

**THE HARYANA STATE COOPERATIVE DEVELOPMENT FEDERATION LTD.
(HARCOFED)**

E-TENDER NOTICE

Managing Director, HARCOFED invites tenders on item rate basis through an electronic tendering process hosted on <https://etenders.hry.nic.in>. This opportunity is open to eligible Catering Management who meet the specified criteria outlined in the tender documents.

E-tenders are invited for the complete arrangement for Hi-tea, Lunch or Dinner service for an estimated gathering of approximately **500(Min.) to 5000(Max.) persons**. The scope of work includes comprehensive services such as food preparation and catering. The services must be delivered in a professional and coordinated manner to ensure a seamless event experience for all attendees.

Tenders will be publicly opened on the specified date and time, as per following schedule, in the presence of the bidders or their designated representatives who wish to attend the session held at the The Haryana State Cooperative Development Federation Ltd. (HARCOFED) office in Bays No. 49-52, Sector-2 Panchkula.

Key Dates to Remember

Description	Date
Tender Download Start Date	26.06.2025
Tender Submission Deadline	02.07.2025
Tender Opening Date & Time	03.07.2025

Payment Instructions

Eligible bidders are required to make their payments for the Tender Document Fee, e-Service Fee, and the Earnest Money Deposit (EMD) online. Payments can be processed through Internet Banking or by generating an RTGS/NEFT challan. This process allows bidders to remit funds to the beneficiary account specified in the online-generated challan. Bidders will then need to verify their payment status online, ensuring submission of their bids is completed before the designated deadline.

Important Note

If the tenders are cancelled or recalled for any reason, please be advised that the Tender Document Fee and E-Service Fee are non-refundable to the bidding agencies.

For further details regarding the terms and conditions governing this tender, prospective bidders are encouraged to thoroughly review the tender documents available on the portal.

Bid Document for
“Catering Management Services”

for

Various Programs to be conducted
in the State of Haryana

by office of
The Haryana State Cooperative
Development Federation Ltd.
(HARCOFED)

The Haryana State Cooperative Development Federation Ltd. (HARCOFED)
E-TENDER NOTICE

E-Tenders are invited by MD,HARCOFED for providing the services.

Sr. No.	Name of Work	Bid Document Cost (Rs.)	Earnest Money Deposit (EMD)	Remarks
1	Hiring of Specialized Catering Agencies for provision of catering services (Hi-tea, Lunch, Dinner, Packaged Meals) during departmental events across Haryana	Rs. 1,000/- + GST	Rs. 50,000/-	Catering services for 500(Min.) to 5000(Max.) persons per event

Key Dates

Sr. No.	Stage of Tender	Start Date and Time	End Date and Time
1.	Publication of Tender	26.06.2025	02.07.2025
2.	Download of Tender Document & online bid Submission	26.06.2025	--
3.	Technical bid opening date	03.07.2025, Time-10:30 AM	--
4.	Financial bid Opening Date	03.07.2025 Time- 02:30 PM	
5.	Place of opening the bids	HARCOFED, 1 st floor, bays no -49-52, Sector-2, Panchkula.	

NOTES: -

1. E-tender forms can be downloaded from the Website <https://etenders.hry.nic.in>.
2. The Bidder will submit the technical bids manually with earnest money in HARCOFED
3. The firms should have GST, PAN No., EPF & ESI etc. Regd. Numbers where essential.
4. The Committee reserves the right to accept or reject any tender without assigning any reasons.
5. Same nature of work experience Three years.


Managing Director
HARCOFED

CHECK LIST

To be filled by the bidder and submitted along with the Technical Bid.

Sr. No.	Terms & Condition as per Bidding Document	Attached (Yes/No)	Page No.	Remark (if any)
1	Copy of EPF no. registration			
2	Copy of ESI no. registration			
3	Copy of PAN no. registration			
4	Copy of GST no. registration			
5	Copy of Aadhaar card			
6	Copy of power of attorney or authorization letter, if any			
8	Original affidavit that firm not blacklisted as per annexure-A			
9	Copy of turnover certificate			
10	Copy of bank solvency			
11	Copy of experience certificate at least 2 years			
12	Copy of income tax return 2 years			
13	Copy of TAN no.			
14.	Any other documents as specified in the e-tender notice/press notice/eligibility criteria of specialized work.			

Mention page number on every page of Tender Documents and photocopies of the documents attached. In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Signature of the Tenderer with stamp of firm)

TERMS & CONDITIONS

1. The contractor/agency/firms should have Registration No., EPF No., TAN No., PAN No., G.S.T No. (with copy of latest GST return of previous last 2 years and a copy of aadhar card of contractor /agency or of the duly authorized person/ representative in whose favour an authorization letter issued by the firm/company /corporation (along-with a copy of such authorization letter, if any).
2. Agency/contractor have to deposit Earnest Money of Rs. 1,00,000/- for Caterers online in favour of Managing Director, HARCOFED.
 - a. The firm shall be solely responsible for compliance with applicable statutory obligations including remittance of EPF, ESI, GST, Income Tax, Labour Welfare contributions, and other taxes as per government policy.
 - b. The agency shall submit an affidavit/agreement (on non-judicial stamp paper of ₹100) attested by a Notary Public or Executive Magistrate, stating that:
 - They have never been blacklisted/debarred
 - No FIR is pending or lodged against them
 - This affidavit must be submitted along with the technical bid.
3. Bidders must have a minimum of two years' experience in the relevant domain (catering), supported by client work orders or performance certificates.
4. The original hard copies of the following must be submitted one day prior to the closing date of the tender:
 - EMD deposit proof
 - Signed tender document
 - Affidavit
 - All documents submitted under the technical bid
5. Every page of the tender document must be signed and stamped by the authorized signatory. Any overwriting/corrections must be duly countersigned.
6. No exemption shall be granted to any bidder in terms of document submission, fees, or eligibility criteria.
7. Contract Duration:
 - The initial term will be one year, extendable for up to two additional years based on satisfactory performance.
 - Renewal shall be at the sole discretion of the Managing Director, HARCOFED.
 - The agency may exit the contract with 3 months' prior written notice.
8. In case of any dispute, the matter shall be referred to the sole arbitration of the Managing Director, HARCOFED or an authorized representative. Arbitration proceedings shall be held in Panchkula and governed by the Arbitration and Conciliation Act, 1996.
9. Upon award of contract, the selected bidder shall sign a formal agreement on non-judicial stamp paper worth ₹100, attested by a Notary. The bidder must submit this within 3 working days from the date of the allotment letter.
10. The bidder must have a valid registration, EPF, ESI, GST, and PAN for a minimum period of 2 years. Self-attested copies must be attached with the technical bid.

11. Turnover Criteria:

- Catering Agency: ₹1.00 Cr. over the same period
- Turnover must be certified by a Chartered Accountant and supported by audited balance sheets.

12. Technical bids (Part-I) will be opened on the specified date and venue. Only technically qualified bidders will be eligible for the opening of Financial Bids (Part-II).

13. Either party may terminate the contract by giving one month's written notice. However, the contract may be terminated immediately without notice in case of proven complaints of substandard service or breach of terms.

14. The MD, HARCOFED reserves the right to reject any or all bids without assigning any reason and is not bound to accept the lowest or any tender.

15. Any firm or partner that has been blacklisted by any Government Department, PSU, or autonomous body shall be ineligible to participate in this tender. A self-declaration to this effect must be submitted.

16. The Validity of the quoted rates shall be upto 31.03.2026.

17. The selected service provider shall have to provide the catering services on the approved rates/final rates

18. After the allotment of work the selected vendor shall have to provide performance security of Rs. 1.00 lakh & EMD will be adjusted against the performance security amount.

19. The performance security will be released only after completion of the validity of the tender period i.e. 31.03.2026.



**Managing Director
HARCOFED**

ANNEXURE "A"

AFFIDAVIT

I _____ Proprietor of _____ registered at _____

do hereby solemnly declare and affirm as under: -

1. That I have not been Blacklisted by any Govt. /Semi Govt./Board/Corporation/Pvt. Organization during the last ten years.
2. That I/We am/are not Debarred/Suspended by any Govt. /Semi Govt./Board/Corporation/ Pvt. Organization in the last ten years as on the date of submission of e-tender for the work. .
3. That no Criminal Proceeding is pending against me/our Company /Firm/Agency.
4. That the deponent hereby undertakes that no complaint/FIR has been registered/no criminal/Civil proceedings against the firm/Partners of the firm, or its Director are pending/ongoing in any court of law regarding any offence punishable under IPC/any other Law of the Land applicable. If such fact comes to the notice of the Department reject the tender/bid straightway without assigning any reason.
5. That the deponent further undertakes that he/she/Director/Partner of the firm/Company/agency have never been convicted of any Criminal/Civil offence.

(DEPONENT)

VERIFICATION:

Verified that the above contents of Affidavit are true to best of my/our knowledge & belief and nothing has been concealed therein.

(DEPONENT)

Content of Bidding Documents

List of Documents to be submitted along with Technical Bid:

1. Profile of the bidder on the letter head as per Annexure-I.
2. Name of the owners/partners/director of the firm/company/corporation and their addresses.
3. License copy of registration of the firm/company.
4. Copy of registration.
5. Copy of GST and PAN.
6. Work order for similar work in the last 2 years. If you have experience in organizing such events in State of Haryana/Chandigarh/Punjab, etc. at state level.
7. Name and addresses of bankers with whom the account is maintained.
8. Balance sheet with Income Tax Returns for the last 2 years (2022-23 and 2023-24) and in case of current year, a certificate from the CA about till date turn-over.
9. Number of disputes arises with clients, reasons of disputes and present status of disputes of detail.
(on company letter head)
10. Scope of the work

Financial Bid Details-As per Schedule

Price bid of the bidders, who have been found qualified in the Technical bids by the bid conditions shall be opened. The MD, HARCOFED reserves all right regarding enhance or reduce the work and to cancel the entire bid or any part without assigning any reason thereof. Conditional Bids will not be accepted.

Note: The bidders are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.



Managing Director
HARCOFED

INSTRUCTIONS TO BIDDERS

A. Introduction

The Department of Cooperation is a key administrative unit in both Central and State Governments. Under the leadership of the Cooperation Minister, Haryana, it aims to generate employment through cooperative efforts. The HARCOFED intends to popularize departmental schemes and future plans by organizing various programs across the State of Haryana, catering to gatherings of **500(Min.) to 5000(Max.) person.**

B. The Bidding Documents

I. Content of Bidding Documents

The Bidding Documents include:

- (a) Instructions to Bidders
- (b) Terms and Conditions of Contract
- (c) Schedule of Requirements
- (d) Scope of the Work with Details
- (e) Bid Form and Price Schedules
- (f) Contract Form
- (g) Performance Security Form

II. Bidder Responsibility

The Bidder is expected to examine all instructions, forms, terms, and scope of work in the Bidding Documents. Failure to furnish all required information or submission of a non-responsive bid will be at the bidder's own risk.

III. Amendment of Bidding Documents

- a. The Department may amend the Bidding Documents prior to the bid submission deadline.
- b. To allow bidders reasonable time to consider such amendments, the Department may extend the deadline for submission accordingly.

C. Eligibility Criteria for Bidders

I. Experience:

Minimum 3 events per year of same value in the last 3 years. Supporting documents must be attached.

II. Turnover:

Average annual turnover of Rs. **1.00Cr.** for Caterers over the last 2 financial years, aligned with the estimated contract value for events of **500(Min.) to 5000(Max.) people.** Audited balance sheets to be attached.

III. Compliance Documents:

- PAN Card
- GST Registration Certificate
- Latest 2-year IT returns

IV. Self-declaration: No pending litigation or blacklisting.

V. Clientele: List of reputed clients must be enclosed.

D. Terms & Conditions

- I. **Taxes:** All applicable taxes, duties, and charges for packing, forwarding, and installation must be included in the quoted rate.
- II. **EMD:** Rs. 1.00 lakh for Caterers.
- III. **Security Deposit:** Returned without interest **30 days after completion of the event** or contract period, whichever is later.
- IV. **Event Location:** Anywhere in **Haryana, Panchkula, or Chandigarh**, as decided by the HARCOFED.
- V. **Bank Details:** Bidders must submit scanned copies of cancelled cheque along with bank details.
- VI. **Bid Review:** It is presumed the vendor has read and understood all bidding documents.
- VII. **Technical Bid Requirements:**
 - Full technical specifications
 - Technical presentation to HARCOFED as required
- VIII. **Blacklisting Clause:**
 - Self-declaration (Annexure 'A') required
 - Bidders previously blacklisted or having terminated contracts will not be considered.
- IX. **Organizational Structure:** Proof of Proprietorship/Partnership/Pvt. Ltd./Public Ltd./Society to be submitted.
- X. **Dispute Resolution:** HARCOFED decision will be final.
- XI. **Payment Terms:** **100% payment** within **30 days** post successful completion. Managing Director HARCOFED reserves right to forfeit performance security in case of failure.
- XII. **Penalty Clause:** For unsatisfactory performance or partial service, a penalty will be levied and recovered from bills/performance security.
- XIII. **Tax Deduction:** TDS and other statutory deductions as applicable will be deducted. TDS certificates will be issued.

E. Preparation of Bids

- I. **Bid Form:** Complete bid form and price schedule must indicate description, quantity, and rates.
- II. **Eligibility Documents:** Bidder must submit all necessary documents proving eligibility and capability.
- III. **Bid Validity:** Bids should remain valid for **30 days** from date of opening.
- IV. **Technical Bid Includes:**
 - Scope of work (Annexure-IV to V)
 - Performance statement (Annexure-II)
 - Qualification criteria (Annexure-I)
 - Signed complete bid document
 - Declaration form (Annexure-III)

V. **Financial Bid Includes:** Price of individual items (Annexure-VI)

Note:

- Conditional bids will be rejected.
- Managing Director reserves right to accept/reject any bid fully or partially.
- Bids not complying with 4(a) and 4(b) are liable for rejection.
- Price Schedule must be submitted in the prescribed format.

VI. **Deadline for Bid Submission**

May be extended at the discretion of the Federation.

VII. **Bid Evaluation Criteria**

- Only substantially responsive bids will be evaluated.
- **L1 Bidder** will be considered, but not necessarily selected if rates are impractical.
- **In case of tie:** Preference given to:
 - i. Higher turnover
 - ii. More events in last 3 years

VIII. **Site Readiness**

- Managing Director will provide an open ground.
- Bidders must arrange for electricity and water through temporary connections.

IX. **Risk and Cost**

- Delay or failure to deliver will lead to reassignment at the risk and cost of the defaulting agency.
- Managing Director may assign work on 24-hour notice, to be mandatorily complied with.

X. **Jurisdiction**

All legal proceedings are subject to courts in **Panchkula, Haryana**.

XI. **Arbitration**

Unresolved disputes shall be arbitrated as per Arbitration Act, 1940. Sole arbitrator: Managing Director or nominee.

(F) Award of Contract

I. **Post Qualification**

- Federation will verify that the L1 bidder meets all technical and financial requirements.
- Negative findings will lead to disqualification.

II. **Quantity Variation**

- Federation reserves right to **increase/decrease quantity of services** without altering price or terms.
- **Acceptance or Rejection of Bids**
- Federation may accept/reject any or all bids at any stage without liability or explanation.

Annexure-I

Sr. No.	Details	Input from the Bidder	Remarks
01.	Name of the firm/ Society/ Company/Proprietary Concern		
02.	Licence No.(attach licence Copy of Registration of the Firm)		
03.	Valid FSSAI certificate (attach copy)		
04.	Address of Registered Office		
05.	Address of the office		
06.	Telephone Nos./Fax/E-mail		
07.	Banker of Company/ Firm/agency with full Address and Telephone Number		
08.	PAN No. (Attach attestedcopy)		
09.	GST Registration Number (Attach attested copy)		
10.	Whether rates are quoted as Per format mentioned in the Bidding Document or not.		
11.	Whether rates quoted are inclusive of all taxes or not.		
12.	Work Order/Experience Certificate for similar work previously organized any such event for State/Central Government or PSUs or Reputed organization. Attach relevant proof indicating value of work.		
13.	Acceptance of terms& conditions. (Please sign each page of terms and conditions and submit as part of bid document) YES/NO		
14.	Proof of financial status in form of Audit Report, Balance Sheet, Profit & Loss A/c along with all the schedules etc. for the last two financial years.		
15	Copy of Acknowledgement for filing Income Tax Return for last two years.		
16	Self-declaration on No- Pending Litigation as per Annexure-V		

(Signature & Seal of the authorized signatory of Bidding Firm)

Date:

Name:

Place:

Address:

Mobile No:

Note:-Further if any Bid queries please contact the following officers/officials of office of HARCOFED:

Sl.No.	Name of the Official	Contact Number	E-mail ID
01.	Sh. Saurav Sharma Publicity Officer	9646396508	harcofed@gmail.com
02	Sh. Dinesh, Programmer	8360139933	harcofed@gmail.com

Managing Director, HARCOFED reserves the right to accept or reject any or all bidders either in part or in full without assigning any reasons thereof.

ANNEXURE-III

DECLARATION FORM

1. I,.....Son/Daughter of Shri ,Proprietor/
Partner/ Director/ Authorized Signatory is/am competent to sign this declaration and execute this Bid document.
2. I/we have carefully read and understood all the terms and conditions of the bid and hereby convey my/our acceptance of the same.
3. I/we hereby declare that the agency has not been declared as black listed in any government department.
4. Compliance under statutory provisions is in order and not being violated.
5. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my Bid.

Date:

Signature of Authorised Person

Place:

Name:

Company Seal:

NB: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

ANNEXURE-IV

Technical Specifications

Sr. No.	Particulars	Specifications/Size	Qty	Remarks
1.	Crockery & Cutlery Setup	Bone China (VIP), Fine Acrylic (general public)	10,000 sets	Disposables not permitted
2.	Buffet Service Counters	1 per 300 persons	35 counters	With sneeze guards
3.	Drinking Water Setup	250ml bottles (VIP), Jar with glasses (general)	12,000 bottles	With waste collection bins
4.	Waste Management (Disposal, Staff, Bins)	Covered bins + disposal crew	30+ staff	Post-event cleanup
5.	Event Manpower (Ushers, Technicians, Supervisors, Cleaning Crew)	Uniformed & trained staff	50+	Deployment plan to be shared

Note:

- All specifications must comply with safety and government event guidelines.
- Final layouts will be shared after site inspection by HARCOFED.
- Bidder to provide photographs/design sketches with technical bid.
- All items/services to be ready at least **12 hours before event start**.

Signature of Bidder with Seal

Date: _____

Place: _____

ANNEXURE -V

Sr.no.	Menu
1	<p>Lunch/Dinner Menu (for 10,000 persons):</p> <ul style="list-style-type: none"> ● Paneer Dish (Shahi/Matar/Kadhai) ● Dal (Makhani/Arhar Fry) ● Mixed Veg/Aloo Gobi ● Rice/Pulao/Jeera Rice ● Tandoori Roti/Naan ● Raita (Boondi/Dahi Bhalla) ● Salad, Pickle, Papad ● Sweet Dish (Rasgulla/Gulab Jamun/Ice Cream/Halwa) ● Bottled Drinking Water (250ml)
2	<p>High Tea Menu:</p> <ul style="list-style-type: none"> ● Tea/Coffee ● Cookies ● Mix Pakora ● Bottled Water (VIP), Jar water with glasses (Public)

The menu is indicative and may change during the course of the event

ANNEXURE-VI

Bid Ref No. :
Name of the Firm:
Name of the Event:

FINANCIAL BID

Sr.No.	Particulars	Amount (in Rs.)
A	Catering Services as per Annexure VI	Rate Per Plate
B	Lunch /Dinner Menu as per Annexure V	Rate Per Plate
C	High Tea Menu as per Annexure V	Rate Per Plate
D	Additional Vegetable	Rate Per Plate
E	Additional Sweet dish	Rate Per Plate

Note:-

1. All charges will be inclusive of taxes, labour, packaging, transportation, installation, accessories,
2. The arrangement of stay, food, accommodation etc. of the designated labours and staff will be borne by the selected agency.
3. Payment will be made as per actual supply.