

**No.105-07/Canteen/2004-LA-3528**  
**Government of India**  
**Ministry of Jal Shakti**  
**Department of Water Resources, River Development & Ganga**  
**Rejuvenation,**  
**Central Ground Water Board,**  
**Bhujal Bhawan, NH-IV, Faridabad - 121 001 (Haryana)**

Dated: 30.07.2024

**NOTICE**

31 JUL 2024

Sub: Quotation for running the Canteen in the office of Central Ground Water Board , Bhujal Bhawan, NH-IV, Faridabad.

The sealed quotations duly signed are invited from the willing parties having minimum one year experience in the in the similar field for running the canteen of CGWB, Bhujal Bhawan, NH-IV, Faridabad. The Notice of quotation has also been uploaded on the website of the CGWB.

All interested parties are requested to drop the quotations in Quotation Box in CGWB, Bhujal Bhawan NH-IV, Faridabad before 12.08.2024 at 2.30 P.M . The Quotations will be opened on the same day at 3.30 P.M. The letter and Quotations should be addressed in the name of following :-

The Head of Office  
Central Ground Water Board  
Bhujal Bhawan, NH-IV, Faridabad

The terms and conditions are attached herewith .

Digitally Signed by Sanjeev  
Gupta

( Sanjeev Gupta )  
ADMINISTRATIVE OFFICER  
Date: 30/07/2024 17:34:45  
Reason: Approved

**Distribution:-**

1. The website Admin.,CGWB, NH-IV, Faridabad with the request to upload this on the official website of the Board under advertisement.
2. P.S. to Director (Admn.),CGWB, Bhujal Bhawan, NH-IV, Faridabad.
3. Notice Board, CGWB, Bhujal Bhawan, NH-IV, Faridabad.

**TERMS AND CONDITIONS FOR RUNNING THE CANTEEN IN CENTRAL GROUND WATER BOARD, "BHUJAL BHAWAN", N.H. IV, FARIDABAD ON CONTRACT BASIS.**

CONDITION NO.	TERMS OF THE CONTRACT
1.	The parties applying for this work must have minimum three years experience of handling the canteen of similar nature having at least 100 employees. The documentary proof in respect of experience claimed must be attached.
2.	The Agreement will require to be signed both by the Contractor and CGWB, initially for a period of 11 months. The Agreement can be renewed at the sole discretion of CGWB beyond 11 months, if the performance is found satisfactory.
3.	The Security for an amount of Rs.5,000/- is required to be deposited by the Contractor in the shape of Earnest Money by Demand Draft in favour of DDO, CGWB, Faridabad, which shall be refunded after expiry of the Contract.
4.	The Contractor will run the Canteen under the overall supervision of a Committee constituted for the purpose. The Committee will also monitor the standard and quality of Eatables to be provided in the Canteen. Addition in items, to be supplied by the Canteen can be recommended by the Committee.
5.	The Accommodation, Furniture. Electricity and Water will be supplied by the Department free of charge. The Electricity will be provided for lighting and Fan purpose only. No preparation will be made on Electric Hot Plates/Heater and other Electric Goods.
6.	The preparation of items will be made on LPG Gas Stove by the Contractor to avoid Pollution in the Building.
7.	The Crockery and other Utensils of good quality will be arranged by the Contractor at his own cost. Proper cleanliness and hygiene will have to be maintained by the Contractor.
8.	The preparation of items will have to be made in Refined Oil of good quality and make.
9.	The manpower will be arranged by the Contractor and he will be responsible for payment of their salary and allowances as they will be employees of the contractor. No child labour should be engaged.
10.	The Canteen will run between 08.30 a.m. to 06.00 p.m. unless specially permitted on specific occasions.
11.	Canteen will run on 5 days a week from Monday to Friday, excluding Gazetted Holidays, unless specially authorized on specific holidays.
12.	The Contractor will submit a list of his staff members showing their names, and complete address etc. for submission to the Police Authority for their verification etc.
13.	The Contractor will ensure that his staff is Polite, Courteous and is well behaved with the Officers and Staff of CGWB, and are always properly dressed with Blue Uniform with Badge, displaying the "Name of the person" and "CGWB Canteen".
14.	The Contractor may add any eatable items as per the seasonal requirement to serve in the Canteen subject to the approval of quality and rates by the Committee.
15.	The Contractor will be liable to supply Tea etc. on order in the Chamber of the Officers in decent Crockery.
16.	It will be the entire responsibility of the Contractor to collect money from the individuals and in case of any dispute, Department will not be responsible in this regard.
17.	In case of any collection of samples of the material/food taken by the Local Authorities, it will be the legal responsibility of the contractor to settle the case at his own level and the Department will not be responsible in any manner.

18.	The Director (Admin.) reserves the right to terminate the contract at one month's notice in case it is felt that the contractor has failed to fulfill the required terms and conditions and standard of food etc.
19.	He will not sublet the canteen to any body, during the contract period.
20.	In case the contractor fails to install vending machine for providing items listed above, the office will have the right to allow any other vendor to install the same.
21.	It will be the responsibility of the Contractor to follow all the Rules and Regulations of the Local Authorities for running the Canteen and supplying quality items.
22.	Director (Admin.) reserve the right to increase or decrease the items mentioned in the Tender Form and also to accept or reject any or all Tenders without assigning any reason thereof.
23.	Keeping in view the inflation of Rates of Food & other items like: Cooking Gas, Oil etc. in the Market, the Committee may consider genuineness, in revision of rates in respect of the items to be supplied through Canteen as and when the Contractor requests in this regard.

Signature of First Witness	Signature of Tenderer / Contractor
Name	Name
Address (with Landline and Mobile No.)	Address (with Landline and Mobile No.)
2. Signature of Second Witness	
Name	
Address (with Landline and Mobile No.)	

**Cost of Tender Form****Rs. 100/- (None refundable)****TENDER FORM NO. ....****TERMS AND CONDITIONS FOR RUNNING THE CANTEEN IN THE OFFICE OF CENTRAL GROUND WATER BOARD, BHUJAL BHAWAN, NH-IV, FARIDABAD ON CONTRACT BASIS.**

The following items are required to be served in the Canteen. The Contract will be awarded to the contractors who quote the lowest rates.

Sl. No.	Particulars of items	Quantity	Rate (in Rupees)
1	Tea	150 ml.	
2	Coffee	150 ml.	
3	Cold Drink	200 ml.	
4	Raita	200 gm.	
5	Lassi (Meethi) 200gm. Curd	1 Glass	
6	Milk	200 gm.	
7	Curd	200 ml.	
8	Vegetable Soup	200 ml.	

**LUNCH THALI CONSISTING OF**

9	Roti	Per Thali	
10	Rice		
11	Subzi		
12	Dal		
	Including Paper, Salad and Pickle		
13	Roti	Per Piece	
14	Rice	Per Plate	
15	Subzi	Per Plate	
16	Dal	Per Plate	

**SWEETS**

17	Besan Laddu	Per Piece 30gm.	
18	Ballushai	Per Piece 30gm	
19	Gulab Jamun	Per Piece 30gm	
20	Burfee	Per Piece 30gm	
21	Gajjar Halwa	100 gm.	
22	Kheer	Per Plate	

**NAMKEENS**

23	Assorted Pakora	100 gm.	
24	Bread Pakora	Per Piece (Big Bread)	
25	Mathi	Per Piece 30gm	
26	Samosa	Per Piece 30gm	
27	Kachori	Per Piece	
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