

No.14/12/2017-OIDB

Date: 23.01.2018

INVITATION OF BIDS FOR RUNNING CAFETERIA AT OIDB

1. OIL INDUSTRY DEVELOPMENT BOARD (OIDB) invites bids from reputed, financially sound parties having experience in running cafeteria/canteen for providing catering and related services in its cafeteria at OIDB Bhawan, Sector-73, Noida as per the following schedule:

Sl.	Item	Description
1	Scope of Work	Providing catering and related Cafeteria Services at OIDB Bhawan, Sector-73, Noida.
2	Type of bid	Two bid system. Technical bid and financial bid should be separate.
3	Availability of Bid Document	https://eprocure.gov.in OIDB Website - www.oidb.gov.in
4	Submission of Bid Document	https://eprocure.gov.in
5	Earnest Money Deposit (EMD)	Rs.2.50 Lakh through NEFT/RTGS in favour of OIL INDUSTRY DEVELOPMENT BOARD A/C No. 11084240909 State Bank of India, Main Branch, Parliament Street, New Delhi. IFSC: SBIN0000691
6	Tender upload date	25.1.2018 at 10 AM
7	Pre-bid Meeting Date	2.2.2018 at 11 AM
8	Last Date for submission of bids	15.2.2018 up to 2 PM
9	Date of opening of technical bid	16.2.2018 at 3 PM
10	Contact person	Shri Ganesh C. Doval, DCF&AO

2. ELIGIBILITY CONDITIONS/BID QUALIFICATION CRITERIA

- 2.1 Bidder should have valid license as per Food Safety and Standards Act 2006.
- 2.2 Bidder should have registration with statutory authorities such as PF, ESI Department.
- 2.3 Registered office or Branch office of the bidder should be located in Delhi/NCR Region.

प्रधान कार्यालय :-
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-
301, वर्ल्ड ट्रेड सेन्टर, तीसरी मंजिल, बाबर रोड, नई दिल्ली-110 001
फोन : 91-11-23413540

Main Office :-
OIDB Bhawan, 'C' Block, 3rd Floor
Plot No. 2, Sector-73, Noida-201301, Uttar Pradesh
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
Website : www.oidb.gov.in

Registered Office:-
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi-110 001
Phone : 91-11-23413540

कृपया हिन्दी में पत्राचार करें।

- 2.4 Bidder should have experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:
- a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost i.e. Rs 60 Lakhs.
Or
 - b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost i.e. Rs 75 Lakhs
Or
 - c) One similar completed work costing not less than the amount equal to 80% of the estimated cost i.e. Rs 1.2 crore
- 2.5 Bidder should have annual financial turnover of 1.2 Crore in catering services during the last three financial years i.e. 2014-15, 2015-16 and 2016-17.

Note: (a) Similar work means running cafeteria/canteen for approx. 300 persons.
(b) Documents in support of eligibility conditions as mentioned at para 2.1 to 2.5 must be submitted with technical bid.

3. INTRODUCTION

OIDB Complex currently houses offices of Oil Industry Development Board (OIDB), Director General of Hydrocarbon (DGH), Oil Industry Safety Directorate (OISD), Centre of High Technology (CHT), Indian Strategic Petroleum Reserves Ltd (ISPRL), Rajeev Gandhi Institute of Petroleum Technology (RGIPT) and Indian Oil Corporation (IOC). About 500 employees are working in these offices. These offices are also visited by large number of public representative as well as officers from Public & Private Sector.

An air conditioned cafeteria complete with furniture & fixtures is functioning at OIDB Bhawan, B-Wing, Ground Floor.

Core business in the cafeteria is to provide eatables like tea, coffee, cold drink, snacks, lunch, etc. for the officials working in OIDB Bhawan and provide refreshments for official meetings, seminar and important functions that are held in OIDB Bhawan.

OIDB intends to run cafeteria on contractual basis through a reputed and well organized contractor who is able to meet Eligibility Conditions/Bid Qualification Criteria (BQC).

4. GUIDELINES FOR SUBMISSION OF TENDER

- 4.1 Please read the Terms & Conditions carefully before filling up the document. Incomplete tender documents will be rejected.
- 4.2 Before submitting the tender, details of documents to be attached may be verified from the Check List given at Annexure-1 of the Tender Document.

- 4.3 All pages of the Tender Document must be signed by the authorized signatory with stamp of the bidding firm as token of having accepted all the terms and conditions of this Tender. Duly filled in tender form should be supported by "Letter of Transmittal" as at Annexure-II of the Tender Document.
- 4.4 OI DB reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) of the present contract(s) for on-the-spot first-hand information regarding the quality of food and services provided by the Tenderer. Decision of OI DB with regard to award of the contract will also depend upon the feedback received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the OI DB in this regard will be final and binding on all tenderers.
- 4.5 Tenders received without the prescribed Earnest Money Deposit shall be rejected.
- 4.6 Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which he/she is signing.
- 4.7 OI DB reserves the right to change any condition of the tender before opening of the bids. OI DB also reserves the right to reject any or all the tenders without assigning any reason.
- 4.8 Before submitting the Tender Document, the tenderer may seek clarification(s), if any, during the pre-bid meeting.
- 4.9 Successful bidder will have to enter into an agreement with OI DB before taking charge of the cafeteria and commencement of the work.
- 4.10 Canvassing in any form will make the tender liable to rejection.
- 4.11 Conditional tender will not be accepted and will be rejected outright.

5. PRE-BID MEETING AND OPENING OF BIDS

- 5.1 A pre-bid meeting will be arranged to brief about the facilities available in the OI DB cafeteria. All interested tenderer may attend the pre-bid meeting.
- 5.2 EMD of the unsuccessful tenderer will be returned, without interest, within a period of three months from the date of award of contract to the successful tenderer.
- 5.3 EMD of the successful tenderer shall be liable to be forfeited if the tenderer does not sign an agreement in the prescribed form within ten days of the receipt of the letter of award of the contract.
- 5.4 The contract for award of cafeteria services through this tender is likely to come into effect from 1st April, 2018. Hence, the bids submitted by the tenderer should be valid to become operative from 1st April, 2018. In view of this, no change in the bid will be allowed. If the successful bidder withdraws or alters

the terms of the tender during this period, Earnest Money Deposit shall be forfeited.

- 5.5 If the successful tenderer withdraws or the services provided by the successful tenderer are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, OIDB reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.
- 5.6 If any of the conditions of tendering is not fulfilled, such tender/tenders will be summarily rejected outright and objections raised in this regards will not be entertained. OIDB reserves the right to choose, accept or reject any or all requests/offers, in full or part at any stage, reduce or increase the quantity/rate of items without assigning any reasons.
- 5.7 Successful bidder will be required to submit Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original) made in favour of OIDB, Sector-73, NOIDA for a sum of Rs. 5,00,000/- (Rupees Five Lakh) as Deposit on account of Performance Security Guarantee, renewed from time to time, will be retained by OIDB for the entire period of the contract. OIDB will refund to the tenderer the sum of Rs. 5,00,000 (Rupees Five Lakh) without interest on completion of the contract.
- 5.8 **Following weightage shall be given for evaluation of financial bid:**
- 5.8.1 Lunch/Official Lunch/Programs – 40% weightage to each item in group A
- 5.8.2 Snacks – 30% weightage to each item in group B
- 5.8.3 Tea/Coffee/Juice – 20% weightage to each item in group C
- 5.8.4 Desert/Sweets/Ice Cream – 10% weightage to each item in group D

Successful bidder will be selected on the basis of lowest overall rate (weighted)

6. TERMS & CONDITIONS OF THE CONTRACT

(For the purpose of clear understanding, the successful bidder is called as "Contractor" in this clause)

- 6.1 OIDB will provide space at Ground Floor of OIDB Bhawan, Sector-73, Noida to the contractor for storing raw material, kitchen equipment and preservation of perishable items, space for sitting and serving, etc. free of cost.
- 6.2 Contractor has to pay one time license fee of Rs 1,00,000/- (Rupees One Lakh) per annum in advance on acceptance of order.
- 6.3 OIDB will provide furniture (tables and chairs) in the serving area. All other items including crockery, cutlery, etc. are to be provided by the contractor, shall be new and branded which should be in sufficient quantity to cater to at least 300 people at one time to meet the requirement of OIDB.
- 6.4 The eatables will be served in neat and clean utensils. Contractor shall provide new crockery of branded quality at commencement of the contract and same

will be replaced with new crockery after every one year. The crockery which will be supplied for meetings/VIP meetings, the contractor will ensure that crockery shall be branded & the uniformity of brand shall be maintained. It will be responsibility of the contractor to replace the broken/damaged crockery/utensils during currency of the contract.

- 6.5 Gas charges will be paid by bidder.
- 6.6 Contractor will ensure that raw material used for cooking are of recommended brands specified in the Annexure-IV, safe for human consumption and conform to the standard laid down by the Govt. of India in this regard. In the event of any food poisoning/contamination, the tenderer will be held fully responsible and for other penal actions under the law as deemed fit. The tenderer will ensure proper sanitation/hygienic conditions in the premises and deploy persons free from infectious diseases.
- 6.7 The tenderer shall be responsible for compliance of the labour laws in respect of the personnel employed by them. The tenderer shall be the employer of his workers and OIIB will not be held responsible fully or partially for any dispute that may arise between the tenderer and his workers.
- 6.8 The tenderer would be responsible for verifying antecedents of the persons deployed by him and a certificate to this effect shall be provided by him to the Department in respect of each staff member.
- 6.9 Contractor shall ensure that all the canteen employees, during their working hours, wear neat and tidy uniform i.e. shirt, pant, hygienic gloves & cap etc. supplied by the contractor. Cafeteria staff must be in proper uniform. No canteen employee shall be allowed to perform his duty without proper uniform. Any deviation shall result in a penalty of Rs. 1000/- on each occasion.
- 6.10 Cost of food items & beverages must be competitive and reasonable.
- 6.11 Fresh food shall be prepared and served on a daily basis. The food prepared but not consumed shall not be used on the next working day. This will also hold good for the oils used in cooking. The same shall not be used beyond two times.
- 6.12 Chart showing item rates of successful bidder shall be displayed by contractor at the Counter/Notice Board in cafeteria. Contractor may also supply those eatable items in demand which are not listed in the contract, the cost of such items may be fixed on MRP rates.
- 6.13 A cafeteria Management Committee (CMC) will be nominated by the OIIB to inspect the functioning of the cafeteria with a view to ensure hygienic and satisfactory service. In case repeated failures or lacunae are noticed by the committee on the part of the contractor, CMC may recommend imposition of fine of up to Rs. 1,000/- on each occasion. In case of complaint of taste of

food based on feedback received from offices/users, CMC may recommend change of chef/cook.

- 6.14 Cleaning of canteen shall be done by the contractor. Contractor shall have to do pest control in cafeteria including kitchen fortnightly. The garbage of the canteen shall also be disposed of by the tenderer on daily basis. The tenderer shall ensure cleanliness of the cafeteria all the time.
- 6.15 For premature termination of the agreement, one month notice from the OIDB side and three months' notice from tenderer's side shall be required in writing. The tenderer shall vacate the premises, if desired by the OIDB and shall handover the same to OIDB along with all articles as may have been provided. The decision of the competent authority in OIDB shall be final and will be binding upon the contractor.
- 6.16 Contractor shall be responsible for all damages or losses of OIDB property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
- 6.17 It shall be the sole responsibility of the contractor to obtain and keep ready necessary license/permissions from various government bodies and for running catering services and produce the same before the concerned authority as and when asked for. An undertaking in this regard has to be given by the contractor.
- 6.18 Liability/responsibility in case of any accident causing injury/death to canteen worker or any of his staff shall be of the contractor. OIDB shall not be responsible by any means in such cases.
- 6.19 Contractor is required to maintain the details of all his employees/workers. Numbers of employees to be mentioned.
- 6.20 In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacture, a penalty of Rs. 500/- will be imposed for each default.
- 6.21 The contractor would be required to use ISI/AGMARK/Food grade products as per Annexure-IV.
- 6.22 Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
- 6.23 Contractor shall not stock any inflammable or otherwise dangerous material, goods, narcotics or drugs in any part of the allotted space which are fire and health hazard to the property.
- 6.24 Contractor will have to supply breakfast/lunch/dinner in the cafeteria/OIDB premises as per requirement and schedule drawn for the purpose by the concerned authorities of the OIDB.
- 6.25 Contractor should be in a position to cater to the North Indian, South Indian, Chinese & Continental dishes.

- 6.26 Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of OADB, other offices and the guests.
- 6.27 Contractor shall be responsible for engaging adequate number of trained manpower required for providing good cafeteria services in OADB Complex.
- 6.28 The employees of the contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- 6.29 Contractor will, prior to the commencement of the operation of contract, make available to OADB the particulars of all the employees who will be deployed at the OADB premises for running the cafeteria. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
- 6.30 Contractor shall be responsible for timely payment of wages to his/her workers as per Delhi NCR Minimum Wages Act and fulfill all other statutory obligations, such as, Provident Fund, ESI, GST etc. in force from time to time.
- 6.31 Contractor shall provide sufficient set of uniforms and pair of shoes to his/her employees and shall ensure that they wear them all times and maintain them properly.
- 6.32 Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
- 6.33 Employment of child labour is strictly prohibited under the law. Therefore, the contractor will not employ any child labour.
- 6.34 In the event of violation of any contractual or statutory obligations by the contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against OADB by any individual, agency or government authority due to acts of the contractor, the contractor shall be liable to make good/compensate such claims or damages to the OADB. As a result of the acts of the contractor, if the OADB is required to pay any damages to any individual, agency or government authority, the contractor would be required to reimburse such amount to the OADB or the OADB reserves the right to recover such amount from the payment(s) due to the contractor while settling his/her bills or from the amount of Security Deposit of the contractor lying with OADB.
- 6.35 Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic & health conditions & other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding area etc.
- 6.36 Contractor shall keep the canteen and its surrounding areas clean and up-to-date every day after the services are over. The cleaning includes cleaning of utensils, kitchen, canteen hall, floor, counter, benches, tables, chairs etc. OADB

will have 24 hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.

- 6.37 Contractor shall at all times keep indemnified the principal employer, namely, OADB and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
- 6.38 Canteen staff shall be issued Identity Cards bearing photographs by OADB on regular basis as per the rules in force. However, verification of the antecedents of the staff will be responsibility of the contractor.
- 6.39 Contractor shall be personally responsible for conduct and behaviour of his/her staff and any loss of damage to OADB moveable or immovable property due to the conduct of the contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by OADB. The decision of the OADB designated officer in this regard shall be final and binding on the contractor.
- 6.40 Contractor shall not appoint any sub-contractor to carry out his obligation under the contract. Subcontracting will lead to immediate termination of contract.
- 6.41 OADB reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the contractor.
- 6.42 Contractor shall get the prices of additional items (items which are not in the price format) approved by the OADB/CMC based on the market analysis. No changes shall be made without prior written approval of the OADB/CMC.
- 6.43 Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure-IV.
- 6.44 Care must be taken to ensure that while carrying out the work, no fittings, fixtures, furnishings, equipment provided by the OADB are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the contractor, failing which the same will be got done by OADB at the contractor's risk and cost. In this regard, the decision of the designated officer of OADB shall be final and binding on the contractor.

- 6.45 All work shall be carried out with due regard to the convenience of OADB. The orders of the concerned authority shall be strictly observed.
- 6.46 Contractor shall install his own electronic fly-kill & insect repellent equipment, emergency lighting and gas & fuel supply at his own cost.
- 6.47 Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the OADB campus, including cafeteria. Any breach of such restrictions by the contractor will attract deterrent action as per statutory norms.
- 6.48 No minimum guarantee will be furnished to the contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of OADB complex personnel to avail cafeteria services.
- 6.49 Workers employed by the contractor shall be directly under the supervision, control and employment of the contractor and they shall have no connection what-so-ever with OADB. OADB shall have no obligation to control/supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against OADB for employment, pension, or any other statutory claim, or regularization of their services by virtue of being employed by the cafeteria contractor, against any temporary or permanent posts in OADB. In case of any untoward incident/fire/death/injury of any employee of canteen, OADB will not be liable to pay any damages.
- 6.50 Contractor shall ensure that either he/she himself/herself or his/her representative is available for proper administration and supervision at the works to the entire satisfaction of the OADB.
- 6.51 Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates jugs etc. and other equipment in line with current technology available in market in sufficient quantity as needed to maintain the canteen services in addition to what is provided by OADB.
- 6.52 Income Tax, as applicable at the prevailing rates, will be deducted at source.
- 6.53 In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid by the OADB for late payment.
- 6.54 All payments and receipts would be rounded off, i.e. paise 50 or above will be rounded off to the nearest higher rupee and paise less than 50 shall be ignored.
- 6.55 Contract for canteen services shall remain valid initially for a period of two years. However, in order to evaluate the performance and services of the contractor, the contract will have probationary period of three months. The contract for the remaining 21 months will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the

probationary period. Two year contract period is subject to renewal at the discretion of OIBD on satisfactory performance on mutually agreed terms & conditions for a further period of one year or till such time mutually agreed to.

- 6.56 The contract can be terminated by either party i.e. OIBD or the contractor, after giving one months' notice to the other party extendable by mutual agreement till alternate arrangements are made. However, OIBD reserves the right to terminate the contract without giving any notice in case the contractor commits breach of any of the terms of the contract. OIBD's decision in such a situation shall be final and shall be accepted by the contractor without any objection or resistance.
- 6.57 OIBD reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory or there is breach of any of the terms and conditions resulting in the forfeiture of performance security deposit. OIBD also has the right to award the contract to any other agency at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this will be recovered by OIBD from Security Deposit or pending bill or by raising a separate claim. However, the agreement can be terminated by the contractor by giving three months' notice in advance. If the agency fails to give three months' notice in writing for termination of the agreement then three month's payment, etc. and any amount due to the agency from OIBD shall be forfeited.
- 6.58 If the contract is terminated by the contractor without giving stipulated period of notice or fails to observe the terms & conditions of the letter of award for the contract and the agreement signed by the contractor with the OIBD, the Security Deposit will be forfeited without prejudice to the OIBD Management's right to proceed against the contractor for any damages that OIBD suffers as a result of the breach of the aforesaid terms and conditions.
- 6.59 On termination of the contract, contractor will hand over all the equipment/ furniture/articles etc. supplied by OIBD, in good working condition, back to OIBD.
- 6.60 OIBD/CMC reserves the right to impose a penalty (to be decided by the OIBD authority) on the contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the contractor or his staff for any adulteration.
- 6.61 If OIBD/CMC is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which OIBD will be at liberty to take appropriate necessary steps as deemed fit.

- 6.62 Dispute, if any, arising out of the contract, shall be settled by mutual discussion, failing which, the dispute shall be referred to Arbitrator to be appointed by Secretary OIBD and arbitration shall be considered as per Arbitration Act.
- 6.63 Contractor should be in a position to cater to the North Indian, South Indian, Chinese and Continental dishes. Contractor will have to supply breakfast/snacks/lunch/dinner in the cafeteria/OIBD premises as per requirement and schedule drawn for the purpose by the concerned authorities of the OIBD.
- 6.64 Contractor has the option to install CCTV in cafeteria at his own cost after taking approval.
- 6.65 Experience of CPSUs/State PSUs/Central or State Govt/Semi Govt/MNCs/ is required.
- 6.66 EMD waiver for SMEs will be as per government guidelines. A certificate of SME status will be mandatorily required.
- 6.67 Electricity & raw water will be provided by OIBD.
- 6.68 Good quality sweets & curd prepared by contractor or branded sweets & branded curd shall be provided in cafeteria.





(Ganesh C. Doral)

Dy. Chief Finance & Accounts Officer

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH BID

1. EMD of Rs. 2.50 Lakh through NEFT/RTGS
2. Assessment Certificate for the last three years
3. PF registration, ESI registration, GST registration, FSSAI License
4. Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.
5. Documentary evidence in support of the following:
 - ❖ Number of years of having run canteen in offices / organizations / hospitals / places of public utility / institutions / educational institutions along with number of persons availing the services offered by the contractor;
 - ❖ List of institutions/organizations served in the past and list of institutions/organizations where presently providing canteen services.
 - ❖ Work Plan - indicating the requirement of staff and deployment pattern of staff proposed and other details for smooth, efficient and satisfactory performance of the contract at OIB Bhawan.

LETTER OF TRANSMITTAL

From (Name & Complete Postal Address of the Applicant)

To

Dy. Chief Finance & Accounts Officer
OIDB Bhawan, C-Block,
3rd Floor, Plot No.02, Sector-73,
Noida-201301 (U.P.)

**SUBJECT: Submission of Prequalification Application for the Catering
Services at OIDB Bhawan, Noida.**

Sir,

Having examined the details given in invitation for prequalification published in the newspapers and prequalification document for the above work we hereby submit the prequalification documents.

2. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.

3. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.

4. We submit the following certificates in support our suitability trained know-how and capability for having successfully completed the following works:

Sr. No.	Name of Work	Certificate from

Signature of Applicant
Name & Designation

Contact No:
Date of Submission:

Annexure-III

NAME OF THE TENDERER	
COMPLETE POSTAL ADDRESS OF THE TENDERER	
Earnest Money Deposit (EMD) details	
Company Profile	
Name of the Company/Firm & complete registered address	
1(a) Legal Status (Individual, Proprietary firm, Partnership firm. Limited Company or Corporation)	
1(b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
1(c) Were you or your company ever required to suspend catering services for a period of more than 6 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof.	
1(d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract	
2. Name, Designation and Tel. No(s) of the Contact Person and email address	

3. Year of commencement of business			
4. Statutory details (photocopy to be attached) Registration No. of the Firm- PAN- EPFO Registration No. – ESI Registration No. – GST Registration No.- Food Safety (FSSAI) License No.-			
5. Income Tax Assessment Completion Certificates for the financial year 2014-15, 2015-16 and 2016-17			
Details of Annual financial turn-over for the financial years (Rs. in lakhs):	2014-15	2015-16	2016-17

Signature
Name & Designation

Annexure-IV

PERMISSIBLE BRANDS FOR RAW MATERIAL/CONSUMABLES

ITEM	BRAND
1 IODIOZED SALT	TATA, ANNAPURNA, NATURE FRESH
2 SPICES	MDH, MTR
3 CATCHUP	MAGGIE, KISAN, HEINZ
4 REFINED/MUSTARD OIL	SUNDROP, NATUREFRESH, GODREJ
5 PICKLE	MOTHERS, PRIYA, TOPS
6 ATTA	AASHIRVAD, PILLSBURY, NATURE FRESH
7 BUTTER	AMUL, BRITANIA, MOTHER DAIRY
8 BREAD	HARVEST, BRITANIA
9 JAM	KISSAN, NEFED
10 TONED MILK	MOTHER DAIRY, AMUL
11 PANEER	MOTHER DAIRY, AMUL
12 TEA	BROOK BOND, LIPTON, TATA
13 COFFEE	NESCAFE, RICH BRU
14 BISCUITS	BRITANIA, PARLE
15 ICE CREAM, LASSI,	MOTHER DAIRY, AMUL
16 MINIRAL WATER	KINLEY, BISLERI
17 BESAN	RAJDHANI
18 DAL	RAJDHANI
19 BASMATI RICE	LAL QUILLA, KOHINOOR, INDIA GATE
20 COLD DRINKS	PEPSI, COKE
21 PACKED JUICES	REAL, TROPICANA
22 LEMON WATER	HELLO
23 SWEET	BIKANER, HALDIRAM, OWN MAKE
24 CURD	MOTHER DAIRY, AMUL, OWN MAKE

 