

F. No. 32-24/2008-GSS (Part)  
**NATIONAL COMMISSION FOR MINORITIES**  
Block -3, Ground & 3<sup>rd</sup> Floor, C.G.O. Complex,  
Lodhi Road, New Delhi-110003


Dated 23.04.2018

**TENDER NOTICE FOR HIRING OF CATERER**

**SEALED TENDERS** are invited in two bid system (Technical Bid and Financial Bid) from reputed Caterers located in New Delhi/Delhi, for a period of 1 year which will be extended on mutual consent basis for running canteen in the Commission. The interested firm/agency may submit their bids complete in all respects to, National Commission for Minorities, Ground Floor, Block 3, CGO Complex, New Delhi- 110003 within office hours (09.30am to 06.00pm). Last date of submission of bids is 04.05.2018 up to 02.00pm.

2. All supporting documents as per eligibility criteria etc. and Earnest Money Deposit (EMD) of Rs. 20000/- in favor of the DDO, National Commission for Minorities is also to be submitted along with the technical bid. Any bid not accompanied with the EMD will be rejected. The Earnest money will be returned to all the unsuccessful bidders without interest after finalization of the contract. No tender document will be accepted after expiry of stipulated date and time for the purpose under any circumstances what so ever. Eligibility Criteria with terms and conditions are at Annexure -I

3. The Bid formats in which the bids to be submitted are at Annexure II & III respectively. Rates are to be quoted in Indian Rupees. The bids will be opened on 04.05.2018 at 04.00pm before a duly constituted Committee in the presence of representatives of firms/agencies who will be present to view the Tender Opening Process. The selected firms/agency will be responsible for managing the canteen in such a manner so that there is no security/fire hazard. An undertaking to this effect may be furnished along with technical bid. Selected firm should have their own fire extinguishers. Documents to be attached are enclosed.

  
(Shariq Saeed)  
Under Secretary

Copy to: -

1. Website of the NCM

**Documents to be furnished by the bidders**

The following documents should be submitted with the technical bid failing which the bid shall be rejected:

- (i) Copy of registration certificate under the Central/State Goods and Sales Tax Department;
- (ii) PAN/VAT Registration Certificate along with TIN/ TAN Number.
- (iii) Latest GST Clearance Certificate.
- (iv) Demand Draft of Earnest Money Deposit of Rs. 20000/-
- (v) Mandate of the Bank account for NEFT along with a cancelled cheque.
- (vi) Copy of the mandatory license by Food and supply dept/local authority to operate any Food and Beverage outlet.
- (vii) An undertaking stating that the documents submitted along with the bids are genuine.
- (viii) CA certificate of Annual turnover more than 2 lakhs during the preceding three years.
- (ix) A list of owner/partners of the firm and their contact telephone number along with a certificate to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered against the firm or its owner/partners anywhere in India.
- (x) Any other relevant important information,
- (xi) Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions,
- (xii) List of the Ministries/Government Departments to whom the canteen services were provided for the items mentioned in Annexure 'III',
- (xiii) Duly filled bid form as per Annexure 'II',
- (xiv) The firm must have previous experience in providing canteen services for at least 5 years in Govt. organization/PSUs. Performance certificates from the existing Govt. Clients (organizations) must be attached.
- (xv) An undertaking to the effect that firm/agency will be responsible for managing the canteen in such a manner that there is no security / fire risk hazard. The selected firm should have their own fire extinguishers.

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Eligibility Criteria:

1. The tendering firm must quote the rates in figure of all the items in the enclosed list marked as Annexure-III. GST/other charges etc. if any should mentioned specifically separately, failing which no claim will be entertained at a later stage.
2. The firm should enclose copies of PAN, GST, Tin numbers and mandate of their Bank Account for NEFT along with cancelled cheque.
3. All the firms participating in the Tender must submit a list of their owner/partners etc. along with their contact telephone number and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered against the firm.
4. The offer of the firm should be in commercially clear terms including acceptance of all terms & condition of the tender by the offering firm.
5. The minimum Annual Turnover of the firm should be Rs. 2 lakh.

Terms & Condition:

6. In case the successful bidder found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit/Performance security shall be forfeited after giving proper opportunity through show cause notice.
7. Penalty for not providing services properly will be Rs. 100/- per call per working day.
8. **a) Rent Free Space:** Canteen area in two parts (i) kitchen (ii) service area will be provided to the contractor free for charge.  
**(b) Electricity:** Free. But it should not be used for cooking purposes. The firm would use power consumption only for refrigerator, hot-case, Grinding of daal etc.
9. The Office of the NCM is located in two places (i) Block No. 3 (Ground Floor) having Kitchen Area ii) Block No. 3 (Ground Floor) is without kitchen facility. Cooked items will be supplied to Third Floor in Block 03 from the base kitchen at Ground Floor in Block No. 03
10. Existing furniture to be used within the canteen premises will be provided by the Commission.
11. The Contractor will make arrangement for cleanliness of canteen and its surroundings to satisfaction of the Commission (NCM). The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste. The firm should have their own fire extinguishers
12. The Contractor shall arrange for items i.e. crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking stove etc.
13. The Contractor will have to provide its employees in proper uniforms for service in the canteen as also for the service in rooms.

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14. The timing of the canteen will be as prescribed by the Commission from time to time subject to change. Skeleton services will also be provided beyond office hours.

15. **Service:** the contractor will be required to provide canteen service in the canteen premises and also in various rooms at Ground Floor and Third Floor in Block No. 3 as well as in Conference room/meeting room of the NCM at Third Floor.

16. The contractor will have to supply dry items like biscuits, tea, coffee, milk, mineral water (bottle, jars) to Chairman Office and other Senior officers in the Commission at MRP.

17. The Contractor shall employ only such persons who are declared medically fit as certified by the Government hospital in Delhi. No such employee will be under the age of 18 years and prohibited by various laws. Documentary evidence will be provided by the contractor.

18. The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the Commission for the purpose of preparing lunch, tea and coffee. Furniture provided to the contractor will be maintained properly. Any loss/damage (Including repairs) to the same will have to be made good by the Contractor, at his cost.

19. Materials used for cooking purpose viz tea, coffee, spices, food, stuffs, vegetable etc. must be good quality. The Commission reserves the right to inspect the materials at any time. If the quality of the food is found of inferior quality, Commission has a right to impose penalty including termination of the contract.

20. The contractor will have to employ the required/sufficient staff at his own cost and bear all the liabilities for running the canteen. The contractor will have to pay the wages as per prevailing laws and Notifications issued from time to time and payment of EPF and Bonus etc. as per Employees Provident Fund Act.

21. The staff of the firm will comply with all the security regulation in the office premises.

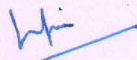
22. In case firm is already providing food items to any other Offices of Central Government, details thereof may also be furnished along with the quotations. The rates quoted should be valid for one year from the date of acceptance of the award of contract.

23. The contract will be awarded for **one year** from the date of signing the agreement and the agreement may be renewed by the Commission, on such terms and conditions as may mutually be agreed upon between the parties. The rates quoted will remain in force for full period of contract. No demand for revision of rate on any account shall be entrained during the contract period. The Commission reserves the right to terminate the contract at any time after giving one month's notice, if the Commission is not satisfied with the working of the said contractor. The decision of the Commission in this regard shall be final and will be binding on the contractor. The contractor, if so desires, may seek termination of the contract by giving written notice of not less than three months duration during the agreement period.



24. The contractor will submit the bills relating to official tea & snacks supplied on monthly basis, after completion of the month and the payment will be processed accordingly. No advance payment will be made to the contractor.
25. All disputes are subject to the Courts in the National Capital Territory of Delhi and agreement will be governed by and be construed in accordance with the laws of India.
26. The Commission reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason therefore and giving any compensation. The decision of the Commission in the regard shall be final and binding to all.
27. Some snacks should be mandatorily ready during the office hours especially in morning about 10.30 am and in afternoon about 3.30 pm.
28. A duly constituted evaluation committee will be constituted to assess the bids. The contract would be given to the firm on the basis of total lowest cost arrived after adding the per unit cost of all the items mentioned at Annexure III.
29. The contractor has to provide rates of all the items mentioned at Annexure III. The firms not providing the rates of all the items will be disqualified.
30. The Committee, in order to satisfy itself, may conduct a spot enquiry to verify soundness, capability and viability with regard to capacity to execute the orders placed on the firm(s).
31. A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the bid.

**Signature of the Tenderer**





**TECHNICAL BID FORM**

1. Name and address of the Bidding Firm:
2. Name and Designation of the person signing the bid:
3. Mobile/landline Tel No. :
4. EMD Details
5. GST No. :  
(copy enclosed)
6. PAN Number :  
(Copy enclosed)
7. Annual Turnover of Last Three Financial Years :  
2015-16 : .....  
2016-17: .....  
2017-18: .....
8. Year-wise amount of canteen contract performed in the  
Government Departments/Organization:  
2013-14: .....  
2014-15: .....  
2015-16 : .....  
2016-17 : .....  
2017-18 : .....
9. Terms and conditions as mentioned in Annexure I of the tender  
Is acceptable /not acceptable:
10. Capacity in which bid is signed by the bidder  
(Prop./Partner/Director)

Date:

Signature of the Bidder

Place:

Name in Block Letters:



**FINANCIAL BID FORM**

Name and address of the Bidding Firm:

SN	Item name	Rate per unit	Applicable Tax/ other Charges, if any	Remarks
1	Tea			
2	DIP Tea 120ml			
3.	Green Tea			
4.	Lemon Tea			
5.	Coffee			
6.	Soup (Tomato/Veg)			
7.	Bread Pakora/Bread Roll			
8.	Samosa			
9.	Veg. Patties			
10.	Vada (Chana/ Medhu with sambar)			
11.	Kachori (with sabzi)			
12.	Aaloo Bonda			
13.	Veg sandwich			
14.	Cutlet			
15.	Paneer Pakora(50gm)			
16.	Veg Pakora(50gm)			
17.	Paneer Patties			
18.	Veg Fingers			
19.	Paneer Fingers			
20	Lassi (250ml)			
21.	Dhokla (50gm)			
22.	Khandavi(50gm)			
23.	Noodles (50gm)			
24.	Omlette (2 eggs)			
25.	Roti (4pc. 25 gm each)			
26.	Poori ( 5pc. 20gm each)			
27.	Rice Plate ( 200gm)			
28.	Daal/Sabzi (100gm/ml)			
29.	Raita (100ml)			
30	Barfi (Khoya) 25 gm			
31.	Barfi(Besan) 30gm			
32.	Balushahi 50gm			
33.	Gulab Jamun 50gm			
34.	Namkeen Matthi 25gm			
	Total			

