



MUNICIPAL CORPORATION MANDI
(HIMACHAL PRADESH)
email:- mcCorp.mandi@gmail.com, Phone:- 01905-222146

No.UD- MC-MND-2025- 12331-33

Date


13-01-2025

Notice For Auction

Municipal Corporation Mandi Himachal Pradesh has decided to let out the Canteen Premises of its office building for running canteen services providing Lunch, Snacks & Tea etc. to staff of Corporation and visitors for a period of 2 years through mode of public auction. The details of terms and conditions of the auction can be obtained from the official website of Municipal Corporation Mandi .

The Public Auction will be held on 20.01.2025 at 11:30 AM in the office premises. The Canteen Premises and volume of work can be inspected/assessed on any working days during office hours.

Authority reserves the right to accept/reject any or all offers without assigning any reasons/grounds thereof.



Commissioner,
Municipal Corporation Mandi (H.P)

Endst No. As above. 12331-33

Dated: 13, January, 2025.

Copy is forwarded to the following:-

1. Mayor, Municipal Corporation Mandi, Himachal Pradesh.
2. Notice Board, Corporation Mandi, Himachal Pradesh.
3. Press.


Commissioner,
Municipal Corporation Mandi (H.P)

(H.P)

ELIGIBILITY CRITERIA

Bidders taking part in the Auction shall have to deposit the following document at the time of auction.

1. Earnest Money Deposited of Rs. 25000/- in the shape of Demand Draft in favor of Commissioner Municipal Corporation Mandi (H.P).
2. Copy of PAN (Permanent Account Number)
3. Copy of GST Registration if any.
4. Experience Certificates, if any having satisfactorily completed similar work.
5. Bidder must be an individual or a reputed firm dealing with running of restaurant/canteen service. Bidder must produce a documentary proof in this regard.
6. Bidder must submit the signed document of terms & conditions before the start of bid/auction as token of acceptance of the same.

CONDITIONS OF BIDDING

1. Canteen Premises of Municipal Corporation Mandi for running canteen services (providing lunch, snacks & tea etc. to staff of Corporation and visitors for a period of two years will be given on monthly rental basis through public auction to the highest bidder of monthly rent.
2. Bidder will have to deposit a sum of Rs. 25000/- in the shape of demand draft in favor of Commissioner, Municipal Corporation Mandi at the time of auction to qualify for the bidding which will be refunded at the end of auction except for successful bidder.
3. Contract will be awarded to the highest bidder and successful bidder has to pay an additional 18 % GST on quoted amount as well.
4. The successful bidder shall deposit interest free Security Deposit equivalent of 6 month rent within 7 days or on date of signing contract whichever is earlier which will remain with the office of Commissioner, Municipal Corporation Mandi till the end of contract.
5. The EMD of the successful bidder will be adjusted in the 6 month security deposit which he has to deposit after signing the Contract.
6. On completion of the agreement satisfactorily, the security deposit will be refunded to the contractor within 60 days of the successful completion of contract, on receipt of final clearance of all dues and statutory obligations.


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DESCRIPTION OF SERVICE REQUIRED AND RELATED TERMS & CONDITIONS

1. The successful bidder, here in after called Caterer is required to provide Snacks, Tea and Lunch etc. in Municipal Corporation Office HP for the year 2024-2025 and 2025-2026 as per the list of items of food.
2. The Caterer would be required to serve Lunch Snacks & Tea etc. on all working days as per details of the items listed at Annexure-I. These items are presently finalized as per the requirements of the employees. However, the same can undergo change in case so demanded by office of Commissioner, Municipal Corporation Mandi through its authorized committee. The working hours of this office presently are 10:00 AM to 05:00 PM with lunch break from 01:30 PM to 02:00 PM (Monday to Saturday). Office will be closed on all Sundays, Second Saturday and Gazette holidays. Further, in addition to the working days indicated, in case Commissioner, Municipal Corporation Mandi feels a need running of canteen any other day that may be a holiday the same would be required to be carried out by the contractor. The canteen timing will be from 09:30 AM to 06:00 PM. However, during assembly season and other important matters the canteen timing may be extended.
3. The preparation of food items that are required to be served would be done by the Caterer at Canteen Premises of Corporation. The facilities provided in the Kitchen would be inspected by Corporations authorized officer/committee for assessing the standard of cleanliness and hygienic environment for preparation of food items to be served in the office failing which provisions of penalties as per terms and condition 15 will be invoked.
4. The Caterer shall exercise due and proper care for safe maintenance and cleanliness of the entire pantry premises and for maintenance and protection of all fitting, furniture and other articles.
5. The Caterer shall serve lunch, snacks & food items etc. in proper crockery. Chipped broken or unserviceable crockery shall not be pressed into service by the Caterer. The used/disposed crockery in canteen shall be removed from the tables promptly by the caterer.
6. The Caterer shall ensure good quality of all the items prepared, cooked and supplied in adequate quantity, as per the list of items Annexure-A. However, the detail of eatables can be changed at the instruction of authorized officer of Municipal Corporation Mandi in writing.
7. The sale of snacks/sweets/lunch to staff will be on cash and on daily basis. The amount shall be collected from the staff by the caterer directly. Credit sales to employees, if any, affected by the caterer shall be at his own risk and Commissioner, Municipal Corporation Mandi shall not be responsible for recovery of any such arrears.

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8. The service staff deployed by the caterer shall always be neatly dressed.
9. The Caterer shall keep the premises in most clean and hygienic condition and shall comply with the Municipal and other regulation, rules and by laws relating to the preparation and sale of food stuffs, cold drinks, refreshment and obtain necessary food license and permit in its own name and at its own expense. The premises as well as the portion made available to the catering agency by the Commissioner, Municipal Corporation Mandi at its respective building would be kept it neat and clean.
10. The Caterer shall indemnify office of the Commissioner, Municipal Corporation Mandi and shall solely be responsible for the due compliance of the provisions of all the laws, rules, regulations with regard to running the business of Catering and supply of beverage & eatables, including labour/Industrial and taxation laws etc.
11. While using of gas & electric appliances due precaution to ensure safety of the building against fire breaks may be taken. In the eventuality of any laxity on this account, the amount of loss shall be recoverable from the caterer.
12. Contractor should have valid/registration under the Prevention of Food Adulteration Act, 1954/ valid license/ registration under FSSAI Act, 2006.
13. The number of Cooks and helpers should be adequate to provide quick, clean and efficient service. They are required to have medical fitness certificate issued by Govt. Hospital six monthly. They are required to medically examine regularly as & when required clean uniform with caps should be provided to them.
14. The bidder shall also abide by the Municipal laws and other authorized institutions pertaining to Sale of Food, Drinks and other eatable.

15. Penalty

- i) If contractor fails to provide service in canteen (keep the canteen closed for entire working day), the penalty at Rs. 250/- per day shall be imposed.
- ii) In case of complaint regarding quality/quantity, the matter will be investigated by canteen committee. If found correct, a penalty of Rs. 50/- per occasion subject to maximum of Rs. 150/- per day may be levied.
- iii) If high quality of cleanliness and hygiene is not maintained in the canteen, a penalty of Rs. 100/- per occasion will be imposed.
- iv) On repeated occurrence of lapse, the Commissioner, Municipal Corporation Mandi reserve the right to cancel the contract and forfeit the security.
- v) The decision of Commissioner, Municipal Corporation Mandi shall be final and binding in respect of penalty and other provisions of the contract.


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GENERAL TERMS & CONDITIONS

1. The rates will remain valid for a period of two years from the date of signing of contract which can be further extended by the Commissioner Municipal Corporation Mandi, if mutually agreed.
2. Successful tenderer will be awarded the contract for period of 2 years, which may be extended by another year at a time, by mutual agreement.
3. The bidder shall be bound to perform the assigned catering jobs as mentioned. He/she shall also be bound to perform any other assigned catering jobs even though the same may not have been included in the description of services. The charges for these extra services shall be settled mutually between the said tenderer and MC office.
4. The security deposit equivalent of 6 months advance rent of canteen in the shape of FDR duly pledged in the name of Commissioner, MC Mandi will be liable for forfeiture in case of premature termination of contract by the tenderer without giving due notice, and/ or in case of termination by Commissioner, MC Mandi for any reason amounting to breach of contract by the successful tenderer or any other grave misconduct.
5. Commissioner, Municipal Corporation, Mandi reserves the right to recover/ adjust any amount which may be due from the tenderer from their security deposit and against any payment due to them from the office of the Commissioner, MC Mandi.
6. The bidder (hereinafter also called caterer) shall not appoint sub-catering contractor to carry out any obligations under the contract.
7. The bidder shall ensure uninterrupted supplied of service as agreed.
8. The caterer shall engage only such person who are disciplined, have good character and medically fit and are above 18 years. If any discrepancy with regard to above comes to the notice of authority, the Caterer shall have to immediately replace such person.
9. The successful bidder will arrange his/her own gas connection and shall not use electricity for preparation of food in the canteen premises.
10. Intoxication and smoking is strictly prohibited in office premises/ canteen premises.
11. Commissioner, Municipal Corporation, Mandi may terminate the contract due to any breach of terms and condition at the risk and cost of the bidder.
12. The quantity and quality of raw material and finished product shall be checked by a committee formed by the Commissioner, Municipal Corporation, Mandi. If the quality/ quantity are below standard then it shall be rejected forthwith at the cost of contractor.
13. The caterer shall ensure payment of all statutory taxes (i.e GST & other taxes) etc. and shall be wholly responsible for any default.
14. Tea should be supplied/ served in flasks/kettles.

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15. Utensils/crockery for preparing food must be of food grade quality. All utensils may be kept neat & clean.
16. Weekly menu and rate list should be displayed in the canteen list of items is Annexure-I.
17. The Contractor shall be responsible to deposit EPF, ESI and service tax, sales tax etc. that are applicable to run the canteen and shall abide by all labour laws for engaging cooks and staff.
18. The bidder shall submit details of his Adhaar Card, PAN Card Number & other statutory certificates required to run catering business.
19. The successful applicant shall deposit the rent/ license fee through Bank Cheque in favour of Commissioner, Municipal Corporation Mandi on or before 5th of every month in advance failing which Rs. 100/- per day will be charged as penalty. This period shall not be extended beyond 30 days after default of 30 days security will be forfeited and contract will be cancelled.
20. Electricity bill for using Electricity will also be paid by the contractor. Separate electric meter for Canteen will be installed by the contractor at his cost.
21. The Contractor shall bear all expenses for preparation of the cooked diet.


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RATE LIST OF ITEMS OF CANTEEN OF MC OFFICE MANDI

S.No	Name of the Items	Qty	Max. Rate fixed (MRP) Fixed by committee of MC Office Mandi
1.	Tea		
2.	Special Tea	Per cup	Rs. 10
3.	Green Tea	Per cup	Rs. 15
4.	Coffee (Milk)	Per cup	Rs. 20
5.	Black Coffee	Per cup	Rs. 12
6.	Cold Coffee	Per cup	Rs. 25
7.	Bread Pakora (stuffed in two half slices)	Per piece	Rs. 15
8.	Samosa	Per piece	Rs. 12
9.	Lunch (Full) Portion of rice with 4 chapatti and dal, sabji, raita and salad	Per lunch	Rs. 70
10.	Lunch (Half) Half plate rice and dal with salad	Per half plate	Rs. 35
11.	Special Lunch Basmati Zeera Rice, Paneer, Dal fry, Chapatti buttered, Vegetable, Raita, Salad and Sweet dish.	Per plate	Rs. 150
12.	Dal	Per bowl small	Rs. 20
13.	Vegetable (Sabji)	Per bowl small	Rs. 20
14.	Chappati Simple tawa	Per unit	Rs. 5
15.	Chappati buttered	Per unit	Rs. 8
16.	Prantha stuffed with onion	Per unit	Rs. 20
17.	Prantha stuffed with potato	Per unit	Rs. 20
18.	Prantha stuffed with gobi/muli	Per unit	Rs. 20
19.	Prantha stuffed with paneer	Per unit	Rs. 30
20.	Curd	Per bowl small	Rs. 15
21.	Sandwich (two piece)	Per unit	Rs. 20
22.	Vegetable Soup	Per cup	Rs. 15
23.	Omlett (two eggs)	Per unit	Rs. 25
24.	Milk	One	Rs. 20

		glass 200 ML	
25.	Maggi simple	One	Rs. 20
26.	Maggi fried with vegetables	One	RS. 35
27.	Pakoda (vegetable)	Per Kg	Rs. 250
28.	Pakoda (paneer)	Per Kg	Rs. 500
29.	Other packed food items branded Such as juice, biscuit's, butter, namkeen etc.		Not more than printed MRP


 Commissioner
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 Mandi Dist. Mandi (H.P.)