



Principal Accountant General, Goa
Audit Bhavan, Pilerne Road, Alto-Porvorim, Goa

Website: <https://cag.gov.in/ag/goa/en>

Notice Inviting Quotation (NIQ)

Responses to the attention of:	Deputy Accountant General (Administration) O/o Principal Accountant General Audit Bhavan, Pilerne Road, Alto-Porvorim, Goa – 403521 agaugoa@cag.gov.in
---------------------------------------	--

The office of the Principal Accountant General, Goa (hereinafter referred as “Office”) invites quotes (hereinafter referred as “Quotation”) under, Single Bid System “from interested, reputed, resourceful and financially sound entities for running the Canteen/Tiffin Room located inside the campus of the O/o Principal Accountant General Goa, at Porvorim.

FACT SHEET

Sl. No.	PARTICULARS	DETAIL
1.	Quotation ID	PAG/Goa/Gen. Sec./Canteen Staff/ 2022-23/266 DATE : 23/02/2023
2.	Performance Security	Rupees 10,000/- to be submitted within 10 days of issue of Letter of Acceptance in form of Bank Guarantee/Demand Draft/FD. Performance Security shall remain valid for a period of 60 days beyond the completion of contract.
3.	Validity of Quotes	180 days
4.	Period of the Contract	Initially for one (1) year. From 01.04.2023 to 31.03.2024
5.	Last date for submission of bid	07/03/2023
6.	Date and time of opening of Quotation	09/03/2023 at 11:30 AM

1. Basic Information

- 1.1. Office intends to invite responses to this tender document from contractors/companies/Agencies/Consortium for hiring of experienced manpower for running of Office Canteen.
- 1.2. Responses must be received not later than the time and date mentioned in the Fact Sheet. Responses received after the deadline WILL NOT be considered.
- 1.3. The service providers may download the tender document from the website of this office website <https://cag.gov.in/ag/goa/en/>
- 1.4. Office reserves the right to reject any or all the responses in whole or in part, without assigning any reason.

2. Eligibility Criteria

- 2.1. The service provider should be well versed in preparation of various types of Vegetarian and non-Vegetarian Indian Food including North/South, Millet Food and Local/Regional types of food.
- 2.2. The service provider should have registration with ESI & EPF.
- 2.3. The service provider should have the FSSAI certificate.
- 2.4. On the date of submission of bid, the service provider should not have been blacklisted by any Central/State Government/Public Sector Undertaking or local bodies for unsatisfactory past performance, corrupt, fraudulent and/or unethical business practices. An undertaking in this regard to be submitted by the service provider as Annexure-II.

3. Scope of work

3.1. Office intends to take the services of providing cooking, tea making, serving and cleaning related services. The selected service provider will be responsible to provide the requisite manpower as per detail given below:

3.1.1. On monthly basis:

Category	No. of manpower required
Canteen Attendants (Unskilled)	3

The number is subject to change based on the circumstances.

- 3.1.2. Additional manpower as required on any day for special events and services.
- 3.2. Payment to hired manpower will be made for the actual number of working days as per the labor rates prescribed by Govt. Of Goa.
- 3.3. The manpower deployed by the contractor shall be responsible for cooking and serving food i.e. Breakfast, Lunch, Snacks and non-aerated Beverages and any type of sweets for providing to the staff.
- 3.4. The manpower deployed by the Contractor will maintain proper cleaning/hygiene in the canteen at all times.
- 3.5. Eatables will be served in neat and clean utensils and canteen staff must be in proper uniform at all the times.
- 3.6. The manpower deployed by the contractor shall be well experienced in the field and age group of 18 - 60 years. The contractor has to follow Child Labour Law & Regulations issued by Labour Commission while deploying manpower.
- 3.7. The office reserves the right to choose the manpower for deployment in canteen/Tiffin room.
- 3.8. The Contractor shall get the character & antecedents of the manpower duly verified from the local police having jurisdiction and shall submit police verification certificates before their deployment. He shall also submit a copy of valid photo identity proof in respect of person deployed. The manpower should be free from any communicable disease and shall produce medical fitness certificate to the office before deployment.
- 3.9. The manpower deployed by the contractor shall always display identity card with neat & clean dress. Contractor shall provide all accessories such as Apron, Cap, Gloves etc. to each person which are

essentially required to wear while discharging the day-to-day serving and cooking duties.

- 3.10. **Penalty Clause:** In the event of any of the “canteen workforce” not performing the duty properly or being absent from duty without proper permission or reason, an amount equal to double the day wages per day per person will be recovered from the Contractor’s monthly bill.
- 3.11. Perspective service providers, if interested may inspect the premises on any working day between 10.00 am to 05.00 pm.
- 3.12. Office reserves the right to accept or reject any or all the bids without assigning any reasons thereof.
- 3.13. The rates quoted in the quotation shall be inclusive of all taxes and duties. The quoted rates shall be final and shall not be subject to any change whatsoever.

4. Instruction to service providers:

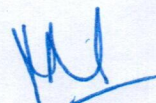
- 4.1. The service providers shall bear all costs associated with the preparation and submission of quotation and the Office will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 4.2. The contract will be awarded initially for 90 days subject to further extension from time to time for a period of not more than 3 years. However, extension will be considered keeping in view the various factors such as minimum wages, satisfactory performance of the firm.
- 4.3. In case of any default by the Contractor and in any of the terms & conditions (whether General or Special), this office may, without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days’ notice in writing to the Contractor. However, this office reserves the right to continue the contract till further arrangement is made available.
- 4.4. Notwithstanding anything contained herein, this office reserves the right to terminate the contract by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.
- 4.5. Insurance Cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary insurance cover for any person deployed by him even for short duration. This office shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed/indemnified by the Contractor.
- 4.6. Successful service provider shall in no case lease/transfer/sublet/appoint staff for services.
- 4.7. No other person except the authorized representative of the successful service provider shall be allowed to enter the office premises.
- 4.8. Within the office premises the successful service provider shall not perform any private work other than their normal duties.
- 4.9. Successful service provider shall directly be responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
- 4.10. Successful service provider shall solely be responsible for timely payment of wages/salaries other

benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.

- 4.11. Successful service provider shall be fully responsible for theft, burglary, fire or any other loss done by his staff.
- 4.12. The successful service provider shall provide crockery items, utensils and cutlery. It shall be the responsibility of the Contractor's manpower to ensure its safety. If any shortage/damages is found during the verification, the Contractor shall replace with items of similar quality and as approved by the Office.
- 4.13. All consumables and material used by the contractor shall be arranged by the contractor himself/herself.
- 4.14. The successful service provider will provide a list of canteen staff along with their individual EPF/ESI no. etc. In case of leave of any member the successful service provider will provide suitable substitute in place of that person.
- 4.15. The successful service provider shall ensure that proper conduct is maintained by his staff and enforce prohibition of consumption of liquors, pan, gutka, smoking and loitering without work.
- 4.16. The contractor shall ensure maintenance of the following registers and shall produce the same on demand to the concerned authority of the office and to any other authority mentioned under law:
- Leave register.
 - Payment of wages register along with Bank details
 - Register of employees
 - Attendance register

5. Terms of Payment:

- 5.1. Agency will submit its bill for the services rendered on or before 5th of each following month for the satisfactory services rendered.
- 5.2. Copies of challan deposited in respect of ESI/EPF for the previous month shall also be submitted along with monthly bill.
- 5.3. Tax Deducted at Source (TDS) at such rates as prescribed, shall be deducted from the monthly bills and a certificate to this effect shall be provided to the contractor.
- 5.4. Successful service provider will have to make the payment to the manpower within 7 days after the month is completed **irrespective of the pending payment from the Office.**
6. **Jurisdiction:** The competent court at North Goa alone shall have exclusive Jurisdiction to entertain and try any proceeding including matters relating to such Arbitral/judicial proceedings arising out of and/or relating to the Agreement between the parties hereto.



Deputy Accountant General (Administration)

ANNEXURE-I

Description of payment	Rate per month per person to be quoted by the service provider
	3 nos of Canteen Attendants (Unskilled)
1. Name of Firm and address	
2. Wages per person as per the notification issued under the Minimum wages Act.	
3. ESIC as per the rules.	
4. EPF as per the rules.	
5. Administrative Charges (in % age)	
6. Grand total (per month per person)	

Signature & Stamp of the service provider.

Note: Administrative charges quoted as NIL will not be accepted.

ANNEXURE-II

Undertaking regarding blacklisting/non-debarment
(To be printed on the letter head of the service provider)

To
Deputy Accountant General (Administration)
O/o Principal Accountant General
Audit Bhavan, Pilerne Road, Alto-Porvorim,
Goa – 403521

Respected Madam,

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/ debarred by any Government Office/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services in past.

There are no complaints against us regarding delayed supply and refusal of supply for which supply order granted by the client or Govt. Office.

For

Authorized Signatory

Date: