

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

**C.V. Mess Building
Janpath, New Delhi**

Tender Document

**Annual Contract for Providing of Breakfast, Morning/Evening Tea,
High Tea, Lunch, Dinner Veg./Veg. Non etc.**

Cost of Tender Document: Rs.100/-

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

SUTRAHDARA DIVISION(S&S/EMU)

C.V. Mess Building

Janpath, New Delhi

Tender No. 54

New Delhi, 14th December, 2009.

Name of work:- Providing of Breakfast, Morning/Evening Tea, High Tea, Lunch & Dinner (Veg./Non Veg.).

Sealed item rate tenders are invited on behalf of Indira Gandhi National Centre for the Arts(IGNCA) from the reputed Caterers for providing of Breakfast, Morning/Evening Tea, High Tea, Lunch & Dinner (Veg./Non Veg.). etc. at the IGNCA Complex. The tender should be addressed in the name of Shri D.S. GAUR, US(Admn.), IGNCA, C.V. Mess, Janpath, New Delhi and dropped in the tender/quotation box kept in the S&S Section latest by 06.01.2010 till 3.30 p.m. which will be opened at 4.00 p.m. on the same day.

The tender should be submitted in two **Parts i.e. Technical Bid and Price Bid and in two sealed envelopes**. The Earnest Money and self attested photocopy of the Experience Certificate should be kept in one envelope and the following line in 'Bold' should be written on the cover of envelope.

“Technical Bid of Tender No. 54 dated 14.12.2009 ”.

The rate for the work will be quoted in the second sealed envelope the following line in bold should be written on the cover **“Price Bid of Tender No.54 dated 14.12.2009”.**

The last date of issue of tender form, date and time of receipt, date and time of opening of the tender and other details are shown in the table below:-

S. No.	Name of Work	Cost of tender form (Rs.)	Probable amount of contract (Rs.)	Earnest Money @ 2% of tender amount (Rs.)	Last date of issue of blank tender form	Date & Time of receipt of tender form	Dated & Time of opening of tender	Period of start work
1.	Providing of Breakfast, Morning/Evening Tea, High Tea, Lunch & Dinner(Veg./Non. Veg.)	100/-	7 lakh	14,000/-	Up to 5.00 p.m. on 05.01.10	Up to 3.30 pm on 06.01.10	at 4.00 pm on 06.01.10	

The date of opening of Price Bid will be intimated after acceptance of Technical Bids.

(D.S. GAUR)
Under Secretary(Admn.)

Signature of tenderer

**Annual Maintenance Contract for providing of Breakfast, Morning/Evening
Tea, High Tea, Lunch & Dinner(Veg./Non Veg.).**

“COMPANY PROFILE”	
Date of Opening of the Technical Bid	
Earnest Money Deposit(EMD)	Rs.14,000/-
Name of the Company	
Address	
Telephone Nos.	
Fax Nos.	
E.mail I.D.	
Year of Commencement of Company	
Name & Telephone Number of Contact Person	
PAN No.	
PF No.	
ESI No.	
Registration/Licence No.(with concerned authorities)	

Please note: Earnest Money Deposit may be enclosed along with the Technical Bid only. Demand Drafts and Bankers Cheque are only acceptable. No cash/cheque will be received.

Tender received without EMD will be out rightly rejected.

Signature of tenderer

A. Eligibility of Bidders

- (i) The firm should be providing similar kind of services for at least five years and maintaining annual turn over of Rs.50 lacs or above during the last 3 financial year.
- (ii) The bidder should have the expertise of undertaking similar type of work of such magnitude i.e. providing of at PSU autonomous Institutions/govt. in the last five years.

B. The sealed cover of Technical Bid should consist of the following documents:

- 1. EMD for an amount of Rs.14,000/- (Rupees Fourteen thousand only) in the form of Demand Draft/Banker's cheque / Pay Order in favour of IGNCA, New Delhi.
- 2. Self attested copy of PAN Card No. under Income Tax Act.
- 3. Self attested copy of Service Tax Registration number
- 4. Self attested copy of valid registration number of the Firm/Firm/Company.
- 5. Self attested copy of valid Provident Fund registration number.
- 6. Proof of average annual turn over supported by audited balance sheet.
- 7. Proof of annual turn over supported by audited balance sheets.
- 8. Certificate of satisfactory completion of same nature of works of amount Rs.15 lacs in last five years from hiring agencies.

B. Evaluation Process

The details submitted by the bidder in the eligibility criteria will be evaluated in the following manner and the qualifying marks shall be 70%. The total marks shall be 100 and their classification will be as under:-

- (i) The firm should in business for providing of catering services on hire basis to the various Govt./PSUS/autonomous organization at least for the last five consecutive years and maintaining annual turn over of Rs.50 lacs or above during the last 3 financial years. 40
- (ii) The firm should have adequate capability i.e. manpower and assets for the execution of work. 20
- (iii) The firm should have experience of carrying at least one work of similar nature of amount of Rs.15 lacs in last five years 20
- (iv) The firm should be registered with specified Government Departments 20

List of Important Clients in Delhi

Name of the Company	Address of the contact person	Work related to providing of Breakfast, Morning/ Evening Tea, High Tea, Lunch & Dinner (Veg./Non Veg.). etc. undertaken during the last three years	Phone & Fax numbers, E-Mail address

List of Important Clients outside Delhi

Name of the Company	Address of the contact person	Work related to for providing of Breakfast, Morning/Evening Tea, High Tea, Lunch & Dinner (Veg./Non Veg.). etc. undertaken during the last three years	Phone & Fax numbers, E-Mail address

Bidders may also enclose a profile of the company along with the Technical Bid.

Signature of tenderer

Details of Earnest Money Deposit

1.	Draft No.
2.	Date
3.	Amount(Rs.)
4.	Bank
5.	Signature
6.	Name
7.	Designation
8.	Telephone No.
9.	Mobile No.
10.	Fax No.
11.	E.mail. I.D.
12.	Date
13.	Stamp

Signature of tenderer

Terms and Conditions :

1. The tenderer is required to enclose with his tender a copy of his latest income tax clearance issued by the Ministry of Finance or Proof of having applied to the competent Income Tax Authority for issue of such a certificate.
2. (a) Tender must be accompanied with earnest money of Rs.14,000/- (Rupees Fourteen Thousand Only) in the form of Account Payee Demand Draft in favour of Indira Gandhi National Centre for the Arts, payable at New Delhi. The earnest money of unsuccessful bidders will be refunded immediately, after declaration of name of lowest tenderer except of the firms who has quoted the 2nd lowest rate which will be refunded after a period of 2 months from the award of the contract to the 1st lowest firm. The earnest money of the lowest tenderer will be forfeited in the event of contractor's refusal to undertake the jobs after having been declared successful bidder.
(b) . The validity period of acceptance of quotation will be 90 days. However, rate quoted by the firm will remain un changed for a period of one year.
3. The applicant firm should have a minimum experience of 3(Three) years in executing the work regarding providing of Lunch/Dinner etc. in the prestigious organisations/Govt. undertaking for the amount not less than Rs.3 lakhs. The firm should furnish a list of clients to whom they have given are giving similar services together with details in each case. Full address with mobile and land line telephone number of clients may also be given.
4. The IGNSA reserve the right to reject or accept any tender without assigning any reasons. The decision of Joint Secretary, IGNSA in this regard will be final and binding.
5. The firm selected shall have to make his own arrangements for tables and linen for display of food items, water, tent for cooking arrangement etc.
6. The firm selected shall be responsible for cleaning of the venue of servicing food and in and around cooking area.
7. The firm shall have to maintain cleanliness and hygienic condition.
8. The food cooked should be served by the waiters who shall wear neat, clean and pressed uniforms. The waiters should be free from any contagious disease.
9. The prepared food has to be served in clean bone china crockery with Tissue paper/Napkin. The drinking water should be mineral water with cold/hot dispensers along with glass tumbler in sufficient quality with respect to the gathering.
10. The firm has also to make arrangement for drinking water through dispenser at the venue other than where the food is served for which extra amount as agreed will be payable.
11. The rate quoted by the contractor should be valid from the date of work order/letter of approval and no escalation will be paid on account of any increase in cost of material, labour & other related items, whatsoever till the period of contract as rate will be valid for one year.
12. The firm's failure to maintain cleanliness, hygienic condition or deficiency or shortcoming in food or in any service will be liable to the deduction to the extent of 10% of the value of that day programme and each episode will be seen as separate episode.

Signature of tenderer

13. 1% water charges and income tax at the prescribed rates shall be deducted at source from the gross amount of the contractor's bill.
14. Security deposit of Rs.1,50,000/- (Rupees One lac fifty thousand Only) will have to be furnished at the time of award of contract by the 1st lowest or 2nd lowest tenderer as the case may be in form of bank guarantee/fix deposit/NSC pledged to IGNCA, New Delhi.. The security deposit will be released after 3 months of the date of expiry of contract.
15. The work shall be carried out without incurring any inconvenience to the client office.
16. The damage done to the building and property of IGNCA if any during the execution of work shall be made good at the Contractor's cost & risk and the loss recovered from the contractor's bill.
17. Responsibility for any Pilferage/damage caused by contractor's manpower shall be with the contractor. The responsibility for any accident involving his employees/hired labour in working hours, shall also lie with the contractor. The contractor shall make his own arrangements for fire fighting during cooking etc. at site for safety concerns.

(D.S. GAUR)
Under Secretary(A)

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION(S&S)

Unit Price

S. No.	Name of the work/Menu	Below 30 persons	Above 30 per persons below 100	Above 100
1.	Breakfast with tea/coffee, puri subzi, chhole bhature/vada sambhar/idly sambhar, uttapam etc. with one fruit each day and drinking water			
2.	Morning/evening tea: coffee with biscuit/namkeen/sweet to each			
3.	High tea: Tea/coffee/cold drink, cookies roasted cashewnut one sweet, wafers with drinking water			
4.	Lunch: Veg. one dal/channa cury/rajma/pulao/roti/nan/parantha one seasonal subzi/one paneer subzi/raita or salad/papad/one sweet with drinking water			
5.	Lunch: Non Veg. one dal/channa cury/rajma/one non veg. dish such as chicken, mutton, fish, roti/nan/parantha, one seasonal subzi/one paneer subzi/salad or papad/pickles one sweet with drinking water			
6.	Dinner: Subzi/non.veg. one day/channa sury/rajma/one non.veg dish such as chicken, mutton, fish, , roti/non/parantha/one seasonal subzi/one paneer subzi/salad/papad pickles one sweet with drinking water			
7.	All inclusive composite rate (item 1 to 6)			
8.	All packed items such as Biscuit, Mineral water, Waffers should be branded ISI Marked and Edible oil used for cooking will be sunflower of branded and Agmark marked company. Spices used should also be Agmarked and of reputed company.			

Signature of tenderer

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. MESS BUILDING
JANPATH
NEW DELHI**

**Tender for Providing of Breakfast, Morning/Evening Tea, High Tea,
Lunch, Dinner Veg./Veg. Non etc.**

Tender No.

Dated:

Price Bid

Signature of tenderer