

Request for Proposal

for

**Selection of Catering Service Provider for Preparing  
and Serving Millet Based Food Items at  
Event(s)/Function(s) Organised by Various State  
Government Departments, Chhattisgarh**

**Issued By:**

**MD, Chhattisgarh Minor Forest Produce Cooperative  
Federation Limited, Van Dhan Bhawan, Nava  
Raipur, Atal Nagar, Chhattisgarh**

## Press Note

	<b>CHHATTISGARH STATE MINOR FOREST PRODUCE (T&amp;D) CO-OPERATIVE FEDERATION LTD.</b> VAN DHANBHAWAN NAVA RAIPUR ATAL NAGAR, PHONE NO. (0771) 2513100 E-mail: <a href="mailto:mfpfed.cg@nic.in">mfpfed.cg@nic.in</a> ; Website: <a href="http://www.cgmfpfed.org">www.cgmfpfed.org</a>
<b>S.no./Fed/T. F/Project/2023/M-II</b>	<b>Date 14.02.2023</b>
<b>Short Tender Notice</b>	
<b>Selection of Catering Service Provider for Preparing &amp; Serving Millet Based Food Items at Event(s)/Function(s) Organized by Various State Government Departments, Chhattisgarh</b>	
<b>C.G. MFP Fed. invites proposal from eligible bidders in prescribed format.</b>	
<b>Bid Round</b>	<b>Date from which RFP can be downloaded from website</b>
<b>First</b>	<b>15-02-2023</b>
<b>Second</b>	<b>03-03-2023</b>
<b>Third</b>	<b>13-03-2023</b>
<b>Last Date of Submission of Tender</b>	<b>Date of Opening of Technical Bid</b>
<b>28-02-2023 by 3:00 Pm</b>	<b>28-02-2023 by 4:00 Pm</b>
<b>10-03-2023 by 3:00 Pm</b>	<b>10-03-2023 by 4:00 Pm</b>
<b>20-03-2023 by 3:00 Pm</b>	<b>20-03-2023 by 4:00 Pm</b>
<b>The eligibility criteria, terms and conditions and other details are set out in the RFP document which can be downloaded from the website <a href="http://www.cgmfpfed.org">www.cgmfpfed.org</a>. Modification / Amendment / Corrigendum to the Tender document, if any, shall be uploaded on the website only.</b>	
<b>Managing Director</b>	

### Important Dates

1.	<b>Last date for Emailing Pre-Bid Queries</b>	To be sent On or Before 21-02-2023 @ <a href="mailto:mfpfed.cg@nic.in">mfpfed.cg@nic.in</a>
2.	<b>Last Date of Submission of Bid</b>	28-02.2023 by 3:00 Pm
3.	<b>Date of Opening of Technical Bid</b>	28.02.2023 by 4:00 Pm

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## **DISCLAIMER**

The information contained in this Request for Proposal document ("**RFP**") or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the **Federation** or any of their employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Chhattisgarh State Minor Forest Produce Cooperative Federation Limited, Van Dhan Bhawan, Nava Raipur, Atal Nagar, to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Federation in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Federation, its employees, or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP, may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Federation accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Federation, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Federation also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Federation may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

**Request for Proposal for Selection of Catering Service Provider for Preparing & Serving Millet Based Food Items at Event(s)/Function(s) Organised by Various State Government Departments, Chhattisgarh**

- ] The issue of this RFP does not imply that the Federation is bound to select Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Federation reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Federation, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Federation shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

**Request for Proposal for Selection of Catering Service Provider for Preparing & Serving Millet Based Food Items at Event(s)/Function(s) Organised by Various State Government Departments, Chhattisgarh**

## IMPORTANT INFORMATION

1.	Name of the project	Request for Proposal for Selection of Catering Service Provider for Preparing and Serving Millet Based Food Items at Event(s)/Function(s) Organised by Various State Government Departments, Chhattisgarh
2.	RFP issued by	Managing Director, Chhattisgarh State Minor Forest Produce (Trading and Development) Co-operative Federation Limited
3.	Date of issue of RFP	<b>14.02.2023</b>
4.	Date of sending Pre-bid Query	On or Before <b>21-02-2023</b> @ <a href="mailto:mfpfed.cg@nic.in">mfpfed.cg@nic.in</a> , in the prescribed format as per clause 4.2 of the RFP
5.	Period of Contract	One (01) year from the date of signing of Agreement with a provision of extension for another One (01) year on satisfactory performance by the Service Provider and as decided by Federation based on feedback received from the Host Department
6.	Cost of RFP Documents	INR. 1000.00 (One Thousand) in form of DD drawn in the favour of “ <b>Managing Director, Chhattisgarh State Minor Forest Produce Co-operative Federation Limited</b> ”
7.	Earnest Money Deposit	INR. 10,000.00 (Ten Thousand only) in the form of DD drawn in the favour of “ <b>Managing Director” Chhattisgarh State Minor Forest Produce Co-operative Federation Limited</b>
8.	Last date and time of Submission of bid	<b>28.02.2023 by 3:00 Pm</b>
9.	Opening of Technical Bid	<b>28.02.2023 by 4:00 Pm</b>
10.	Opening of Financial Bid	Time & Date will be intimated later
11.	Place of obtaining RFP Documents	The tender can be downloaded from website of CGMFPEFED Website: <a href="https://www.cgmpfed.org/">https://www.cgmpfed.org/</a>
12.	Email for Correspondence	<a href="mailto:mfpfed.cg@nic.in">mfpfed.cg@nic.in</a>

## **SECTION 1- BACKGROUND AND PROJECR BRIEF**

### **1. Background**

Government of Chhattisgarh has launched "Millet Mission" initiative in the year 2021 aimed to increase the yield of these crops (Kodo Kutki and Ragi), ensure good procurement arrangements, and take them to the city markets after processing. In the present times, there is a need to increase food diversity in diet to address the problem of lifestyle diseases and malnutrition.

To promote consumption of Millet based food, which is one of the objectives of millet mission, Government of Chhattisgarh has taken initiated to serve Millet based food items at Training Program(S)/ Workshop(s)/ Event(s)/ Meeting(s)/ Conference(s)/ Other Function(s) etc., organised by different State Government Departments from time to time.

Therefore, sealed tenders are invited for **“Selection of Catering Service Provider for Preparing and Serving Millet Based Food Items at Event(s)/Function(s) Organized by Various State Government Departments, Chhattisgarh”**, as per Minimum Eligibility Criteria defined in the tender document.

The Service provider selected through this RFP shall provide catering services to the Government Departments as and when they require their services upon receiving official communication from the respective Departments organizing the event **“Host Department”**

The purpose of this RFP is to onboard a Service Provider and to obtain lowest rate for providing catering services for event(s)/function(s) organized by Host Department where in the Host Department has decided to serve Millet Based Food Items.

## **SECTION 2- SCOPE OF WORK AND TERMS & CONDITIONS**

### **2. Scope of Work and Terms & Conditions**

The purpose of this RFP is to invite proposals from established and reputed Catering Service Providers to provide catering services for preparing and serving Millet Based Food Items for Training Program(S)/ Workshop(s)/ Event(s)/ Meeting(s)/ Conference(s)/ Other Function(s) etc., Organized by Various State Government Departments, Chhattisgarh for its Staff/Officials/Visitors etc.

- a. The Service provider will be responsible for providing catering services for Millet Based Food items to various State Government Department as and when required during the period of contract for Training Program(S)/ Workshop(s)/ Event(s)/ Meeting(s)/ Conference(s)/ Other Function(s) etc.
- b. The Service Provider will provide Catering services in Raipur/ Nava Raipur area and up to 50 Km beyond Raipur Municipal Corporation Limit
- c. The Service provider will provide catering services to the Host Department on the L1 rates approved through this tender for Millet based food items.
- d. The payment to the Service Provider shall be made by the Host Department for the catering services provided by the Service Provider to the respective Host Departments
- e. The raw material i.e., Millets (Kodo, Kutki, Ragi etc.), required for preparation of Millet based Food items, which are available with CGMFPFED will have to be purchased from CGMFPFED while catering to the requirements of the Host Departments.
- f. The Service Provider should ascertain from the Host Department in-charge of the Event/function the specific requirements of the for the event/function in advance and make arrangements accordingly.
- g. The Service provider will be responsible to arrange for the tables/ table cover, tissue paper, other furniture and items required for the purpose of serving Millet based food items at the Venue of the Host Department where event/function will take place
- h. The Service Provider shall ensure that the persons engaged/deployed for the purpose shall have basic knowledge of personal grooming, should wear gloves and caps for hygiene and should be courteous and possess good communication skills.
- i. The Service Provider shall ensure that the persons engaged/deployed for the purpose of serving tea/Hi Tea/coffee/Lunch/Dinner wear clean uniform and shoes/socks suitable as per the season / climate and follow decent manners. No such employee/ persons engaged/deployed will be below 18 years of age.
- j. The Service Provider shall use only good quality/ reputed brands ingredients/grocery items to prepare Millet based food items. Cooking should be done in reputed brand of refined oil bearing Agmark & authenticated by FSSAI wherever available. The Millet based food preparation should be done under hygienic conditions
- k. The food must be prepared at the Service Provider's own base kitchen, or the space provided by the Host Department. In case Service Provider is required to prepare food at its base kitchen the Service provider should have to bring the ready meals except chapatti/ puri/Paratha.
- l. The Service provider will provide their own Crockerries (including empty water cans as required, best quality glasses for drinking water during tea and lunch/dinner & best quality cups)
- m. The food should be served hot. All the arrangements for cooking and keeping "hot food" and "supply of drinking water will be made by the Service Provider without any extra cost and labour
- n. Federation will have option to terminate the contract of the Service Provider if the service provider fails to render the services to the satisfaction of Federation/Host State Government Department after giving notice of one month expressing its intention to terminate the services of the Service Provider
- o. The Service Provider shall to the satisfaction of the Host Department, attend to the following:



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- a) Cleaning of the areas used for providing catering services
  - b) Good condition and presentable crockery, cutlery, glassware, Kitchen items and other required utensils will be arranged by the Service Provider as per the requirement of the Host Department.
  - c) The tentative menu for millet-based Food items which shall be prepared and served by the Service provider shall as per **Annexure 3**. Menu items may be updated from time to time.
  - d) The Service Provider at his own expense shall arrange all consumable and cleaning materials for cleaning.
- p. Disposal of Waste/garbage:**
- a) The Service Provider shall ensure disposal of the collected waste generated during the event. Accumulation and disposal of garbage/waste shall be responsibility of the Service Provider.
  - b) It shall be the responsibility of the Service Provider to segregate and dispose off garbage at his own cost and as per prescribed norms/practices by the local authority, if any.
  - c) Dust, waste materials shall be collected in proper bins and disposed off.
  - d) After the completion of the event the service area and space provided for cooking allotted by the Host Department to the Service Provider needs to be left in a spic and span clean condition
- q. The Service Provider should undertake to ensure compliance with the requirements of Minimum Wages Act, Contract Labour Act, 1970, EPF, ESI and also abide by all the other statutory requirements necessary in this regard. Federation would neither involve itself in any matters nor be responsible, for any shortcomings arising out of the non-compliance of the necessary regulations / laws. The Service Provider indemnifies the Federation against all monetary or other benefits to which his personnel are entitled to during the period of employment or in relation to employment under various labour laws such as minimum wages act etc. or such other statutes as applicable from time to time. Federation shall have no priority with the persons deployed by the Service Provider in execution of the contract work.
- r. Federation shall not, in any way be responsible to any kind of injury or loss of health to the employee of the Service Provider while they are performing their duties
- s. The Service Provider shall be entirely responsible for the conduct of its staff. In case of any misbehavior / misconduct by the staff, Service Provider would have to remove such staff, as advised by Federation or any of the Host Departments. If required, the Service Provider may be advised to obtain police verification report of his staff employed, whenever felt necessary. In case of non-compliance, Federation/Host Department reserves the right to withhold the payments partly and no plea in this regard shall be entertained.
- t. The Service Provider shall be solely responsible for all injury to the workmen that may occur due to negligence, carelessness, accidental or any other reasons whatsoever. The Service Provider shall duly indemnify Federation/Host Department and hold Federation/Host Department harmless in respect of all and any such expenses arising from all such injuries or damages to any person (s) as aforesaid and also in respect of any claim made in respect of injury or damage under any act of compensation or damage consequent upon such claim.
- u. Evaluation of the Service Provider's performance by the Federation/Host Department and decisions taken thereof shall be final and binding upon the Service Provider.

## **SECTION 3- MINIMUM ELIGIBILITY CRITERIA**

### **3. Minimum Eligibility Criteria**

- a) The Bidder should be a single entity. The term Bidder used herein would apply to only a single entity.
- b) The Bidder may be a sole proprietary concern, partnership firm or a company and should be in existence for at least 2 years.
- c) The Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process as per the Clause 4.13 of this RFP document.

#### **3.1 Technical Qualification Criteria**

##### **A) Technical Capacity**

- I. Bidder having minimum 2 years' experience of providing catering/canteen services in Government Department, Corporations, Boards and other Semi Government organization / institute of Central and State Government, 3 star to 5 star hotels, Restaurants, Canteens of reputed institutions, Colleges and Universities  
**(Work order and Satisfactory service certificates from client needs to be submitted for at least two major clients/two major events in last two years (one for each year) where catering services was provided by the bidder with details of contact person, phone no., email id. etc.)**
- Or**
- II. Start-up recognized by Department for Promotion of Industries and Internal Trade (DPIIT), Government of India. **(Certificate of recognition from DPIIT shall be submitted). Bidder participating as Start-up shall have to obtain License from food department / Nagar Nigam for providing Catering Services prior to signing of contract/agreement and shall be exempted from clause 3.2 at the time of submitting bid.**

##### **B) Financial Capacity**

- I. The Bidder shall have minimum average annual turnover of at least **INR 10.0 lakhs** for the catering/canteen services during last 2 years ending 31.03.2022.  
**Or**
  - II. For startups, minimum annual average turnover of the start-up shall be at least **INR 5 Lakh** during the last 2 years ending 31.03.2022. **(CA certified Profit and Loss Account and Balance Sheet along with Turnover certificate from CA having UDIN in this effect shall be duly submitted)**
- 3.2 The bidder shall submit valid License from food department / Nagar Nigam for providing Catering /canteen Services **(Copy of Food licence to be submitted along with bid)**
- 3.3 Bidder should have Branch Office/ Base Kitchen in Chhattisgarh
- 3.4 Bidder should have GST registration Certificate and PAN

Any Bidder, which has earlier been barred by any Government Company/ Government Entity/ Government Organization/ Government of Chhattisgarh (GoC), or any PSU /Federation /local body of State Government of Chhattisgarh (SG) from participating in its projects and the bar subsists as on the Bid Due Date, shall not be eligible to submit a Proposal.

## **SECTION 4- INSTRUCTION TO THE BIDDERS**

### **4. Instruction to the Bidders**

#### **4.1 General**

1. While every effort has been made to provide comprehensive and accurate background Information and requirements and specifications, Bidder must form their own conclusions about the Operation, maintenance, management requirements. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
2. All information supplied by Bidder may be treated as contractually binding on the Bidder, on successful award of the assignment by the Federation on the basis of this RFP.
3. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Federation. Any notification of preferred Bidder status by Federation shall not give rise to any enforceable rights by The Bidder. Federation may cancel this RFP at any time, prior to being executed, by or on behalf of Federation.
4. This RFP supersedes and replaces any previous public documentation & communications, and Bidder should place no reliance on such communications.
5. The Federation intends to adopt single stage bidding process for the selection of Catering Service Provider for Preparing & Serving Millet Based Food Items at Event(s)/Function(s) Organised by Various State Government Departments. The proposal will be evaluated on the basis of the evaluation criteria set out in the RFP document.
6. Federation with its own initiative or in response to clarifications, requested by any Bidder, modify the RFP document, by issuance of addenda / amendment / corrigendum, by uploading the same in its website.
7. The proposal shall remain valid for a period of 180 days from the date of the opening of RFP (Proposal Validity Period). Federation reserves the right to reject any proposal, which does not meet this requirement.
8. Each Bidder shall submit maximum of one (1) proposal for the assignment, in response to this RFP document. Any Bidder who submits more than one proposal for the assignment shall be disqualified.

#### **4.2 Pre-bid Queries & Clarifications**

1. The Bidder will have to ensure that their queries for Pre-Bid meeting should reach to Federation by email on or before last date for sending pre-bid queries mentioned in Fact Sheet of this document through the e-mail @ [mfpfed.cg@nic.in](mailto:mfpfed.cg@nic.in)
2. The queries should necessarily be submitted in the format mentioned below  
Ref: RFP Notification no <xxx> dated <dd/mm/yy>  
Name of The Bidder<<.....>>  
Contact Number and Address of The Bidder - <<.....>>

S.No	Section Number	Page Number	RFP clause	Query	Remark

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**4.3 RFP Processing Fees**

The Bidder needs to pay INR 1,000 for document processing through Demand Draft payable to:  
The Managing Director

CHHATTISGARH STATE MINOR FOREST PRODUCE CO-OP.

FEDERATION LIMITED.

Vandhan Bhawan

Sector 24, Atal Nagar, Nava Raipur, Chhattisgarh.

Payable at Raipur, Chhattisgarh.

**The demand draft of Rs 1,000/ should be submitted along with the bid.**

**4.4 Earnest Money Deposit (EMD)**

The Bidder must necessarily submit EMD of INR Ten Thousand (Rs 10,000) through Demand Draft payable to:

The Managing Director

CHHATTISGARH STATE MINOR FOREST PRODUCE CO-OP.

FEDERATION LIMITED.

Sector 24, Atal Nagar, Nava Raipur, Chhattisgarh.

EMD of all unsuccessful Bidder would be refunded without interest by Federation on finalization of the Operator in all respects by the successful bidder.

The EMD may be forfeited:

If a Bidder withdraws its bid during the period of bid validity.

If successful Bidder fails to sign the contract in accordance with this RFP.

**4.5 Authentication of Bids**

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal as per **Annexure 4** mentioned in this RFP.

**4.6 Submission of Proposal**

The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Federation to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. Federation will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**4.7 Details of Submissions**

**(i) Part I Submission**

- a. Covering letter in the format set out in **Annexure-1**.
- b. General information about the bidder in the format set out in **Annexure-2**.
- c. **Tentative Menu for Millet Based Food Items- Annexure 3**
- d. Power of Attorney as per **Annexure-4**, authorizing the signatory of the Proposal to submit the proposal.

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e. Technical Proposal comprising

Technical submission as per **Annexure-5 and Annexure-6** including relevant documents.

- I. Copy of the PAN Card.
- II. Copy of the GST Registration.
- III. Copy of Food licence to be submitted
- IV. Certificate of Annual Turnover with UDIN number from a certified chartered accountant in practice.
- V. Profit & Loss account and Balance sheet for the last two years duly certified by CA
- VI. Work order and Satisfactory service certificates from client needs to be submitted for at least two major clients/two major events in last two years (one for each year)
- VII. Copy of supporting document in support of Bidder having Branch Office / Base Kitchen in ,Chhattisgarh

f. Earnest Money Deposit in the manner described herein

- g. Nonrefundable processing fee of Rs. 1,000/- in the form of a Demand Draft in favour of Managing Director, C.G State Minor Forest Produce Cooperative Federation Limited of any scheduled bank, payable at Raipur, Chhattisgarh.

(ii) **Part II Submission**

- a. Financial proposal in the format as set out in **Annexure-8**.
- b. The Financial Proposal shall be quoted as the headcount wise rate for Lunch/Dinner and Hi tea per person, per day.

(iii) **Sealing and Marking of Proposal**

- I. The Bidder shall seal the Part I Submission and the Part-II Submission separately in two envelopes, duly marking the envelopes as **“PART-I SUBMISSION (Technical Bid)”** and **“PART-II SUBMISSION”** These envelopes shall then be sealed in a single outer envelope.
- II. The Physical Proposal shall be typed or written in indelible ink and each page shall be initialed by the authorized signatory of the Bidder. All the alterations, omissions, additions, or any other amendments made to the Proposal shall also be initialed by the person(s) signing the Proposal.
- III. Each of the envelopes, both outer and inner, must be super scribed with the following information:
  - a. Name and Address of Bidder
  - b. Contact person and phone numbers
  - c. Name of Project: " **Selection of Catering Service Provider for Preparing and Serving Millet Based Food Items at Event(s)/Function(s) Organized by Various State Government Departments, Chhattisgarh**"

IV. All envelopes shall be addressed to:

**The Managing Director (MD)**  
**C.G State Minor Forest Produce Fed.**  
**Van Dhan Bhawan, Sector -24,**  
**Atal Nagar Nava Raipur,**  
**Chhattisgarh**  
**Phone +91 - 91 771 2513100**  
**Fax No.: +91 771 2513111**

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**E-mail: [mfpfed.cg@nic.in](mailto:mfpfed.cg@nic.in)**

If any envelope is not sealed and marked as instructed above, Federation. assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and such Proposal, may, at the sole discretion of Federation., be rejected.

- V. The Bidder is expected to carefully examine the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk.
- VI. It shall be deemed that prior to the submission of the Proposal, the Bidder has:
  - a. made a complete and careful examination of terms and conditions / requirements, and other information as set forth in this RFP document.
  - b. received all such relevant information as it has requested from Federation; and
  - c. Made a complete and careful examination of the various aspects of the Proposal for which the distribution services are to be provided.
  - d. Federation shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

**4.8 Proposal Due Date**

- I. Proposals should be submitted before 1500 hours IST on Proposal Due Date as indicated in the Schedule of Bidding Process, at the address and in the manner and form as detailed in this RFP document. Proposals submitted by either facsimile transmission or telex will not be accepted.
- II. Federation. may, at its sole discretion, extend Proposal Due Date by issuing a corrigendum.

**4.9 Opening of Proposals and clarifications**

- I. The State MD, Chhattisgarh Minor Forest Produce Cooperative Federation Limited, or any officer authorized by him shall open the Part I Submission of the Proposals on the Proposal Due Date for the purpose of evaluation.
- II. Federation reserves the right to reject any Proposal not submitted on time and/or which does not contain the information/documents as set out in this RFP document.  
To facilitate evaluation of Proposals, Federation may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal.

**4.10 RFP validity**

The offer submitted by the Bidder should be valid for minimum period of 180 days from the date of opening of RFP

**4.11 Modification and Withdrawal of Bids**

The Bidder is allowed to modify or withdraw its submitted proposal any time prior to the last date and time prescribed for receipt of bids, by giving a written notice to the Federation. After the last date for receipt of bids, no modification of bids shall be allowed nor is allowed to submit more than one (1) bid.

**4.12 Failure to agree with Terms and Conditions of the RFP**

Failure of The Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event Federation may award the contract to the

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next best value Bidder or call for new proposals from the interested Bidder or invoke the BG of the most responsive Bidder.

**4.13 Conflict of Interest**

**4.13.1 Conflict of Interest and Disqualification**

A Bidder shall not have a conflict of interest (the “**Conflict of Interest**”) that affects the Tender Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit the EMD or Performance Security amount as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority, including consideration of such Bidder's proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise. Without limiting the generality of the above, a Bidder shall be considered to have a Conflict of Interest that affects the Tender Process, if:

- i. “the Bidder, its Member or Associate (or any constituent thereof) and any other Bidder, its Member or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Bidder, its Member or an Associate thereof (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, its Member or Associate, is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this Clause 14, indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the “Subject Person”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or”
- ii. a constituent of such Bidder is also a constituent of another Bidder; or
- iii. such Bidder, its Member or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its Member or Associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its Member or any Associate thereof; or
- iv. such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
- v. Such Bidder, or any Associate thereof, has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Tender of either or each of the other Bidders; or
- vi. Such Bidder or any Associate thereof, has participated as a consultant to the Authority in

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the preparation of any documents, design or technical specifications of the Project.

- 4.13.2 A Bidder shall be liable for disqualification and forfeiture of EMD or Performance Security if any legal, financial or technical adviser of the Authority in relation to the Project is engaged by the Bidder in any manner for matters related to or incidental to such Project during the Tender Process or subsequent to the (i) issue of the NOA or (ii) execution of the License Agreement. In the event any such adviser is engaged by the Successful Bidder or Licensee, as the case may be, after issue of the NoA or execution of the License Agreement, then notwithstanding anything to the contrary contained herein or in the NOA or the License Agreement and without prejudice to any other right or remedy of the Authority, including the forfeiture and appropriation of the EMD or Performance Security, as the case may be, which the Authority may have thereunder or otherwise, the NoA or the License Agreement, as the case may be, shall be liable to be terminated without the Authority being liable in any manner whatsoever to the Successful Bidder or Licensee for the same.

**4.14 Confidentiality**

- a. As used herein, the term "Confidential Information" means any information, including information created by or for the other party, whether written or oral, which relates to internal controls, information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or there-after enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by The Bidder in rendering the services hereunder are the Confidential Information of The Bidder.
- b. The Bidder shall keep confidential, any information related to this RFP, with the same degree of care as it would treat its own confidential information. The Bidder shall note that the confidential information will be used only for the purposes of this RFP and shall not be disclosed to any third party for any reason what-so-ever.
- c. At all-time of the performance of the services, the Bidder shall abide by all applicable security rules, policies, standards, guidelines, and procedures. The Bidder should note that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the term of this RFP and such rules, policies, standards, guidelines and procedures by its employees or agents.

**4.15 Fraud and Corrupt Practices**

- a. The Bidder and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Federation shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Federation shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-



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estimated compensation and damages payable to the Federation for, inter alia, time, cost, and effort of the Federation, in regard to the RFP, including consideration and evaluation of such agencies Proposal.

- b. Without prejudice to the rights of the Federation under Clause above and the rights and remedies which the Federation may have under the Lol or the Agreement, if an Bidder or Systems Implementation Agency, as the case may be, is found by the Federation to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the Lol or the execution of the Agreement, such Bidder shall not be eligible to participate in any RFP or RFP issued by the Federation during a period of two (2) years from the date such Bidder , as the case may be, is found by the Federation to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- c. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them.

**“corrupt practice”** means:

- I. the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Federation who is or has been associated in any manner, directly or indirectly with the Selection Process or the Lol or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Federation, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or
- II. save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the Lol or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Lol or the Agreement, who at any time has been or is a legal, financial or technical IT firms of the Federation in relation to any matter concerning the Project;

**“Fraudulent practice”** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

**“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person participation or action in the Selection Process;

**“Undesirable practice”** means

- i. establishing contact with any person connected with or employed or engaged by Federation with the objective of canvassing,
- ii. lobbying or in any manner influencing or attempting to influence the Selection Process; or
- iii. having a Conflict of Interest; and

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**“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidder with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## SECTION 5 – EVALUATION OF BIDS

### 5. Evaluation of Bids

#### a. RFP Evaluation Process

1. Federation will constitute an RFP Evaluation Committee to evaluate the responses of the Bidder.
2. The Proposal Evaluation Committee constituted by the Federation shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection of the bid.
3. The decision of the RFP Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
4. The RFP Evaluation Committee may ask for meetings with the Bidder to seek clarifications on their proposals.
5. The RFP Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
6. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
7. Federation reserves the right and may visit the Branch Office/ base kitchen before award or during scrutiny of bids

#### b. RFP Evaluation

1. As part of the evaluation, the Part I Submission shall be checked for responsiveness with the requirements of the RFP and only those Proposals which are found to be responsive would be further evaluated in accordance with the criteria set out in this RFP document. **The Part I Submission would be considered to be responsive if it meets the following conditions:**
  - a. it is received by the Proposal Due Date including any extension thereof.
  - b. it is signed, sealed and marked as stipulated in the RFP document.
  - c. it contains all the information and documents including EMD and processing fee as requested in the RFP.
  - d. it contains information in formats specified in this RFP.
  - e. there are no inconsistencies between the Proposal and the supporting documents.
2. A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:
  - a. which affects in any substantial way, the scope, quality, or performance of the Assignment, or
  - b. which limits in any substantial way, the Federation rights or the Bidder's obligations under the Agreement, or
  - c. which would affect unfairly the competitive position of other Bidders presenting substantially responsive Proposals.

#### 5.1 Technical Evaluation

RFP Evaluation Committee will evaluate the **Technical Proposals of the Bidder as per the section 3 “Minimum Eligibility Criteria”**. RFP Evaluation Committee (TEC) will examine the bids to determine whether they are complete, whether they meet all the conditions of the tender, whether

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required tender document and bid processing cost and other required documents have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Any bid or bids not fulfilling these requirements shall be rejected.

**5.2 Technical Evaluation Criteria**

Bidder complying with all qualification criteria will only be considered technically qualified and their technical bid will be evaluated further as per clause 5.3 and financial bids of the bidders obtaining **70 Marks and above out of total allocated 100 Marks shall be opened**

Federation reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligations to inform the bidder or bidder(s) of the ground of action.

**5.3 Scoring Methodology: Technical Proposal**

- a) The total maximum point for evaluation of Technical Proposal is 100 numbers. Parameter and points are detailed below: -

S.No.	Criteria	Total Marks	Supporting documents required to be submitted
1	Tasting of Millet Based Food Items for both Lunch/dinner and Hi tea from Menu – Service provider will have to prepare and present Millet based food items to the panel of members authorized by Federation  1. Taste – <b>40 marks</b> 2. Plating – <b>10 Marks</b> 3. Corkery and cutlery used, staff uniform and Overall Presentation – <b>20 Marks</b>	70	Date, time and Millet based Food items to be served to the panel for tasting will be intimated to the eligible bidders
2	<b>Technical Presentation</b> a) Experience of providing catering/canteen services (details to be provided with pictures) and understanding of work- <b>15 Marks</b> b) Execution plan & Methodology - Preparation, hygiene, quality control mechanism, waste disposal mechanism, Details of Transportation and Delivery Mechanism etc. (write up)- <b>15 Marks</b>	30	Date and time for Technical Presentation will be intimated to the eligible bidders
<b>Total</b>		100	

**The bidders getting 70 Marks or more in Technical Evaluation shall be eligible for financial bid opening**

**5.4 Evaluation of Financial bid**

In the second stage, the financial evaluation will be carried as follows.

After the technical evaluation, the Federation shall shortlist qualified Bidders in terms of **Section 3** who are eligible for opening of their Financial Proposals **as per clause 5.3**. A date, time and venue will be notified to all the qualified Bidders for announcing the result of evaluation and opening of Financial Proposals. The opening of Financial Proposals shall be done in presence of respective representatives of Bidders who choose to be present. The Federation will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Technical Selection Process.

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The bidder who quotes **the Lowest rate in total for Lunch/Dinner (70% weightage) and Hi tea per person (30% Weightage), per day cost shall be declared as the selected Bidder (the “Selected Bidder”)**. In the event that the Federation rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.

In the event that two or more Bidders get the same scores (the “Tie Bidders”), the Bidder whose technical score is highest, shall be identify as “Successful Bidder/Selected Bidder” by the Authority.

**5.5 Award of Contract**

- a. In the event of acceptance of the Proposal of the Selected Bidder with or without negotiations, the Federation shall declare the Selected Bidder as the Successful Bidder. The Federation will notify the Successful Bidder through a Letter of Acceptance (LoA) that its Proposal has been accepted.
- b. The Successful Bidder shall provide catering services to Host Departments at the L1 rate discovered through this RFP. Failure of the Successful Bidder to comply with the requirement shall constitute sufficient grounds for the annulment of the LoA and forfeiture of the EMD. In such an event, the Federation reserves the right to take any such measures as may be deemed fit in the sole discretion of the Federation, including annulment of the bidding process or subsequently giving opportunity to L2 on the L1 rate.
- c. After adjusting the EMD, the Selected Bidder shall submit performance security which should remain valid throughout the period of Agreement /contract, in accordance with the provisions RFP and agreement, the **performance guarantee shall be INR 1,00,000.00** (One Lakh Only). The performance guarantee shall be refunded after the completion of period of contract.
- d. The contract shall be awarded with the validity of 1 year from the date of signing of Contract/ Agreement with a provision of extension for another One (1) year on satisfactory performance by the Service Provider and as decided by Federation based on feedback received from the Host Departments.

**5.6 Notification of Award**

Prior to expiration of the period of bid validity, the Federation will notify the Bidder in writing, that their bid has been accepted.

## **SECTION 6 – KEY CLAUSES OF AGREEMENT/CONTRACT**

### **6. Key Clauses of Agreement**

#### **6.1 Period of Contract/Agreement**

The Period of contract shall be initially for a period of One (1) Year effective from the date of signing of Contract/Agreement which can further be extended for a period of another One (1) Year provided the services provided by the Service Provider is found to be satisfactory. The Rates quoted by the Service provider for the 1<sup>st</sup> year shall be increased by 10 % for second year.

#### **6.2 Payment Term**

Payment shall be made by the Host Department to the Service provider directly for the catering services for Millet based food items Provided by the Service Provider to the Host Department.

#### **6.3 Damages for breach of obligations under the Contract**

In the event that the Service Provider fails to ensure requisite progress at any stage in execution of this assignment including output & deliverables within the time line indicated in this RFP, Federation within a reasonable time commensurate with the nature of defect or deficiency in execution, shall without prejudice to its rights under this tender including termination thereof, be entitled to suggest remedial measures in streamlining the process of execution and the Service Provider will be bound to ensure the same at its own risk and cost. However, in case any amount is incurred by the Federation/Host Department for the same, the amount so incurred will be deducted from the amount payable to/recoverable from the Service Provider by the respective Service Provider.

#### **6.4 Dispute settlement**

The dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & court at Raipur. Sole arbitrator is appointed by the MD, CGMFP and his decision will be final and binding to all the parties (Federation, Host Department and Service Provider).

#### **6.5 Termination Clause**

The contract may be terminated at any time. Such termination notice to be given after the occurrence of any of the events specified in this Clause, terminate this Agreement if:

1. Repeated failure to carry out instructions in maintaining standard of Millet based food items and tea / coffee/ snacks etc. would entail in termination of the contract.
2. Any representation made or warranties given by Service Provider under this contract are found to be false or misleading.
3. Service Provider is in material breach of operation and execution requirements as per scope of work and terms and conditions set out in the **Section 2** of the RFP
4. Service Provider submits to the Federation any statement which is false in material particulars, and which has a material effect on Federation's right, obligations or interests.
5. In case of non or poor execution of Assignment / Un-satisfactory services
6. In case of insolvency of the Service Provider.
7. Substantial shortcoming is observed in achieving the pre-set goals/deliverables as required and set forth in this RFP will be considered as "default" and contract shall be terminated.

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**6.6 Taxes and Duties**

Unless and otherwise mentioned in the Agreement, the Service Provider shall pay all taxes, duties, fee, and other impositions including GST as may be levied under the applicable laws and the Federation shall perform such duties in regard to the deduction of such taxes as may be lawfully imposed on it

**6.7 Penalty Clause**

The Federation/ Host Department reserves the right to impose penalty up to 50% (Fifty Percent) of bid/order value under following circumstances:

- a) In the event of the quality of the food being served is found poor or not adhering to the contractual conditions of the agreement
- b) The Food items should compulsorily be served fresh and hot. In the event If this provision is violated
- c) It will be responsibility of the Service Provider to keep the Area/Space allotted by Host Department for cooking and serving neat and clean and for this purpose; it has to employ sufficient number of workers. If proper cleanliness is not found during the event or after the event
- d) The Service Provider shall be responsible for the proper conduct/behaviour of the employees engaged. If the conduct of the employees is not found proper in the mess and any instance of misconduct
- e) Nonservice, poor service adulteration, service of bad quality of food

**6.7 General**

**i. Relationship between the Parties**

- a) Nothing in the Contract constitutes any fiduciary relationship between the Federation and Selected Service Provider or any relationship of employer employee, principal and agent, or partnership, between the Federation and Selected Service Provider.
- b) No Party has any authority to bind the other Party in any manner whatsoever except as agreed under the terms of the Contract.
- c) Federation will not be under any obligation to the implementation of the work of the Service Provider except as agreed under the terms of the Contract.

**ii. No Assignment**

The Selected Service Provider shall not transfer any interest, right, benefit or obligation under the contract without the prior written consent of Authority.

**iii. Entire Contract**

The terms and conditions laid down in the RFP and all annexures there to as also the Proposal and any attachments/annexes, Technical Presentation there to shall be read in consonance with and form an integral part of the Contract. The Contract supersedes any prior contract, understanding or representation of the Parties on the subject matter.

**iv. Governing Law**

This contract shall be governed in accordance with the laws of India and the State of Chhattisgarh.

**v. Jurisdiction of Courts**

The Court at Raipur, Chhattisgarh has exclusive jurisdiction to determine any proceeding in relation to the Contract.

**vi. Compliance with Laws**

The Selected Service Provider, during the course of performing the contract, shall comply with the laws in

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force in India and the State of Chhattisgarh during the duration of the contract.

**vii. Waiver**

1. Any waiver of any provision of this Contract is ineffective unless it is in writing and signed by the Party waiving its rights.
2. A waiver by either Party in respect of a breach of a provision of this Contract by the other Party is not a waiver in respect of any other breach of that or any other provision.
3. The failure of either Party to enforce at any time any of the provisions of this Contract shall not be interpreted as a waiver of such provision.

**viii. Modification**

Any modification of the Contract shall be in writing and signed by an authorized representative of each Party.

**ix. Application**

These General Conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them.



## **Annexure –1- PROPOSAL COVERING LETTER**

Original (duly signed by Bidder) as part of Technical Proposal - (Envelope B)

Date:

To,

MD, Chhattisgarh Minor Forest Produce Cooperative Federation Limited  
Van Dhan Bhawan, Sector 24, Nava Raipur, Atal Nagar, Chhattisgarh  
Phone - 91 771 2513100  
E-mail: mfpfed.cg@nic.in

Dear Sir/Madam,

We..... (Name of the Bidder) here by submits our proposal in response to notice inviting RFP date.....and RFP document no..... and confirm that:

1. All information provided in this proposal and in the attachment is true and correct to the best of our knowledge and belief.
2. We shall make available any additional information if required to verify the correctness of the above statement.
3. Certified that the period of validity of bid is 180 days from the date of opening of RFP,
4. We are quoting for all the services mentioned in the RFP.
5. We are not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
6. I/ We acknowledge the right of the Authority to cancel the tender process at any time or to reject any Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
7. I/We agree and undertake to abide by all the terms and conditions of the tender document.
8. The Federation may contact the following person for further Information regarding this RFP:
  - a. Name and full address of office, Contact No., Email ID, Company Name
  - b. Name and full address of office, Contact No., Email ID, Company Name
9. We are submitting our Eligibility Criteria proposal, bid documents and technical bid documents.

Dated this                      Day of                      2023

(Signature) (In the capacity of)

Duly authorized to sign the RFP Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of Bidder

**CERTIFICATE AS TO AUTHORISED SIGNATORIES**

I, certify that I am ..... of the ....., and that

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..... who signed the above Bid is authorized to bind the corporation by Federation of its governing body.

Date

(Seal here)

**Enclosure:**

1. EMD in the form of DD
2. Covering Letter (**Annexure-1**)
3. General Information about Bidder (**Annexure-2**)
4. Tentative Menu for Millet Based Food Items (**Annexure – 3**)
5. Power of attorney of signing of proposal (**Annexure-4**)
6. Technical Bid (**Annexure-5 and Annexure - 6**)
7. Financial Bid (**Annexure-8**)
8. All supporting document asked in the Eligibility Criteria as per **Section 3 and Annexure 7**
9. Tender document duly signed.

## **Annexure –2- GENERAL INFORMATION ABOUT BIDDER**

(as per Clause 4.7 – (i)(b) of the RFP)

**Original Copy (duly signed by Bidder) as part of Technical Proposal**

<b>S. No</b>	<b>Particular</b>	<b>Description</b>	<b>Document if any at page no</b>
1.	Name and Address of the Bidder/ Firm/ Organization / Company		
2.	Type of Legal Entity (Proprietorship/ Partnership/ Private Ltd / Startup etc. (Furnish copies of partnership Deed / Memorandum of Association Start up registration Certificate etc.))		
3.	Contact Number		
4.	E-mail:		
5.	Mobile No:		
6.	Name of Authorized Representative (Chief Executive Officer / Director) (Telephone No)		
7.	Year of Establishment		
8.	GST No. (enclose certificate)		
9.	Income Tax PAN (enclose copy)		
10.	Whether the Bidder has been in the business of catering/canteen services for last two years (Yes/No)		
11.	Address of Branch office / Base Kitchen in Chhattisgarh (supporting document to be attached)		
12.	Annual Average Turnover Certificate certified by CA with UDIN Number		
13.	Description of the business undertaken by the bidder		

**Mandatory Enclosure: All the requisite supporting documents in support of above should be submitted**

Signature of Bidder

Name

### **Annexure 3- TENTATIVE MENU FOR MILLET BASED FOOD ITEMS**

(As per Clause 4.2 i (c) of the RFP)

#### **TENTATIVE MENU (Hi Tea & Lunch/Dinner)**

**(More Millet based Food items shall be added in Menu from time to time. New Millet based food items may be proposed by Selected service provider and finalised by CGMFPED)**

Menu Options - For Hi Tea	
Tea/Coffee/Soft Drinks	Tea/Coffee/Beverages of CG Herbals brands and other brands
Starters	Kutki Vegetable Cheela
	Kutki Paneer Cheela
	Kutki ki Aloo Chaat
	Kutki ke vegetable Cutlet
	Kutki ke Farre
	Ragi ke Bhajiye/ Pakode
Desserts	Ragi Cupcakes - flavor Vanilla/ Chocolate
	Ragi ka Halwa
	Kodo ki Dry fruit Kheer

Menu Options – For Lunch/Dinner	
Soup	Ragi Vegetable Soup
	Ragi Manchow Soup
	Ragi Hot & Sour
Starters	Kutki Vegetable Cheela
	Kutki Paneer Cheela
	Kutki ki Aloo Chaat
	Kutki ke vegetable Cutlet
	Kutki ke Farre
	Ragi ke Bhajiye/ Pakode
Main Course	Salad- Kodo - Kachoomar Salad and Papad, achar, Chutney
	Ragi ki Kadhi, Ragi ke Kofte (Any two Sabji)
	Rice -Kodo ke Rice & Kodo ke Pulav
	Chapati - Roti/ Paratha (Jwar, Bajra, Ragi, Kutki)
Desserts	Ragi Cupcakes - flavor Vanilla/ Chocolate
	Ragi ka Halwa
	Kodo ki Dry fruit Kheer

**Annexure 4 - FORMAT FOR POWER OF ATTORNEY**  
(as per Clause 4.5 of the RFP)

(Original copy as part of Technical Proposal on stamp paper of value required under law duly signed by Bidder for the RFP)

Dated: \_\_\_\_\_

**POWER OF ATTORNEY**

To Whomsoever It May Concern

Know all men by these presents, We, \_\_\_\_\_ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name),

son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is [presently employed with us and holding the position of [ \_ ], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for **"for Selection of Catering Service Provider for Serving Millet Based Food Items at Event(s)/Function(s) Organised by Various State Government Departments, Chhattisgarh, issued by The Managing Director, Chhattisgarh Minor Forest Produce Cooperative Federation Limited (the "Authority")** including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in Pre Bid Meeting and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF , 20\*\*.

For \_\_\_\_\_

(Signature)

(Name, Title and Address) Witnesses:

1 2.

(Signature)

(Name, Title and Address of the Attorney) [Notarised]

Accepted [Notarised]

**Request for Proposal for Selection of Catering Service Provider for Preparing & Serving Millet Based Food Items at Event(s)/Function(s) Organised by Various State Government Departments, Chhattisgarh**

*Notes:*

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Consultant.*

## **Annexure 5. - TECHNICAL BID FORMAT**

(as per Clause 4.7 i (e) of the RFP)

### **TECHNICAL CAPACITY OF THE BIDDER**

Name of the Bidder / Bidder firm:

- A) Bidder having minimum 2 years (2020-21, 2021-22) satisfactory experience in providing catering Canteen Services

S.no	Name and address of client to whom catering/canteen services were provided along with name of contact person and their Mobile no	Nature / Type of the work, (Whether Client's Kitchen or Contractor's Kitchen)	Maximum no. of persons catered on single day	Total Value of the work executed (INR)	Duration of the Contract with commencement and date of completion
1					
2					
3					
3					
4					

Enclosure:

- 1) Copies of Work order and Satisfactory service certificates from client needs to be submitted for at least two major clients/two major events in last two years (one for each year)

Signature of Bidder with Seal

Name of Bidder

## **Annexure 6 – FINANCIAL CAPACITY**

(as per Clause 4.7 i (e) of the RFP)

(Average Annual Turnover in the last two years from the catering/canteen services during last 2 years ending 31.03.2022)

Financial Year	Turnover from the catering/canteen services/ Turnover of Startup as applicable <b>(as per Clause 3.1 B (I or II))</b> <b>(INR Lakh)</b>
2020-21	
2021-22	
Total	
Average Annual Turnover For the past two years	

### **Mandatory Enclosures –**

1. Certificate from the Statutory Auditor/Chartered Accountant (Turnover not certified by Statutory Auditor/Chartered Accountant having UDIN number shall not be considered for evaluation)
2. Profit & Loss Statement and Balance Sheet duly certified by the CA for the last two years

Yours faithfully,

Date:

(Signature of the Authorized signatory)

Place:

(Name and designation of the of the Authorized signatory)  
Name and seal of Bidder



## **Annexure 7 - CHECKLIST OF DOCUMENTS**

<b>S. No</b>	<b>Checklist of Documents</b>
<b>1.</b>	Cost of RFP and EMD as per clause 4.3 and 4.4 in the form of Demand Draft
<b>2.</b>	Scanned copy of PAN Card
<b>3.</b>	Scanned copy of Aadhaar Card of Managing Director of the Company and in case of Partnership firm Aadhaar Card of at least two of Partners required
<b>4.</b>	Scanned copy of certificate of Goods and Services Tax Identification Number (GSTIN)
<b>5.</b>	Scanned copy of Letter comprising the Bid – Annexure 1
<b>6.</b>	Scanned copy of Certificate of Company Incorporation and List of Latest Directors of Company (if applicable)
<b>7.</b>	Scanned copy of Power of Attorney – Annexure 4
<b>8.</b>	Scanned copy of Turnover Certificate having UDIN from Statutory Auditor/Chartered Accountant certifying the bidders Turnover
<b>9.</b>	Scanned copy of documents as per enclosures in Technical Capacity of the Bidder – Annexure 5
<b>10.</b>	Copies of Work order and Satisfactory service certificates from client needs to be submitted for at least two major clients/two major events in last two years (one for each year)
<b>11.</b>	Copy of supporting document in support of Bidder having Branch Office / Base Kitchen in Raipur
<b>12.</b>	Copy of valid License from food department / Nagar Nigam for providing Catering /canteen Services
<b>13.</b>	Scanned copy of documents as per enclosures in Financial Capacity of the Bidder – Annexure 6
<b>14.</b>	Profit & Loss Statement and Balance sheet duly certified by CA for the year 2020-21
<b>15.</b>	Profit & Loss Statement and Balance sheet duly certified by CA for the year 2021-22
<b>16.</b>	RFP document initialled by the Authorised signatory
<b>17.</b>	Any other relevant Document

**Request for Proposal for Selection of Catering Service Provider for Preparing & Serving Millet Based Food Items at Event(s)/Function(s) Organised by Various State Government Departments, Chhattisgarh**

**Annexure 8 - FINANCIAL BID SHEET**

(as per Clause 4.7 –(ii)(a) of the RFP)

I/We, the undersigned, is/are pleased to provide our Financial Proposal/Bid in respect to above mentioned subject, i.e., **Selection of Catering Service Provider for Preparing and Serving Millet Based Food Items at Event(s)/Function(s) Organised by Various State Government Departments, Chhattisgarh**, in accordance with your Request for Proposal dated\_\_\_\_\_ and our Technical Proposal/Bid.

Having gone through the RFP and having fully understood the scope of work for the assignment as set out in the RFP, **we are pleased to quote the following cost (inclusive of all applicable taxes)** for the First year of contract for the proposed assignment as per the following table.:

<b>Hi Tea (Millet Based Food Items as per Annexure 3)</b>	<b>Minimum Head count</b>	<b>Per Head/Per Day Cost (Inclusive of all applicable taxes) (INR Rs)</b>
1) Tea/Coffee/Beverages of CG Herbals brand or any other brand (Any One Item)	up to 50	
2) Appetizers/ Snacks (Any Four Items)	50-100	
3) Desserts (Any two Items)	100 and above	
<b>Total (A) - Weightage (30%)</b>		

<b>Lunch / Dinner (Millet Based Food Items as per Annexure 3)</b>	<b>Minimum Head count</b>	<b>Per Head/Per Day Cost (Inclusive of all applicable taxes) (INR Rs)</b>
1) Soup (Any One item)	Up to 50	
2) Appetizers/ Snacks (Any Four Items)	50-100	
3) Main Course (As per Tentative Menu)	100 and above	
4) Desserts (Any Three Items)		
<b>Total (B) - Weightage (70%)</b>		

Note: - All quoted rates shall be inclusive of all applicable taxes and levies.

Date:

Place:

**Request for Proposal for Selection of Catering Service Provider for Preparing & Serving Millet Based Food Items at Event(s)/Function(s) Organised by Various State Government Departments, Chhattisgarh**

Yours sincerely,

Authorized Signatory

Full Name and Designation

Stamp of the Agency