

No.14/12/2017-OIDB/

Date: 09.10.2017

INVITATION OF BIDS FOR RUNNING CAFETERIA

1. OIL INDUSTRY DEVELOPMENT BOARD (OIDB) invites bids from reputed, financially sound parties having experience in running Cafeteria/Canteen for providing catering 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 Service at OIDB Bhawan, Sector-73, Noida.
2	Availability of Bid Document	Central Public Procurement Portal website - https://eprocure.gov.in OIDB Website - www.oidb.gov.in
3	Earnest Money Deposit	Rs.1.00 Lakh through RTGS/NEFT in favour of OIL INDUSTRY DEVELOPMENT BOARD A/C No. 11084240909 State Bank of India, Main Branch, Parliament Street, New Delhi. IFSC: SBIN0000691
4	Tender upload date	10.10.2017
5	Pre-bid Meeting Date	16.10.2017 at 11.00 A.M
6	Last Date for submission of bids	30.10.2017 up to 2.00 PM
7	Date of opening of Bids	31.10.2017 3.00 PM

2. ELIGIBILITY CONDITIONS/BID QUALIFICATION CRITERIA

- The tenderer should have on its rolls a sufficient number of cooks to prepare good quality snacks/meals etc.
- The tenderer should have ISO certificate and license as per Food Safety and Standards Act 2006. (Attested copies of the certificates to be submitted).
- The tenderer should have a valid catering license issued by the Competent Authority (Attested copy of catering license should be enclosed with the bid).
- The bidder should have registration with statutory authorities such as Labour Welfare, ESI Departments etc. (Attested copies of the certificates to be submitted)
- The Registered office or Branch office of the tenderer should be located in Delhi/NCR Region.
- Tenderers should have continuously run the catering services during the last three years ending 30.09.2017 as per following:
 - Two similar completed work each having not less than 100 persons dining strength or
 - One similar completed work each having not less than 200 persons dining strength or similar nature.

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 सेंटर, 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

Note: Copies of documents in support of each of the above eligibility condition should be enclosed with the bid.

7. The tenderer's average annual financial turnover (gross) in catering services during the last three financial years i.e. 2014-15, 2015-16 and 2016-17 should not be less than Rs. 40.00 Lakh.
8. The tenderer's performance as per format at Annexure-V for each work completed in the last three years and should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements. Feedback received from the previous/present clients and on the spot assessment of the OI DB's designated team will also be taken into consideration while evaluating the tenderer for the technical qualification.

3. INTRODUCTION

OI DB Complex houses offices of Oil Industry Development Board (OI DB), 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 (RGIT) 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.

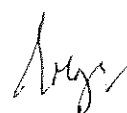
An air conditioned cafeteria complete with furniture & fixtures is functioning at OI DB Bhawan, B-Wing, Ground Floor.

Core business in the cafeteria is to provide eatables like tea, coffee, cold drink, snacks, lunch, etc. for the officials functioning at OI DB Bhawan Offices and provide refreshments for official meetings, seminar and important functions that are held in Board Room the Auditorium.

OI DB 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

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete tender documents will be rejected.
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.
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. 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 OIDB 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 OIDB in this regard will be final and binding on all tenderers.

5. Tenders received without the prescribed Earnest Money Deposit shall be rejected.
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.
7. OIDB reserves the right to change any condition of the tender before opening of the Technical bids. OIDB also reserves the right to reject any or all the tenders without assigning any reason.
8. Before submitting the Tender Document, the tenderer may seek clarification(s), if any, during the pre-bid meeting.
9. The successful tenderer will have to enter into an agreement with OIDB before taking charge of the cafeteria and commencement of the work.
10. Canvassing in any form will make the tender liable to rejection.
11. Conditional tender will not be accepted and will be rejected outright.

5. PRE-BID MEETING AND OPENING OF BIDS

1. A pre-bid meeting will be arranged to brief about the facilities available in the OIDB Cafeteria on 16.10.2017 at 11.00 A.M. All interested tenderer may attend the pre-bid meeting.
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.
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.
4. The contract for award of Cafeteria Services through this tender is likely to come into effect from 1st January, 2018. Hence, the bids submitted by the tenderer should be valid to become operative from 1st January, 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. 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.
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 neither be entertained. OIDB reserves the right to choose, accept or reject any or all



requests/offer, in full or part at any stage, reduce or increase the quantity/rate of items without assigning any reasons.

7. The successful tenderer 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.1,50,000/- (Rupees One Lakh Fifty Thousand) 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.1,50,000 (Rupees One Lakh Fifty Thousand) without interest on completion of the contract.
8. Following weightage shall be given for evaluation of bid:
 - (a) Lunch/Special Lunch/Official Meetings/Programs – 40% weightage (Averaging of rates of items)
 - (b) Snacks – 30% weightage (Averaging of rates of all items will be done)
 - (c) Juice/Tea/Coffee - 20% weightage -do-
 - (d) Desert/Sweets – 10% weightage -do-

6. TERMS & CONDITIONS OF THE CONTRACT

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

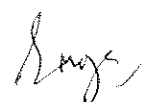
1. OIDB will provide space at Ground Floor of OIDB Bhawan, Sector-73, Noida to the Contractor for storing raw material, kitchen equipment and preservation of perishable items, space for sitting and serving, etc. free of cost.
2. The successful bidder has to pay license fee of Rs 1 Lakh per annum.
3. 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, who will ensure that these are of good quality and in sufficient quantity to meet the requirement.
4. Gas charges will be paid by tenderer.
5. The successful tenderer will ensure that raw material used for cooking are of very good quality, 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. The tenderer will ensure proper sanitation/hygienic conditions in the premises and deploy persons free from infectious diseases.
6. 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 OIDB will not be held responsible fully or partially for any dispute that may arise between the tenderer and his workers.



7. 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.
8. The eatables will be served in neat and clean utensils and the cafeteria staff must be in proper uniform.
9. Cost of food & beverages must be competitive and reasonable. Prices of some basic items should be as per list enclosed.
10. The tenderer may also supply those eatable items which are not under the contract in case of any demand the cost of such items may be fixed on MRP rates.
11. The approved price of the eatables should be prominently displayed at the counter/Notice Board in Canteen. Tentative list of items to be provided by the tenderer are listed at Annexure-IV. However the tenderer can add items as per demand/consumption, etc.
12. A cafeteria Management Committee will be nominated by the OIDB 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 tenderer, cafeteria management committee may recommend imposition of fine of up to Rs. 10,000/- on each occasion.
13. In case services are found to be unsatisfactory or there is breach of any of the terms and conditions, the contract is liable to be terminated at one month's notice resulting in the forfeiture of Performance Security.
14. Cleaning of canteen shall be done by the tenderer. 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.
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.
16. The 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.
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.
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.
19. The caterer is required to maintain the details of all his employees/workers.
20. In case eatables are sold by the Licensee after the expiry date as mentioned by

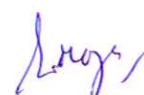


- the manufacture, a penalty of Rs. 500/- will be imposed for each default.
21. The contractor would be required to use ISI/Agmark/Food grade products.
 22. The contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
 23. The contractor shall ensure that all the canteen employees, during their working hours, wear neat and tidy uniform and use hygiene gloves supplied by the Contractor. No canteen employee shall be allowed to perform his duty without proper uniform.
 24. The 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.
 25. The 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.
 26. The Contractor should be in a position to cater to the North Indian, South Indian, Chinese & continental dishes.
 27. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of OIDB and the guests.
 28. The Contractor shall be responsible for engaging adequate number of trained manpower required for providing good cafeteria services in OIDB Complex.
 29. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
 30. The Contractor will, prior to the commencement of the operation of contract, make available to OIDB the particulars of all the employees who will be deployed at the OIDB 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.
 31. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act and fulfill all other statutory obligations, such as, Provident Fund, ESI, GST etc. in force from time to time.
 32. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
 33. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
 34. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
 35. 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 OIDB 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 OI DB. As a result of the acts of the Contractor, if the OI DB is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the OI DB or the OI DB 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 the OI DB.

36. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
37. The Contractor shall at all times keep indemnified the principal employer, namely, OI DB 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.
38. The canteen staff shall be issued Identity Cards bearing photographs by OI DB on regular basis as per the rules in force. However, verification of the antecedents of the staff will be responsibility of the Contractor.
39. The Contractor shall be personally responsible for conduct and behaviour of his staff and any loss of damage to OI DB moveable or immoveable 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 OI DB. The decision of the OI DB designated officer in this regard shall be final and binding on the contractor.
40. The Contractor shall not appoint any sub-contractor to carry out his obligation under the contract. Subcontracting will lead to immediate termination of contract.
41. The Contractor shall keep the canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of utensils, kitchen, canteen hall, floor, counter, benches, tables, chairs etc. OI DB 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.
42. OI DB 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.
43. The Contractor shall get the prices of all items approved by the OI DB and no changes shall be made without prior written approval of the OI DB.
44. The contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure-VI.



45. 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.
46. All work shall be carried out with due regard to the convenience of OADB. The orders of the concerned authority shall be strictly observed.
47. The Contractor shall install his electronic fly-kill/insect repellent equipment, emergency lighting/gas and fuel supply at his own cost.
48. 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 Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.
49. 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 personnel to avail cafeteria services.
50. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection whatsoever 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.
51. The 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.
52. The contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates jugs etc. in sufficient quantity as needed to maintain the canteen services in addition to what is provided by OADB.
53. The Contractor shall not use the cafeteria premises for any other activity except for the purpose for which it has been provided for.
54. Income Tax, as applicable at the prevailing rates, will be deducted at source.
55. 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.
56. 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.

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57. The 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.
58. The two-year contract period is subject to renewal at the discretion of OIDB on satisfactory performance on mutually agreed terms & conditions for a further period of one year or till such time mutually agreed to.
59. The contract can be terminated by either party i.e. OIDB or the Contractor, after giving three months' notice to the other party extendable by mutual agreement till alternate arrangements are made. However, OIDB 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. OIDB's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of OIDB and the guests.
60. Contractor should be in a position to cater to the North Indian, South Indian, Chinese and continental dishes. 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.
61. On termination of the contract, the Contractor will hand over all the Equipment/furniture/articles etc. supplied by OIDB, in good working condition, back to OIDB.
62. OIDB reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by OIDB 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 OIDB shall be forfeited.
63. If the contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Contractor with the OIDB, the Security Deposit will be forfeited without prejudice to the OIDB Management's right to proceed against the contractor for any damages that OIDB suffers as a result of the breach of the aforesaid terms and conditions.
64. OIDB reserves the right to impose a penalty (to be decided by the OIDB authorities) 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.



65. If OADB 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 OADB will be at liberty to take appropriate necessary steps as deemed fit.
66. 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 OADB and arbitration shall be considered as per Arbitration Act.



Annexure -1

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH BID

1. Demand Draft for Rs. 1,00,000/- towards EMD
2. Assessment Certificate for the last three years
3. PF, ESI. Insurance under Personal Accidence Insurance Scheme, License (photocopies)
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 canteens in the 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 (with complete postal addresses) served in the past and list of institutions/organizations where presently providing canteen services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated;
 - ❖ 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.

Sign.

Annexure-II

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 requisite certified solvency certificate and authorize the OIDB to approach the Bank issuing the solvency certificate to confirm the correctness thereof. We also authorize OIDB to approach individuals, employers, firms and corporation and to visit the works completed by us in the past or are in progress at present, to verify our competence and general reputation

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

Sr. No.	Name of Work	Certificate from

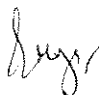
Signature of Applicant Name & Designation
Contact No

Date of Submission



Annexure-III

NAME OF THE TENDERER (as per Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE TENDERER (as per Registration Certificate)	
Earnest Money Deposit (EMD)	Demand Draff No.____ Dated____ for Rs.1,00,000/- (Rupees One Lakh) drawn on (Name of the Bank) _____ in favour of OADB, New Delhi (to be enclosed with Technical Bid)
Company Profile	
1. Name of the Company/Firm and 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 06 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, Fax No(s) 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) Registration No.-					
5. Income Tax Assessment Completion Certificates for the financial years 2014- 15, 2015-16 and 2016-17					
6. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid:					
Format for details of present and past clients:					
Sr. No.(1)	Name of Organization with complete postal address(2)	Name and Designation of contact person with Tel. No. /Mob. No.(3)	Date from which the contract was awarded and till When (4)	No. of persons deployed by your firm (5)	Annual sale/turnover during last three financial years (6)
Note: Above information should be certified by the authorized representative of the client on his/her letter head					
7. Volume of business done during the last three years (please submit documentary evidence like audited balance sheets and Profit & loss accounts etc.)					
Details of Annual financial turn-over for the financial years (Rs. in lakhs):			2014-15	2015-16	2016-17

Sign

ANNEXURE-IV

S.No.	Name of Items	Unit	Quantity	Rate (in words/figure)
I.	BEVERAGE			
1.	One Cup tea (Readymade)	ML	125	
2.	One Cup tea readymade (Special)	ML	125	
3.	One Cup tea (Taj Mahal Bags)	ML	125	
4.	Half set tea (Ordinary)	ML	2 cups	
5.	Full set tea (Ordinary)	ML	4 cups	
6.	Half set tea (Special)	ML	2 cups	
7.	One Cup coffee (readymade)	ML	125	
8.	One Cup coffee (espresso)	ML	125	
II.	SNACKS			
1.	One Samosa	GMS	70	
2.	One Bonda	GMS	70	
3.	One Dal Vada	GMS	70	
4.	One Chana Vada	GMS	70	
5.	One Gobhi Pakora	GMS	70	
6.	One Bread Pakora	GMS	Half piece	
7.	One Bread Pakora	GMS	Full piece	
8.	One piece Sambhar Vada	GMS	70	
9.	Two piece Sambhar Vada	GMS	70 * 2 = 140	
10.	One Vegetable Cutlet	GMS	70	
11.	One piece Bread slice	GMS	Big size	
12.	Two Bread Slice	GMS	Big size	
13.	Egg Boiled	GMS	1 piece	
14.	One Egg Omelette			
15.	Two pieces Vegetarian Sandwich	GMS	Big size	
III.	LUNCH			
1.	One Roti Tandoori	GMS	100	
2.	One Plate Dal	GMS	200	
3.	One Plate Chhole	GMS	200	
4.	One Plate Rajma	GMS	200	
5.	One Plate Kadhhi Pakora (with 2 pc pakoras)	GMS	200	
6.	One Plate Seasonal Vegetable	GMS	200	

Singh

7.	One Plate Kofta Curry (with 2 pc Kofta)	GMS	200	
8.	One Plate Aalu Matar	GMS	200	
9.	One Plate Mixed Vegetable	GMS	200	
10.	One Plate Raita	GMS	200	
11.	One Plate Matar Paneer	GMS	200	
12.	One Plate Palak Paneer (with 2 pcs of Paneer)	GMS	200	
13.	Half Plate Rice (Basmati)/ Pulao	GMS	200	
14.	Full Plate Rice (Basmati)/ Pulao	GMS	400	
15.	One Plate Egg Curry		2 Eggs	
16.	Half Plate Mutton Curry		02 pcs	
17.	One Plate Chicken Curry		02 pcs	
18.	One Plate Butter Chicken		02 pcs	
19.	One Plate Mughlai Chicken		02 pcs	
IV.	SWEETS/ICE CREAM			
1.	Gulab Jamun (One piece)	GMS	60	
2.	Burfi (One piece)	GMS	60	
3.	Rasgulla (One piece)	GMS	60	
4.	One Plate Gulabjamun		2 pcs	
5.	Ice-Cream (Standard Brand and weight)		1 Scoop	
V.	FRUITS			
1.	Fresh Cut-Fruits		1 Plate	
2.	Fruit Cream		1 Plate	
3.	Fresh Fruit Juice		1 Glass	
VI.	LUNCH (Combo/Thali)			
1.	Ordinary Lunch (Dal, 1 vegetable, Rice, 4 Roti, Salad)		1 Plate	
2.	Special Lunch (Dal, 1 Ordinary Vegetable, 1 Paneer Dish, Rice, Sweet, 2 Naan/Parantha, Curd, Salad)		1 Plate	
VII.	OFFICIAL MEETINGS/PROGRAMMES			
1.	Vegetarian Lunch (Soup, Pulao, Fried Rice, Roti/Poori/Naan/Parantha, Dal Makhani/Rajma/Chhole, Seasonable Veg. Malai Kofta, Shahi Paneer/ Palak Paneer/ Kaju Korma/ Matar Paneer,		Per Plate	

Large

	Dahi Vada/Raita/Dahi Plain/ Green Salad/Plain Salad, Achar/Papar/ Chatni, Ice-Cream/Sweet Dish/ Custard/Fruits)			
2.	Non- Vegetarian Lunch (Soup, Pulao/ Fried Rice, Roti/Poori/Parantha/Naan, Dahi Vada/Raita/Plain Dahi, Butter Chicken/Masala Chicken/Muglai Chicken, Shami Kabab/Fish Fried, Salad, Achar/Papar/Chatni, Ice-Cream/Fruit/Sweet Dish/Custard)		Per Plate	
3.	High Tea (with Cookies, Cashewnuts, Sweets/Pastry.)			
4.	Tea/Coffee with one Samosas/Bondas/Cutlets and one sweet			
5.	Tea/Coffee with biscuits		2 types	
6.	Tea		1 cup	
7.	Coffee		1 cup	
8.	Pastry/Sweet		1 piece	

Signature

ANNEXURE-V

FORMAT FOR PERFORMANCE CERTIFICATION REFERRED

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location
2. Agreement no.
3. Scope of Contract
4. Contract Cost
5. Date of start
6. Period
7. Amount of compensation levied, if any
8. Performance Report
 - (i) Quality of Food - Excellent/Very Good/Good/Fair
 - (ii) Resourcefulness - Excellent/Very Good/Good/Fair
8. Compliance of all statutory requirements- Yes / No

(Seal of the Organization)

(Signature of the authorized representative)

Date:



ANNEXURE-VI

PERMISSIBLE BRANDS OF CONSUMABLES

ITEM	BRAND
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brand s
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Mother's or Priyaor Tops
Atta	Aashirvad, Pillbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest/Britania make
Jam	Kissan, Nafed
Milk	Toned milk of Mother Dairy, Delhi Milk Scheme
Paneer	Amul/Mother Dairy
Tea	Brook Bond, Lipton, Tata
Coffee	Nescafe, Rich Bru
Biscuits	Britania, Parle, Good Day
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell – all varieties
Mineral Water	ISI marked Kinley/Bisleri/Ganga
Besan, Dal	Rajdhani
Rice	Basmati
Cold Drinks	Pepsi, Coke etc.
Packed Juices	Real, Tropicana
Lemon Water	Hello
Sweet	Bikaner, Haldiram

The Contractor may use any other equivalent brand after obtaining prior approval from MCA