score). The second ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the tender document.

XII. PAYMENT TERMS

The Payment shall be released on monthly basis on submission of bills for actual no. of meals supplied.

XIII. ADDITIONAL INFORMATION TO BE FURNISHED BY THE APPLICANT

Additional Information to be furnished

Sr. No.	Particulars	Details
1.	Name of Agency	
2.	Complete Address	
3.	Contact Person	
4.	Telephone No.	
5.	Mobile No.	
6.	Fax No.	
7.	E-mail ID	

XIV. PERFORMA FOR FINANCIAL BID

1. RFP Document Number :
2. Name of the Bidder :
3. Full Address of the Bidder :
4. Bidder's proposal number and date :

Sr. No.	Description	Rate (in Rs)	Rate (in words)
1.	Rate Per Meal (Exclusive of Taxes)		

Note : The Bidder should consider below mentioned conditions before submitting the quote :

1. The Rate per Meal quoted should be exclusive of all taxes. GST and service tax shall be paid extra as applicable
2. The number of meals can be increased or decreased as per the actual requirement. The actual requirement of meals shall be provided two days prior to the commencement of week

Signature of Authorized Representative.

Dated.....

Designation.....

(Seal of the Firm)

**Mamlatdar & H. O.,
Labour & Employment Office,
Diu**

ANNEXURE - A

HIGH PROTEIN DIET

➤ **MEAL**

Items	Quantity	UOM	Nutritive Value
Rice/ Pulav	290 ± 30	Grams	1250 Kcal 40 gram Protein
Dal	200 ± 20	Grams	
Roti	04	Nos.	
Sabji/ Kathol	200	Grams	



MAMLATDAR
Collectorate - Diu.
H.O.(Labour & Employment)