

## EDUCATION DEPARTMENT: CHANDIGARH ADMINISTRATION

TENDER DOCUMENT ( Pages 1 to 25) FOR ENGAGING NON PROFIT ORGANIZATION(NPO) / NON GOVT. ORGANIZATION(NGO)/PUBLIC SECTOR UNDERTAKING(PSU)/Co-op. Society FOR PREPARING AND PROVIDING MID DAY MEAL AS PER GOVT. OF INDIA'S NORMS FOR STUDENTS OF ELEMENTARY CLASSES OF GOVT. SCHOOLS/GOVT.AIDED SCHOOLS/AIE CENTRES ETC. ETC.

### INFORMATION REGARDING e-TENDERING PROCESS

1. The bidders shall have to submit their bids online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on <http://etendeers.chd.nic.in/nicqep>. On registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC)
2. Tenders without digital signatures will not be accepted by the Electronic Tendering System. No Tender will be accepted in physical form in case, it is not submitted through the Electronic Tendering System.
3. Bids will be opened online as per time scheduled
4. Before submission of online Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid.
5. Education Department will not be responsible for any delay in online submission of the bids due to any reason whatsoever.
6. It will be mandatory for all the bidders to upload all the documents mentioned under 'Tender Details' template read under 'Cover Details'.
7. The details of EMD specified in the Tender documents should be the same as submitted online (scanned copies) otherwise tender will be rejected summarily.



**EDUCATION DEPARTMENT : CHANDIGARH ADMINISTRATION**

**e-TENDER NOTICE**

e-Tenders are invited from the interested Non Profit organization(NPO) Non Govt. Organization(NGO) /Public Sector Undertaking(PSU)/Co-op. Society registered under Indian Society Registration Act, 1860 working in Chandigarh or willing to work in Chandigarh for award of below mentioned contract:-

Sr.No.	Name of work/contract	Earnest Money Rupees ( in lac)									
1.	To prepare and provide nutritional diet/meals as per the following norms fixed by the Government of India from the Mid Day Meal kitchen of Government Model Sr. Sec. School, Sector-47, Chandigarh, to students of class I to VIII of Govt. Schools/Government Aided Schools/Special training Centers/Madarassa under Mid Day Meal Scheme. <table border="1"><thead><tr><th>Category of Beneficiaries</th><th>Specifications Calories</th><th>Protein (Gms)</th></tr></thead><tbody><tr><td>Class I to V</td><td>480</td><td>13-18</td></tr><tr><td>Class VI to VIII</td><td>700</td><td>20</td></tr></tbody></table>	Category of Beneficiaries	Specifications Calories	Protein (Gms)	Class I to V	480	13-18	Class VI to VIII	700	20	Rs.2,00,000/-
Category of Beneficiaries	Specifications Calories	Protein (Gms)									
Class I to V	480	13-18									
Class VI to VIII	700	20									
Milestone dates of Electronic tendering											
i.	Downloading of e-tender document	<b>Start date 23.8.2011 at 1300hrs. End date 12.9.2011 at 1300hrs.</b>									
ii	Clarification, if any,	During above period									
iii	Date of submission of e-tender	<b>23.8.11 to 12.9.11 at 1300 hrs.</b>									
iv	Physical submission of EMD	<b>14.9.2011 at 1300 hrs.</b>									
v	Opening of Technical Bid (Online)	<b>15.9.2011 at 1500 hrs.</b>									
vi	Opening of Price Bid (Online)	To be intimated to all eligible Bidders separately									

- The Bid document can be downloaded from the website of Chandigarh Administration <http://Chandigarh.gov.in>. or <http://etenders.chd.nic.in/nicgep>. However, for general information, guidance and reference, the Bid Document can also be viewed and downloaded from Education Department website <http://chdeducation.gov.in>
- All other terms and conditions, instructions to bidder regarding e-tendering process etc. may kindly be seen from the Detailed Notice inviting Tender (DNIT) available/downloadable on the above noted websites of Education Department, Chandigarh Administration.

**District Education Officer,  
Chandigarh Administration.**



**FIRST ENVELOPE**  
**“Titled Earnest Money Deposit”**

Should contain following documents duly signed under the Seal of NPO/NGO/PSU/Co-op. Society Co-op. Society.

Part I -	B	-	EMD
Part I -	C	-	Affidavit

**SECOND ENVELOPE**  
**“Titled Technical Bid”**

Should contain the information/documents as requisitioned in Tender documents and following tender documents

Part I	-	A	-	General Instructions
Part I	-	A-1	-	General Terms & Conditions
Part II	-	B	-	Technical Bid Declaration
Part II	-	C	-	Technical Bid General Information

**FINANCIAL BID**

Financial Bid shall be displayed on the website through e-tendering as per BOQ pattern.



Part- I (A)

**GENERAL INSTRUCTIONS FOR THE SUBMISSION/ELIGIBILITY OF TENDERING NPO/NGO/PSU/Co-op. Society FOR PREPARING AND PROVIDING MID DAY MEAL FOR STUDENT OF ELEMENTARY CLASSES**

- **Note :- These instructions should be duly signed by tenderer on all pages**
1. The Tender Offers shall be prepared and submitted online in two parts comprising (i) the EMD as well as an affidavit as per Annexure Part-I C(ii) Technical Bid alongwith Tender documents duly supported with the required documents mentioned therein (except Financial Bid). These two parts shall superscribed as "e-Tender for preparing and providing mid day meal for the students of elementary classes".
  2. Downloading and submission of tenders will be done by e-tendering process through the website of Chandigarh Administration <http://Chandigarh.gov.in>. or <http://etenders.chd.nic.in/nicgep>. However, for general information, guidance and reference, the Bid Document can also be viewed and downloaded from Education Department website <http://chdeducation.gov.in>. The tenderers are required to submit Earnest Money Deposit (EMD) of **Rs. 2,00,000/-** (Rupees two lac only) in shape of Demand Draft / Fixed Deposit receipt/ Bank Guarantee of any Scheduled Bank duly pledged in favour of **District Education Officer, UT, Chandigarh.** . NO NPO/NGO/PSU/Co-op. Society IS EXEMPTED FROM THE PAYMENT OF EMD
  3. All documents submitted with the tender shall be properly filled in and duly signed with digital signatures on each page by the authorized signatory of the Tendering NPO/NGO/PSU/Co-op. Society.. All the columns of the prescribed General Information, Technical Bid as well as the Financial Bid should be duly filled in by the Bidder and any Bid with unfilled columns will be liable to be rejected.
  4. Tenderer shall have to continue to maintain its office during currency of contract within the geographical limits of Chandigarh.
  5. The bidder should be a NPO/NGO/PSU/Co-op. Society, Public Sector Undertaking Cooperative Society etc. only. Documentary evidence alongwith Copy of Memorandum should be Annexed in Part-II. i.e. Technical Bid.
  6. The registration certificate with Labour Department and Provident Fund Commissioner and Service Tax No. are also required to be submitted in Part II i.e. Technical Bid.
  7. The bidder should have at least three years of experience in providing such services and should also give details of prior experience in providing such services in Government/Semi Govt./ Boards / Corporation of the State/UT/Central Governments in India alongwith Part II i.e. Technical bid.

Sr. No.	Name of Organisation/ Deptt. * (attested copies of such performance report issued by the competent authority be enclosed)	Whether Central/State Government	Period From	to	Period Y M D

- af*
8. Only those NPO/NGO/PSU/Co-op. Society will be eligible to participate in tender whose annual turn over/ contract value is Rs. one crore per annum or more in respect of contract for providing such services in Government/Semi Govt./ Boards / Corporation of the State/UT/Central Governments in India.

9. No individual/ NPO/NGO/PSU/Co-op. Society having blacklisted by the Union Government/ State Govt. / Office/ Department/ Board / Corporation and Society administered and controlled by the Government or any Partner/ shareholder of a black-listed NPO/NGO/PSU/Co-op. Society directly or indirectly connected with, is allowed to participate in this tender.
10. No NPO/NGO/PSU/Co-op. Society having been adjudged to be bad/ improper/ inefficient by any Department/ school/ Govt. Office/ Department/ Board/ Corporation and Society administered and controlled by the Govt. shall be considered for this tender.
11. No NPO/NGO/PSU/Co-op. Society whose contract was cancelled/ terminated during the currency of the agreement, due to non fulfillment of terms and conditions, with any Department/ School/Govt. office Department/Board/Corporation and Society administered and controlled by the Govt. shall be considered for this tender.
12. Tenders will be opened in III Parts i.e. Firstly, Part I i.e. E.M.D. will be opened. If the documents in it would be as per requirement of the department then Part II i.e. Technical Bid will be opened and if part II contains all requisite documents and qualify technically then Financial Bid will be opened.  
In case, any of the parts of tender i.e. Part I & II does not fulfill the requisite established criteria as per tender document, then tender will be rejected.
13. The NPO/NGO/PSU/Co-op. Society. having defaulted for the non deposit of statutory payment of VAT/ Service Tax etc. with the respective statutory office/ Department shall not be considered.
14. No NPO/NGO/PSU/Co-op. Society whose case for violation, default or non-deposit of statutory dues is pending with the concerned authorities office/ department/ court or any other adjudicating authority established by law shall be considered.
15. The NPO/NGO/PSU/Co-op. Society. Society should give an affidavit as per Annexure "C" annexed herewith (duly attested by 1<sup>st</sup> class Magistrate / Notary)
16. The competent authority reserve the right to inspect the past/ present place of work already in operation for verification purposes mentioned in the Technical Bid.
17. The NPO/NGO/PSU/Co-op. Society participating in the tender/shortlisted after due processing of tender can be blacklisted, as per Finance Department, Chandigarh Administration notification No. 1927-F&PO(3)-2009/1170 dated 27<sup>th</sup> February, 2009 and any amendments thereof, for not fulfilling the requisite requirements of the tender documents or for concealing any information or for furnishing any false documents/statements in the tender.
18. The NPO/NGO/PSU/Co-op. Society should submit reasonable and justified rates of their Cooking & VAT/ Administrative Charges after taking into consideration the applicable rates of deduction of TDS and other statutory deductions payable at source etc. Any unreasonable or unjustified offer shall out rightly be rejected without assigning any reason.
19. The Director Public Instruction(s), UT Chandigarh reserves the right to seek clarification/justification from the bidder on the bid price in case it is deemed necessary without changing the rate so quoted. Based on the justification provided by the bidder, if Director Public Instruction(S), UT Chandigarh feels that the price is unrealistically low/ infeasible in order to execute a project of this nature, the tender is liable to be rejected.
20. The Director Public Instruction(S), UT Chandigarh reserves the right to reject any bid any time without assigning any reason whatsoever. The decision of the Director Public Instruction (S), UT Chandigarh in this respect shall be final and binding upon all bidders.

21. Director Public Instruction(S), UT, Chandigarh reserves the right to enhance or reduce the number of schools/students under the Mid Day Meal Scheme at the same rate and at the same terms and conditions subsequently during the currency of such agreement.
22. Any dispute concerning this tender will be subject to the jurisdiction of U.T., Chandigarh only.
23. The rates offered should be valid for the period of 365 days from the date of opening of the Financial Bid.
24. The schedule for submitting tenders through e-tendering will be as under :-

	Milestone dates of Electronic tendering	
i.	Downloading of e-tender document	<b>Start date 23.8.2011 at 1300hrs. End date 12.9.2011 at 1300hrs</b>
ii	Clarification, if any,	During above period
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