

Terms of Reference

Objectives:

1. To sell & popularize Punjabi food in a traditional manner in the Restaurant at Dilli Haat, INA.
2. The period of agreement shall be for 2 (Year) which may be extended on mutual agreement.
3. Selected second party shall be required to engage trained personnel for operation of food stall on his own account and shall bear all cost of operation like salary, overhead, food, energy charges, water charges, taxes, etc. and other cess and levies as applicable from time to time.
4. Selected second party shall obtain fresh GST, ESI, PF registration (if not already registered) and shall comply with all other statutory requirements as required for operation of this stall. PHTPB shall not be responsible for any deviation in meeting the statutory obligations.
5. The selected second party shall submit a quarterly turnover report duly signed by a chartered accountant within 15 days of the expiry of each quarter to PHTPB.
6. The selected second party is required to give a fixed monthly license fees to PHTPB. Accordingly the tender shall require giving their quote for monthly rent in the Price Bid Performa and the selected party shall deposit a Bank Guarantee amounting to Rs. 5,00,000/- in favour of Punjab Heritage & Tourism Promotion Board.
7. The selected firm is required to invest in furnishing, purchasing kitchen equipments along with crockery and cutlery of good quality at his own cost and required to give details of his investment plan in the pre-qualification bid.
8. The agreement can be terminated by giving 1 (one) month's prior notice by either party. On termination, the second party will hand over peaceful possession of the site to PHTPB in the same condition as it was handed over to him originally, reasonable wear and tear excepted.

9. Successful parties shall also be required to disseminate tourism related promotional material through the stall as supplied by PHTPB.

Eligibility Criteria

The following are the Eligibility Criteria for interested organizations:

- a. The applicant should be a company/partnership firm duly incorporated/ proprietorship firm registered in India for carrying out catering/food & beverages services/hospitality business and should be having a specialty in traditional Punjabi food. Proof of the same shall be attached.
- b. The applicant should have minimum 3 years experience in catering/food & beverages services/hospitality business in India, with modern equipments and practices. Proof of the same shall be submitted.
- c. The applicant should have a minimum turnover of Rs. 20.00 lacs per annum in any one of the last 3 financial years ending 31.3.2020.
- d. A firm having any legal suit/criminal case pending against its proprietor/Partners or any of its Directors (in the case of Private Limited Company) or having been earlier convicted on grounds of moral turpitude or for violation of PF/ESI/Minimum of Wages Act or any other laws in force shall not be eligible. A certificate from a Chartered accountant to this effect should be enclosed.
- e. The company/organization should have well qualified personnel in their regular employment, for managing the business.
- f. The company/organization should be an income tax payee.
- g. The firm must submit an EMD of Rs. 25,000/- (Rupees Ten thousand only) in shape of DD drawn on any Nationalized Bank favoring "Punjab Heritage and Tourism Promotion Board" payable at Chandigarh. The same will be refunded to the unsuccessful bidder on the completion of allotment procedure and that it will be adjusted against security in respect of the successful bidder. If successful bidder backouts after bidding, then EMD will not be refunded.

Performa of Technical Bid (Annexure-I)

Applicants fulfilling all eligibility criteria should submit their EOI along with the specified documents as pre-qualification bid:

1. Name of the applicant.
2. Address, Telephone & fax number
3. Email address
4. Profile of the applicant
5. Experience in running catering/food & beverages services / hospitality business including food stalls/ food kiosks
6. Details of experience of serving authentic Punjabi cuisine along with a capability statement indicating strengths for the same.
7. Titles of the persons with contact numbers who are the principal points contact.
8. Status of the applicant (proprietorship/partnership/company)
9. In case of a proprietorship firm :
 - a. Name of the proprietor
 - b. Complete address of the proprietor
 - c. Audited Balance Sheet and Profit & Loss Account for the last 3 financial years ending 2019-2020 duly certified by a Chartered Accountant.
10. In case of a firm registered under Partnership Act, 1932:
 - a. Name of the partners
 - b. Complete address of the partners.
 - c. Certificate of registration, details of the business and partnership deed etc. duly attested by Notary.
 - d. Audited Balance Sheet and Profit & Loss Account for the last 3 financial years ending 2019-2020 duly certified by a Chartered Accountant.
11. In case of a Company:
 - a. A certified copy of Memorandum and Articles of Association of the company along with certificates of inboard and date of commencement of business etc.

- b. Audited Balance Sheet and Profit & Loss Account for the last 3 financial years ending 2019-2020 duly certified by a Chartered Accountant.
- c. Names and addresses of the present Directors if not mentioned in the Memorandum and Articles of Association of the company.

In addition to the above, the following documents should also be attached:

1. Copy of income tax for the last two (2) financial years ending 2019-20 and sales tax return in the name of the firm/company for the last three (3) financial years ending 2019-20.
2. Copy of the PAN issued in the name of the applicant.
3. Business Plan.
4. Investment Plan.
5. Any other relevant information along with documentary proof.

Note:

1. PHTPB reserves the right to cancel the process at any reason whatsoever.
2. The application should be forwarded with a covering letter and an index of the documents attached. All the pages should be duly numbered, initialed and stamped.
3. Interested parties must provide all the required information. Incomplete responses shall not be processed.
4. Applications received after the last date and time shall not be entertained.
5. PHTPB shall not be responsible for any postal delays and loss.
6. PHTPB decision for short listing shall be final and binding on all parties.

Performa of Financial Bid (Annexure-II)

Price bid

SCHEDULE

Management of food stall and Tourist Information Centre

AT Dilli Haat, INA Rs.....

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1. The bidder is requested to inspect the existing stall premises and acquaint himself before bidding for the stall.

I certify that I have gone through the Tender conditions listed I have understood the terms and conditions.

I agree to abide by the terms and conditions of Punjab Heritage and Tourism promotion Board.

SIGNATURE OF TENDERER