

Uttarakhand Handloom & Handicraft Development Council

उत्तराखण्ड हथकरघा एवं हस्तशिल्प विकास परिषद



उद्योग निदेशालय, उत्तराखण्ड
औद्योगिक आस्थान, पटेलनगर, देहरादून।
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E-TENDER NOTICE

FOR RUNNING RESTAURANT AT

Doon Haat, IT Park, Dehradun

E-tenders are invited from reputed and experienced Firm/Interested parties for running Restaurant/food plaza at Doon Haat, IT Park, Dehradun for a period of five years. Tender document and other details can be obtained from E-Procurement portal www.uktenders.gov.in

Last date for receipt/uploading of E-Tender	Dt. 22.02.2020 upto 5:00 p.m.
Date and Time of the opening of Technical bid	Dt. 24.02.2020 upto 11:00 a.m.
Date and Time of the opening of Financial bid	After completion of technical bid

UHHDC reserves the right to accept or reject any tender or all the offers without assigning any reason. The tender is also available at www.doiuk.org

**Chief Executive Officer,
UHHDC**

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Date and Time of opening of financial bid	After completion of technical bid

1. For submission of bids online, the tenderer is required to have Digital Signature Certificate (DSC) from one of the authorized certifying authorities.
2. **E-Tender fee for Rs. 2,000/-** shall be submitted in the form of Demand Draft in favour of “UHHDC (Assistance to UHHDC)” payable at Dehradun.
3. **Earnest Money Rs. 20,000/-** shall be submitted in the form of Demand Draft in favour of “UHHDC (Assistance to UHHDC)” payable at Dehradun.
4. The tenderers are required to submit bid document online. The bidder shall also upload the scanned copy of DD’s for Tender fee, Earnest money and other document mentioned in the Tender document online.
5. The tenderers are advised to go carefully through the E-Tender document and instructions available on website and ensured compliance before submitting their E-Tender. The conditions other than those mentioned in the E-Tender Notice and the E-Tender document shall not be acceptable and such offers may be ignored.
6. A Hard copy of the tender submitted online alongwith the DD’s of Tender Fees & Earnest Money in original shall be submitted in a sealed envelope in the office of Uttarakhand Handloom & Handicraft Development Council, Directorate of Industries, Uttarakhand, Patelnagar, Dehradun up to **Dt. 24.02.2020 at 10:30 a.m.**
7. For the convenience of the tenderers it is proposed to arrange a **Pre-bid Meeting** with UHHDC officials on **Dt 07.02.2020 at 12:00 am**, at **Directorate of Industries, Uttarakhand, Patel Nager, Dehradun**. The tenderers may obtain the details of the works and also seek clarifications, if any, in that meeting.
8. UHHDC reserves the right to accept or reject any tender or all the offers without assigning any reason.
9. All other conditions relevant to tender process can be seen in the instructions to bidder given in the tender document. For further details, please log on to **www.uktenders.gov.in**

**Chief Executive Officer,
UHHDC**

Tender Document

for

Running Restaurant

at

**DOON HAAT,
IT PARK,
Dehradun**

Tender Document

Doon Haat, IT Park, Dehradun has been established by the MSME Department, Govt. of Uttarakhand and UHHDC is assigned to develop it as a place where the artisans, weavers, cooperative societies, SHGs, institutions etc. of Uttarakhand as well as other states of the country, will get opportunity to promote and market the products and activities related to handloom and handicraft sector. The Doon Haat will also act as a common place having shops/emporiums for displaying the handloom, handicraft and micro industries product.

UHHDC will offer buildup space measuring approx 101.37 sqm. (including kitchen) for running a restaurant/Food plaza at Doon Haat, IT Park, Dehradun.

1. General Terms And Conditions:-

- 1.1 Please read terms and conditions carefully before filling up the E-Tender. Incomplete tender document will be rejected.
- 1.2 Before uploading the E-tender the tenderer should ensure that all self attested documents are attached along with the technical bid.
- 1.3 The name and address of the tenderer shall be clearly written in the space provided and no overwriting , correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict compliance with the instructions laid down therein; otherwise the tender is liable to be rejected.
- 1.4 UHHDC reserves the right to reject any or all the tenders without assigning any reason.
- 1.5 For the convenience of the tenderers it is proposed to arrange a **Pre-bid Meeting with UHHDC officials on Dt 07.02.2020 at 12:00 am, at Directorate of Industries, Uttarakhand, Patel Nager, Dehradun.** The tenderers may obtain the details of the works and also seek clarifications, if any, in that meeting.
- 1.6 UHHDC reserves the right to change any condition of the tender before opening of the bids.
- 1.7 **A demand draft of Rs. 2,000 (Rs. Two thousand only) in favour of UHHDC (Assistance to UHHDC)** payable at Dehradun against cost of tender form shall be submitted with the technical bid.
- 1.8 The EMD amount will be refunded to unsuccessful tenderers.
- 1.9 EMD will be liable to be forfeited, if the tenderer selected for the work fails to sign the formal agreement or to start the work on the date stipulated in the work order.
- 1.10 The EMD remitted will not bear any interest for the period retained by the UHHDC.
- 1.11 The cost of stamp paper required for this agreement will be borne by the contractor.

2. Eligibility criteria:-

- 2.1 The Firm / interested parties shall have minimum three years of experience in running restaurant/food plaza in reputed organization/institutions. In this regard, a certificate of satisfactory completion of work is to be attached.
- 2.2 The tenderer should have minimum annual turnover of Rs. 50 Lakhs for the last three years.

3. Submission Of Bids:-

E- tender should be uploaded on the basis of two-bid system, “**Technical Bid and Financial Bid**” in their respective format.

3.1 Technical bid:-

The Technical bid should have the following information/documents:-

- i. Tender Fee in the form of Demand Draft Rs. 2,000/- in favour of UHHDC (Assistance to UHHDC) payable at Dehradun.**
- ii. Earnest Money Deposit in the form of Demand Draft Rs. 20,000/- in favour of UHHDC (Assistance to UHHDC) payable at Dehradun.**
- iii. Proof of having similar nature of work in reputed organization/institutions during the last three years.**
- iv. Attested copies of all details of registration (FSSAI license, GST Registration etc.)**
- v. The minimum Turn over during the last three years should be Rs. 50 Lakhs per annum with proof (Audited balance sheet of last three years).**
- vi. PAN/GST registration number etc.**
- vii. Theme/Concept/Design for the interior of the Restaurant has to be submitted and a presentation will be done in this regard before the committee.**
- viii. Theme/Concept/Design of the restaurant will be the part of Technical bid.**
- ix. Financial bid will be open for only those tenderers , whose technical capability and theme/concept/design are approved by the committee.**
- x. The tenderers also have to submit the list of local cuisines of Uttarakhand and the other food items that will be served in the restaurant.**

3.2 Financial Bid:-

The financial bid should be submitted in the “BOQ” format online.

The first Technical Bid shall be opened and eligibility of the tender shall be ascertained. Those tenderer who do not qualify in the technical bid, their tender shall be rejected and their financial bid shall not be opened.

4. Execution of AGREEMENT and payment of SECURITY DEPOSIT

4.1 The successful tenderers should execute an agreement for the fulfillment of the contract with the CEO, UHHDC and handover the same to UHHDC within 5 days from the receipt of the letter of acceptance of the tender. If the same is not executed within 5 days the order will be cancelled by the CEO, UHHDC.

4.2 The successful tenderer shall be required to deposit an amount of Rs 1.50 lakh (One Lakh Fifty Thousand only) as security deposit immediately after the issue of work order and before the execution of the agreement, in the form of demand draft of any nationalized/scheduled bank only in favour of “UHHDC (Assistance to UHHDC)” payable at Dehradun. No interest shall be paid on such security deposit, which shall remain with the Department during the continuance of the contract and it shall be released only after three months on the expiry of the contract subject to clearance of all dues by the tenderer. On specific request by the tenderer the EMD paid will be adjusted against security deposit.

4.3 In case the tenderer fails to fulfill the terms and conditions of the contract or terminated by the authorities, the security deposit of Rs. 1.50 Lakhs shall be forfeited.

4.4 In case the successful tenderer fails to deposit the security amount and execute necessary agreement within 5 days from the date of receipt of acceptance of tender, the earnest money deposit of Rs.20, 000 (Twenty Thousand only) shall be forfeited and the tender will be held as non-responsive.

5. Special Terms & Conditions:

5.1 UHHDC will offer buildup space measuring approx. 101.37 sqm.(including kitchen) for running a restaurant/Food plaza at Doon Haat, IT Park, Dehradun.

5.2 The Restaurant service shall be provided from 08.30 hours to 22.00 hours.

5.3 **The tenderer will bear the expenditure for the interior/furniture (including wall decoration, lighting and other accessories) of the restaurant.**

- 5.4 Everything which is necessary to run a working restaurant (such as utensils, burner, Oven, etc.) would be bear by the tenderer.**
- 5.5** The tenderer shall have to pay rental charges to UHHDC for running of Restaurant at Doon Haat , IT Park, Dehradun .
- 5.6** The tenderer has to install the electrical sub-meter and pay the electricity charges on actual basis. This shall be paid on or before 10th of every month on monthly meter reading basis separately by the tenderer.
- 5.7** Licenses needed to run the Restaurant are 1. FSSAI license, 2. GST Registration, 3. Fire NOC
- 5.8** The tenderer shall be responsible for maintaining hygiene at the Restaurant and for the disposal of wastages generated from the Restaurant.
- 5.9** The tenderer should avoid use of restricted polythene bag at the Restaurant.
- 5.10** The successful bidder shall ensure that the customer are charged reasonable rate for the food items.
- 5.11** On award of the contract, the successful tenderer will have to file full details of the staff/crew/labour employed by him with UHHDC administration alongwith copies of documents to prove their identity. The tenderer shall not at any time engage any minor to carry out the work under the contract.
- 5.12** The tenderer will be responsible for obtaining verification certificate from the police department in respect of all employees deployed by him.
- 5.13** The tenderer shall have to make own arrangements for the accommodation of his staff outside the premise of Doon Haat.
- 5.14** The staff engaged by the tenderer shall : (a) show professional courteous behaviour at all times. (b) Wear neat and clean work clothes (c) will not smoke beedies, cigarettes or take alcoholic drinks in the working hours and they are not allowed to chew pan, gutka, tobacco items etc.
- 5.15** UHHDC reserves the right to call upon the tenderer to remove any person employed/working in the restaurant, if found unsuitable for services on account of hygiene or health or conduct or any other administrative reasons. The tenderer will have to issue identity cards to its employees employed in the restaurant.
- 5.16** Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
- 5.17** The period of contract is for five years from the date of award of contract for restaurant premises. However the contract could be renewed further at the discretion of UHHDC authority on mutually agreed terms and conditions.

- 5.18** If contract renewed for further period, rental charges will be redecided by the UHHDC authority.
- 5.19** The tenderer should not transfer the contract of the restaurant services or sublet the same to anybody which may be treated as a breach of contract and the contract shall be liable to terminate without any prior notice with consequent penalty including forfeiture of security deposit.
- 5.20** The tenderer will be registered with appropriate Govt. Department/Agency mandated as per rules and nature of his business and Tax liabilities, if any, will be borne entirely by the tenderer.
- 5.21** The tenderer will pay minimum wages as per rules of government in terms of category of the workforce employed by him.

6. Instructions for selling food items:-

- 6.1** The food items containing ingredient of good quality and should be hygienic.
- 6.2** The tenderer should not keep any packed items for sale which has already surpassed the date of expiry.
- 6.3** The packed items should not be sold above the MRP.
- 6.4** Alongwith the other food items, the Restaurant must serve local cuisines of Uttarakhand.
- 6.5** Selling of products like gutka, tobacco, cigarette etc. is strictly prohibited.

7. PENALTY

- 7.1** UHHDC reserves the right to impose penalty (to be decided by the UHHDC) on the tenderer for any serious lapse in maintaining the quality and the services willfully or otherwise by the tenderer or his staff or for any adulteration.
- 7.2** If UHHDC is not satisfied with the quality of eatables served, services provided or behaviour of the tenderer or his/her employees, the tenderer will be served with 24 hour notice to improve or rectify the defects, failing which UHHDC will be at liberty to take appropriate necessary steps as deemed fit.
- 7.3** The rental charges per month shall be paid on or before 10th of every month. Delay in paying rental charges in stipulated time, penalty up to 10% will be levied on the due amounts. Similarly for electricity charges.
- 7.4** No separate water charges will be charged by the UHHDC. But the tenderer should use the water very sparingly and shall not waste water. If found misusing of water, penalty of Rs. 500 to Rs. 1000 will be imposed for each event.

8. BID EVALUATION CRITERIA

The tenderer offering the highest rental charges will be allotted the tender.

**(Chief Executive Officer)
UHHDC**

UNDERTAKING BY THE TENDERER

We have carefully gone through various terms and conditions listed above for providing of Restaurant service at Doon Haat, IT park, Dehradun. We agree to all these conditions and offer to provide Restaurant service at Doon Haat, IT park, Dehradun. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Date :

Signature of the Tenderer

Name :

Designation:

Place :

Office Seal:

Seal and Signature of the tenderer

DOON HAAT, IT PARK , DEHRADUN

TECHNICAL BID

GENERAL INFORMATION

(To be filled in by the tenderer for the Technical bid)

1. Name of the Firm/Company :

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2. Complete Office Address :

(with contact number & email ID)

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3. Firm/Company website, If any

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4. Type of Organization:-

Individual/Partnership/Pvt.Ltd

5. Year of establishment:-

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6. Details of Payment :-

S.No.	Particulars	Bank details	Amount with date	Remark
1.	Details of Tender Cost			
2.	Details of EMD Deposit			

7. Name and address of the authorized signatory/Contact person for this tender.

8. Total staff strength of the Firm/company.

S.No.	Category of Staff	Nos.	Remarks
1.			
2.			
3.			
4.			

9. LIST OF CLIENTS

S.No.	Name, Address & Contact No.of Client's	Address of Restaurant/ca nteen	Period of contract		contract value per month/Annu m in Rs. Lakhs
			From	To	
1.					
2.					
3.					

10. Details of Supporting documents enclosed with self-attested:-

S.No.	Registration under	Registration No.	valid up to	Proof enclosed in Page no.
1.	Firm/Company Registration (delete whichever is not applicable) Shops & Establishment Act.			
2.	PAN			
3.	Provident Fund (if any)			
4.	ESI			
5.	GST Registration No.			

6.	FSSAI Registration No.			
7.	Others			
8.	Annual Turn Over			
	FY 2016-17			
	FY 2017-18			
	FY 2018-19 Audited			

Note- Self-attested copy as proof of the above must be attached to qualify, compulsorily, original papers should be provided for verification purpose.

Date :

Signature of the Tenderer

Name :

Designation:

Place :

Office Seal:

- Note : (1) Please read Tender carefully and fill up the above information.
(2) Sealed cover bearing Tender No. and Date

Seal and Signature of the tenderer