

Notice Inviting Tenders for Catering Services

Part I

Invitation for Bids

- Whereas a Clubhouse in the Foothills Residential Complex is jointly owned by five Cooperative Societies, namely The Punjab IAS & PCS Officers Cooperative House Building Society Ltd. Mohali, New Chandigarh (Mullanpur Garibdass) Punjab, The New Punjab Judicial Officers Self Supporting Cooperative House Building Society Ltd, The Punjab Doctors Cooperative House Building Society Ltd, The Punjab Excise & Taxation Department Cooperative House Building Society Ltd and The Avicom Group Cooperative House Building Society Ltd.

- Whereas the above-said Clubhouse is being managed by the Club Executive Committee;

- Whereas the above-said Societies have authorized the Punjab IAS & PCS Officers Cooperative House Building Society to issue a tender document for the aforesaid purpose and engage a caterer on contract.**

- Whereas the above-said Societies propose to engage a caterer on contract to manage and operate the food and beverage services primarily within the Clubhouse which comprises a Bar, Restaurant, Party Hall, Lawns, Guest Rooms and other related facilities;

- Whereas the caterer shall provide and manage the required catering services (as set forth in **Part II** of this document), and the party inviting the Tenders shall provide the premises and certain infrastructure to facilitate the provision of catering services, as per terms and conditions specified in the tender document;

- Whereas for the purpose of this Tender, the party inviting the tender, i.e. the Punjab IAS & PCS Officers Cooperative House Building Society, is hereinafter called **The Client**.

Accordingly, on behalf of the Client, the Secretary of the Punjab IAS & PCS Officers Cooperative House Building Society hereby invites sealed Tenders from eligible Caterers who are willing to provide the catering services in accordance with the terms and conditions set forth in this document.

The tender document can be obtained downloaded from Website of the Punjab IAS/ PCS Cooperative House Building Society: <https://iaspcshousing.com> or obtained from the Foothills Club Office at New Chandigarh upto 1pm on 16.10.2025

ELIGIBILITY CRITERIA:

The bidder may be an individual, a registered company incorporated under the Indian Companies Act, 1956 or a partnership firm registered under the Partnership Act, 1932 or a LLP firm under the Limited Liability Partnership Act, 2008 and should fulfill the following criteria:

(i) Have at least five years' experience in providing catering services to any reputed Club, Hotel, registered company, Central Government, any State Government, or any Statutory Authority/ public sector undertaking,

(ii) Should have satisfactorily undertaken in the last five financial years ending 31-03-2025, either one similar catering work of annual value of not less than Rs Twenty Lakhs, or two similar works of annual value of not less than Rs. Twelve lakhs each, and

(iii) Should have at least one office in Union Territory of Chandigarh, Municipal limits of Panchkula or District Mohali/S.A.S. Nagar.

BID SUBMISSION

(i) Proposals must be received not later than 3 pm on 16.10.2025 along with a refundable Earnest Money deposit of Rs One Lakh in the form of Bankers Cheque or DD in the name of the Punjab IAS & PCS Officers Cooperative House Building Society. Proposals received late or without the EMD will be summarily rejected.

(ii) Proposals must be received in sealed cover in the office of Society before 3pm on 16.10.2025. The Bidders are required to put inside the Cover Envelope two sealed envelopes labelled as Technical Bid (Envelope 1) and Financial Bid (Envelope 2).

General information about the bidder, including name, address, phone, email etc.	ANNEXURE A
Self-attested copy of Incorporation Certificate indicating status of bidder i.e. a registered company/firm incorporated under the Indian Companies Act, 1956 or The Partnership Act, 1932 or Limited Liability Partnership Act, 2008 or any other relevant document.	ANNEXURE B

Proof of Prior Experience along with Documents including Offer Letter/Work Order, Contracts, Completion Certificates etc. showing the experience in the field of providing the Catering Services.	ANNEXURE C
Proof of Annual Turnover in the form of audited balance sheet and profit and loss accounts or certificate by Chartered accounts. Certifying the turnover	ANNEXURE D
Special Power of Attorney/Authority Letter authorizing Bidder's Signatory to file the bid and submit documents.	ANNEXURE E
Copies of: i. PAN ii. GST iii. PF Number	ANNEXURE F
Copies of last three years Income Tax Returns	ANNEXURE G
Proof of Offices/Branches in Tri-city (Union Territory of Chandigarh, Municipal limits of Panchkula or District Mohali/S.A.S. Nagar)	ANNEXURE H
EMD	ANNEXURE I
Any Other Documents proving eligibility	ANNEXURE J

(iii) In the technical bid the Bidder must submit all relevant documents proving his eligibility, including the following:

Note: The documents submitted by the bidder should be concise and contain only relevant information as required. All the required documents, which must be self-attested.

(iv) The Financial Bid must be submitted in the specified format as per Appendix "X" attached with this document. Envelope 2 of the tenderer will be opened only if it is found that he has qualified the technical bid.

(v) Bidders must go through the entire Tender Document carefully. At any time prior to the last date for receipt of Bids, the tendering Authority may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender through corrigendum or addendum. The Corrigendum and addendum (if any) & clarifications will be posted only on the Website of the Punjab IAS/ PCS Cooperative House Building Society: <https://iaspcshousing.com>. No separate communication shall be sent to any prospective Bidder.

Any such corrigendum or addendum shall be deemed to be incorporated into this Tender Document.

(vi) This Tender does not constitute an offer by the Client that the bidder's participation in this process will result in selection of the bidder, which reserves the right to reject all or any of the Bids or to annul the bidding process at any time, without incurring any liability and without assigning any reason whatsoever.

(vii) The EMD of the successful bidder to whom the contract is awarded, shall be retained till he provides a Performance Security of same amount, valid upto one month after date of completion of the contract. The EMD of unsuccessful bidders will be returned within one week of completion of the tender process.

AWARD CRITERIA:

(i) The bidder shall quote a specific percentage (%) of the Shareable Monthly Revenue (as defined in Part II of this document) which he is willing to pay each month as Monthly Compensation Amount to the Client. However, any bid quoting less than 15% of the Shareable Monthly Revenue shall be summarily rejected.

(ii) The Eligible Bidder quoting the highest percentage shall be declared as the H1 or Preferred Bidder.

(iii) The Tendering Authority reserves the right to allow the existing caterer providing services to the Club to match the offer given by the H1. If the existing contractor elects to match the offer within the specified time, the contract, may in the sole discretion of the Client, be awarded to existing contractor.

(iv) The successful bidder shall be bound to provide a Performance Security and sign an agreement as per terms of this tender document within one week of issue of letter of award. In case of failure to do so, the EMD of the bidder will be forfeited and work may be offered to the next highest bidder.

ADDITIONAL INFORMATION:

The Client proposes to incentivize the bidders through the following steps so that there is increase in the business of the caterer and he is able to provide high quality catering befitting the Client and its Members:

(i) Members will not be allowed to engage outside caterer for functions/ events of upto seventy-five guests within the Clubhouse.

(ii) Members organizing functions/ events of upto seventy-five guests within the Clubhouse will not be required to pay any rent to the Client.

(iii) No compensation is proposed to be taken from the Caterer's receipts

from functions /events held within the Clubhouse wherein the number of guests is more than seventy-five. Instead, any Member organizing a function/event for more than 75 guests, whether through the Club Caterer or through the outside Caterer, will have to pay rent to the Club amounting to Rs 20,000/- for the Banquet Hall, Rs 15000/- for the Club Lawns and such other charges as may be fixed for other areas in the Clubhouse. However, the Club Executive Committee reserves the right to modify these rates at any time at its sole discretion.

(iv) For functions / events in the Clubhouse having more than 75 guests, Members may engage outside caterer with permission from the competent authority. However, such member will be required to pay Rs 30,000/- (Rs. Thirty Thousand) to the Client when seeking permission in addition to rentals. 50% of Rs.30000/- i.e. Rs.15000 will be paid by the client to the club caterer.

(v) Caterer will be allowed at his discretion to opt for supply of food / food packets or cater to external functions outside The Foothills residential complex society subject to conditions mentioned in para 8(ii).

(vi) Notwithstanding the above-mentioned points, the intending bidders are required to do their own due diligence regarding the quantum of business available through this tender.

PART II

TERMS AND CONDITIONS:

Definitions:

- (I) **Business**: means the operation and management of the food and beverage services by the caterer in the club premises, and delivery/ catering of food and beverages to residents within the Foothills Residential Complex.
- (II) **Gross Sale Receipts**: means all receipts from the business by the caterer including GST and other applicable taxes but excluding the receipts from the sale of liquor.
- (III) **Net Sale Receipts**: means receipts excluding GST and other applicable taxes and also excluding the receipts from the sale of liquor.
- (IV) **Shareable Monthly Revenue**: means the net sale receipts of the Caterer during the month from the following parts of the business:
 - (a) receipts from catering of functions/ events of upto seventy-five guests held in the Club premises, but excluding receipts from functions organised by the Club Executive Committee or any of the five Societies.

(b) receipts from catering of functions/ events of at the residence of the Members within the Foothills Residential Complex (irrespective of the number of guests),

(c) receipts from food and beverage services to the Members and their guests at the Restaurant, Bar, Guest Rooms of the Club, or at any other rooms/ terraces & areas within the Clubhouse, and

(d) receipts from delivery of food at the residences within the Foothills Residential Complex.

Explanation: The receipts received by the Caterer on account of catering of functions/events of more than seventy-five persons in the Clubhouse premises shall not be included in the Shareable Monthly Revenue.

Detailed Terms and Conditions:

1. The successful bidder (henceforth referred as Caterer) shall be responsible for providing and managing food and beverage services as mentioned in Para 6 and & Para 7 below, utilizing his own manpower, raw material, other necessary resources and assume full responsibility for the day-to-day operations of the business. That to facilitate these services by the caterer, he will be provided, for the duration of the contract, full access to the fully furnished and air-conditioned Bar and Restaurant, and also the Club lawns located within the Foothills Club. He will also be provided with furniture (as per list in **Annexure1**) and a kitchen with some appliances/ equipment (as per list in **Annexure-II**).
2. (i) The Client will make arrangements for supply of electricity and water but it will be incumbent on the Caterer to make use of the same judiciously and to avoid its wastage and misuse at all costs.
(ii) The Caterer will responsible for bearing the expenses for the consumption of the electricity in the Kitchen, Dining Area, Bar, Banquet Hall and other adjoining service areas where he is permitted to conduct his business. The consumption shall be determined on the basis of readings of sub-meters or by other such method as may be determined by the Club Executive Committee. The caterer shall also be responsible for bearing the expenses of running of the Generator for these areas (to be provided by the Client). These expenses will be calculated by such method as may be determined by the Club Executive Committee.
(iii) The cooking of food will be done by the Caterer by using LPG only. No electrical appliances, except Microwave oven, shall be used for preparation or cooking of food without permission of the Club Executive Committee.
3. That all other investments for running the catering services will be the responsibility of the caterer. These include manpower costs, cost of stock of all raw food materials including fresh vegetables milk etc, cutlery, crockery,

uniform for staff, table covers, towels, soap, and all other required items to provide proper services under this agreement. The necessary Kitchen equipment, in addition to the equipment that is being provided by the Client, shall also be arranged by the Caterer.

4. The Caterer shall ensure the cleanliness, hygiene, and regular maintenance of the entire premises, including but not limited to the kitchen, dining areas, bar and service spaces. The Caterer shall also be responsible for the proper upkeep of all fixtures, furniture, fittings, furnishings, and soft goods such as curtains, subject to reasonable wear and tear. In the event of any lapse in these obligations, the Client shall have the right, through the Club Executive Committee or any authorised person, to undertake the necessary corrective measures and recover the corresponding costs from the Caterer.
5. The Caterer will also be fully responsible to manage the collection and disposal of dry and wet garbage/waste of all kinds generated in the process of providing the services under this agreement.
6. (i) The Caterer will provide food and beverage services to the Members and their guests at the (a) Restaurant, (b) Bar, (c) Guest Rooms at the Club, and (d) any other rooms/ terraces & areas within the Clubhouse as may be directed by Club Executive Committee.
(ii) The Caterer will also be permitted to deliver food packets to the residents within the Foothills Residential Colony.
(iii) The Club Executive Committee will have the full rights to inspect the services being provided by the Caterer through its Members or by such personnel that it may designate/ authorise for the purpose.
7. As and when required by the Client or any Member of the Club, the Caterer will also:
(i) cater to the functions/events at the Club premises; and
(ii) cater to the functions/events organized by the Residents of Foothills at their residences within the Foothills Residential Complex.
8. (i) The caterer may at his discretion, opt to supply food packets or cater to external functions outside the Foothills Residential Complex with food partially or fully prepared at the Club Kitchen. Before undertaking any such external catering activities, the Caterer shall seek permission from the Client in writing and submit a formal undertaking affirming that such activities shall not impair, diminish, or otherwise affect the quality, consistency, or timeliness of services rendered to the Client and its Members.

(ii) The Client reserves the right to withdraw or revoke consent for such external services at any time, should it be determined that the Caterer's obligations to the Members are being compromised or adversely impacted.

9. (i) The Caterer will inform the Club Manager through email or WhatsApp, at least twenty-four hours in advance, regarding the dates and details of event/delivery when the services mentioned in Para 7(i) and (ii) or Para 8 above, are required to be provided. The Club Manager shall forthwith communicate the information to the Club Executive Committee, which may in its sole discretion direct the Club Manager to refuse the approval.

(ii) No food will be taken out of the Foothills Residential Complex by the Caterer without a gate pass to be issued by the Club Manager or by an authorised official.

10. The rates which the Caterer may charge shall be as follows:

i) For catering services and delivery of food listed in para 6, the menu of the food items and rates thereof shall be as may be approved by the Club Executive Committee from time to time. The initial rates will be as per **Annexure-III** attached to this agreement.

ii) For services under para 7(i) and (ii), the rates will be as agreed between the member organizing the party/ function and the Caterer.

(iii) For external catering/delivery mentioned in Para 8 above, the Caterer will be free to charge such rates as he deems fit.

iv) All payments for services rendered will be received by the Caterer through normal banking channels or by digital methods; and no transaction in cash will be allowed.

(v) The Caterer will maintain proper accounts of all receipts on daily basis. Information about the receipts shall be provided by the Caterer to the person designated by the Club Executive Committee at the end of each day. The Caterer will function as per the instructions given to him by the Club Manager or such other official/ Member who may be designated for this purpose by the Club Executive Committee. and as per the Rules and Regulations in force and amended from time to time by the Club Executive Committee.

(vi) The Caterer will ensure that the service being provided by him under this agreement is of high standards befitting the residents of the Client.

11. (i) For functions and events comprising of more than 75 persons, the Club Members will be free to choose any other contractor from outside and the caterer engaged through this tender will neither object to the same and nor create any hindrance in his operations.

12. Prior permission will be taken for engaging outside contractor by the concerned Member for which a sum of Rs 30,000/- (Rs Thirty Thousand only) shall be paid along with the application for permission. This will be in

addition to the charges for the Banquet Hall/ Club lawns etc. This includes cleanliness charges and charges for the electricity generator; no separate charges will be taken for these services.

13. External caterers will operate only in the rear side Banquet Hall and the lawn. They will not have access to the Club kitchen; cooking etc will be done by them in the open area adjoining the kitchen.

14. (i) The Caterer will provide a Bartender and one Helper exclusively for the Bar. The First Party will reimburse to the Caterer an amount of Rs 40000/- (Rs. Forty Thousand only) per month as the cost of these personnel.

(ii) The liquor to be served in the club premises will be procured by the Client and will be entrusted to the caterer who will keep a complete record and account for the same and a separate invoice in respect of the sale of the same will be issued by the contractor in the name of the licensee and the caterer will ensure that the payment for the same is deposited by the members or consumers of such liquor directly in such bank account as the CEC may determine. The receipts from the Bar shall not be included in the Total Receipts of the Caterer.

(iii) an incentive of 2.5% of the profit from the bar each quarter, shall be paid to the Caterer.

(iv) No liquor, other than liquor purchased from the Club Bar shall be allowed to be consumed in the Club premises. However, for any event or function of more than 75 persons, the member organizing it may procure his own liquor after obtaining required permission from the Excise Department and paying to the Club such corkage charges as may be determined by the Club Executive Committee from time to time.

15. The Caterer will provide suitable uniform to all his staff and make sure that they wear it on duty and maintain it in proper condition. It will be the responsibility of the Caterer to ensure that the staff to be deployed by him is medically fit and maintains proper hygiene, dress code and discipline at all times. The Caterer may, from time to time, be required to get the medical condition and hygiene of the staff certified by a qualified doctor as approved by the Club Management Committee.

16. (i) The Caterer shall ensure that all raw materials used in the preparation of food and beverages— including but not limited to cooking oil, meats, fruits, vegetables, milk, cheese, and other perishables—are of high quality and procured fresh on a daily basis. The use of frozen or preserved ingredients shall be strictly prohibited unless prior written approval is obtained from the Club Manager.

(ii) Food prepared on the premises shall be freshly cooked each day. Carrying over leftover items to the following day is not permitted, except in cases where specific items are inspected and approved by the Club Manager in writing.

- (iii) Electric kettle and suitable tea/coffee/water kits will be provided as a part of accessories in each guest room.
- (iv) The kitchen and its surrounding areas shall be kept in a clean and hygienic condition at all times. Failure to comply with the provisions of this clause may result in the imposition of a penalty of up to Rs.10,000/- by the Club Executive Committee.

17. Timings for services at the Club will be as follows:

- i. Breakfast will be served only against advance order from a fixed menu with limited choice from 8 AM to 10 AM.
- ii. Lunch: 12 noon to 3 PM
- iii. Dinner: 7 PM to 11 PM
- iv. Bar: 12 noon to 11 PM except that bar will remain closed from 3.00 to 5 P.M.
- v. The Restaurant and Bar shall ordinarily remain closed on Tuesdays.
The Club Executive Committee may at any time vary the above timings at its sole discretion.

18. Since the Client is providing the club premises rent-free to the caterer and also supplying various fixtures, equipment & appliances as well as furniture, at its own expense, the Caterer shall compensate the Client in accordance with the following:

The Caterer shall pay a Monthly Compensation Amount which will be a specific percentage (as per approved bid) of the Shareable Monthly Revenue.

Note1: The liability of paying GST and any other taxes for the business shall be exclusively of the Caterer.

Note2: Hiring charges for banquet hall / lawns for functions of more than 75 guests will be payable by the organizing Member.

19. That The caterer will maintain with due care and responsibility all infrastructure, furniture, appliances etc belonging to the Club. In case any damage is caused to the existing structure, fixtures, appliances or equipment during period of contract the same shall be got repaired by the caterer at his own cost and effort and the Client will not bear the expenses on this account. That in case the Client has to bear any expenses /loss directly or indirectly on this account then such expenses or loss shall be recovered from the caterer.

20. The caterer should get himself registered under GST and will submit the GST challan to the Client from time to time. The club manager or any other authorised person shall have the right to examine the accounts of the caterer to ensure that true accounts are being maintained and the due tax has been paid by the caterer. The caterer will obtain Food Licence from Appropriate Authority at his own expense and effort before commencing the services in Club.

21. It is clarified that that the caterer will not be an agent or employee of the Client and the agreement with the successful bidder will be entered into by both the parties on principal-to-principal basis. The salaries and other benefits to the staff, like EPF and ESI contributions is solely the responsibility of the caterer. The Client or the Club Executive Committee will not be responsible in any manner towards the legal liabilities or claims of the staff of the caterer and for all purposes caterer/second party is their employer.

22. The successful bidder will enter into an agreement/contract with the Client in accordance with the terms and conditions contained in this document within one week of approval of his bid. The agreement will be in force for a period of one year from the commencement of the operations. It may be extended further at the sole discretion of the Client twice for up to one year at a time on such terms and conditions as may be decided mutually. The Client, however, reserves the right not to extend the agreement. No compensation will be payable to the Contractor in such an eventuality.

23. Upon the expiry or termination of the contract, the caterer shall vacate the club premises and return to the Client all the furniture, fixtures, appliances and kitchen equipment in the same condition in which he received it within 24 hours.

24. That the Client reserves the right to terminate the contract at any time in case of unsatisfactory performance after giving 15 days written notice to the Contractor and providing him an opportunity to be heard. The decision of the Client will be final and binding on the caterer.

25. That in case the caterer wants to discontinue his operations before the completion of the term of the agreement then he shall have to give in a written notice of his intention to discontinue at least one month in advance failing which the Client may forfeit his performance Security and also impose a penalty of up to Rs 2,00,000/-, and till the time of the payment of such penalty amount the club will reserve the right to prohibit the caterer from taking away his equipment, crockery, cutlery and belongings.

26. That in any matter which is not covered by above agreement, the decision of Client will be final and same will be binding on the caterer.

27. All disputes under this Contract shall be referred by the parties to a sole Arbitrator under the Arbitration and Conciliation Act, 1996.

28. The jurisdiction for the purpose of any legal dispute relating to the contract will be SAS Nagar District of Punjab.