



INVITATION TO BID

Manser Saxon Contracting Limited invites tenders for canteen services for a one- year period renewable annually upon satisfactory performance to the management as per requirements detailed below.

1. ELIGIBLE TENDERERS

To be eligible tenderers should:

- (i) Hold a valid trade and Food Handler's Certificate for running the canteen
- (ii) Not have been convicted for an offence involving fraud, corruption or dishonesty
- (iii) Have at least two years' experience in the provision of canteen services

2. QUALIFICATION OF THE TENDERER

Tenderers should submit:

- (i) Certificates of a valid Food Handler's Certificate for running the canteen
 - (ii) Details of experience during the last two years, and details of contact persons for further references
- and
- (iii) Experience and profile of key personnel proposed for the contract.

It is the purpose of the management of Manser Saxon Contracting Limited not to allocate a contract to any bidder who does not furnish satisfactory evidence that he has the required experience, ability, personnel, material and financial resources necessary to enable him to provide the required equipment and services successfully, or who has previously failed to satisfactorily perform on any current or previous contract.

3. SCOPE OF SERVICE

The management proposes to enlist the services of a service provider, having the required experience personnel, material and financial resources, for the provision of catering services on Manser Saxon premises.

- (i). The required service includes:
 - a. Provision of meals that are value for money, good quality and to the satisfaction of the management
 - b. A convenient and speedy service.



c. An adequate choice of menu items and dishes of good quality, well prepared, cooked and served utilising fresh produce while giving due consideration to healthy eating principles.

d. Ensuring that canteen users have sufficient variety and choice of nutritionally well-balanced food, and an adequate range and balance of dishes including vegetarian meals and diet menus.

e. Ensuring that a high level of hygiene is always maintained in the canteen area.

(ii). The management of Manser Saxon Contracting Limited reserves the right to: evaluate standards of prepared food, equipment, quality of fresh produce, meat, fish, vegetables and dry food; employ a third party to carry out bacteria analysis and hygiene inspections.

(iii). The bidders will be required to provide a list of food items (veg and non-veg) including with the respective price.

(iv). Selection shall be based on the highest price offered, subject to compliance with specifications, performance standards and duration of service period in accordance with the general terms and conditions.

The successful bidder will:

(i) provide his own personnel who should be in possession of medical certificates

(ii) not allow unauthorised persons in the kitchen.

4. HOURS OF SERVICE

The Canteen shall be opened:

(i) for catering during office hours on all working days from 9 00 hours to 17 00 hours and

depending on schedule of work on Saturday, Sunday or Public Holiday.

(ii) In the event the selected service provider is unable to provide a service on any day, the management will have to be informed in advance, stating the reasons thereof.

5. EQUIPMENT

No equipment will be provided by the Manser Saxon Contracting Limited. The caterer will have to bring his own equipment.

6. MANNING

The Contractor will:

(i) provide his own personnel who should be in possession of:



- an appropriate medical certificate.

- an identity card but on no circumstances employ personnel who have a criminal record or are considered as bad characters.

(ii) ensure that his workers who are on duty, be in proper, neat and clean uniform. All persons engaged by the Contractor shall be the Contractor's own employees and they will claim no privileges from the Manser Saxon Contracting Limited.

The Contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.

7. INFRASTRUCTURE, WATER, ELECTRICITY AND GAS

(i) Gas, utensils, plates, bowls, glasses, water jugs and cutlery will be at the expense of the caterer.

(ii) The utility charges (Electricity and Water) will be provided by Manser Saxon Contracting Limited.

(iii) The Contractor shall be responsible for all damages caused by the Contractor himself or his staff and shall be liable to make good to any such damage excepting those due to reasonable use or wear and tear or such as caused by and an act of God.

(iv) The management will not be any way responsible for any loss, threat or damages accruing to any goods, stores or articles that may be kept by the contractor in the Canteen premises.

8. MENUS

Please provide for a variety of dishes including vegetarian ones.

The selected caterer will have to provide meals pertaining to a variety of cuisines.

The caterer shall be liable in case of food poisoning due to consumption of food from the canteen.

9. "DROIT DE REGARD"

The management of Manser Saxon Contracting Limited will have a "droit de regard" on the type of service being provided, the menu and mode of operations. Surprise checks may carry out to ensure the foregoing.

10. DURATION OF CONTRACT

The duration of the contract will be one year as from a date to be determined between parties but not later than 120 days from the date of the closure of the tender.

The selected bidder would be on a trial basis for a period of not less than six months.



The contract may be renewed based on the satisfactory performance of the caterer on the same terms and conditions except price adjustable based on inflation rate during new contract period.

11. CONDITIONS FOR RUNNING THE CANTEEN

(i) The caterer shall be expected to employ his own personnel bearing in mind the duration and other terms and conditions of the Contract

(ii) The caterer shall be accountable to the Management of Manser Saxon Contracting Limited for the proper running of the canteen. The Management may visit the canteen to ensure that hygienic conditions are being properly observed.



TENDER FORM FOR RUNNING OF CANTEEN AT MANSER SAXON CONTRACTING LIMITED

1 Name of bidder	
2 Official Address	
3 Names of Owner/s	
4 Date of incorporation	
5 Telephone No. Fax No	
7 E-mail address	
8 VAT Registration No.	
9 No of years firm is engaged in the provision of canteen services	
10 List of Clients of the firm	
11 Any other information the bidder desires to provide	



BID SHEET

I/We.....

of.....

(ID. No.....)

(Tel. No.....) is / are agreeable to the above terms and conditions

and hereby submit our quote to provide canteen services as specified below, and confirm that

CANTEEN AT MANSER SAXON CONTRACTING LIMITED	Price (Rs) – (monthly) <i>TO BE SET BY MANSER SAXON CONTRACTING LIMITED</i>
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- MANNING

1. Bidder’s assessment of number of personnel required:

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2. Details of each category of personnel and their respective experience in the field of catering

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INSURANCE

Details of current insurance covers

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(Please provide details as attachments)

REFERENCES

Name of two traceable references of similar operations where bidder is or has been providing similar services.

1. Name

Address

Details of service, including period

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2. Name

Address

Details of service, including period

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DECLARATION

I

do hereby declare that all the information filled and given in this form are valid, genuine and true.

Date:

Signature: