

TENDER FORMS FOR RUNNING CANTEEN

TENDER FORM NO. \_\_\_\_\_

The Director  
National Bal Bhavan  
KOTLA Road New Delhi-110002

Sub: Tender for running Canteen in National Bal Bhavan New Delhi.

Sir,

I am submitting herewith the Tender for providing catering services in the National Bal Bhavan Canteen, on Contract basis as per details given below:-

1. Name of the Tenderer \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_
3. Registration/Licence No. (Attested Photostat copy of license issued by the attached) \_\_\_\_\_
4. Sales Tax No.(Attested Photocopy of Sales Tax certificate should be attached) \_\_\_\_\_
5. Year of Establishment \_\_\_\_\_
6. Details of Contracts executed till date \_\_\_\_\_

(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof.)

S.No.	Nature of contracts	Period	Govt./Semi Govt./ Govt aided organizations/PSUs/ Autonomous Bodies
I)			
II)			
III)			
IV)			

7.

S.No.	Present Contracts in hand	Period	Govt./Semi Govt./Govt aided Organizations/PSUs/Autonomous Bodies
I)			
II)			
III)			
IV)			

8. PAN Card No. \_\_\_\_\_

(Copy of the Income Tax Return filed in for the previous year may be enclosed)

9. Man Power/Resources available: \_\_\_\_\_

10. Earnest Money Deposit : DD No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. \_\_\_\_\_

Certified that all the terms and conditions mentioned in the Tender Form are acceptable to me/us.

Signature of the Tenderer with stamp

Dated:

**TENDER FOR CATERING SERVICES IN THE NATIONAL BAL BHAVAN CANTEEN ARE INVITED FROM  
THE CONTRACTORS PROVIDING CANTEEN /CATERING SERVICES IN GOVT./SEMI GOVT./GOVT.  
AIDED ORGANISATATION/PSUs/AUTONOMOUS BODIES ONLY.**

**Introduction**

Staff canteen exists in the premises of National Bal Bhavan located at Kotla Road, New Delhi-110002. This tender is intended for the catering services for the staff and authorized visitors in National Bal Bhavan, New Delhi.

The term "NBB" shall mean National Bal Bhavan. "Director" shall mean the Director, NBB. "Contractor" shall mean the person who is awarded this contract by Director NBB to run the canteen in NBB on contract, as per the prescribed terms and conditions of the contract.

The day-to-day working of the canteen will be watched by an Advisory Committee duly constituted by the Institute for this purpose.

**Scope**

The Contractor would keep ready supply of tea/coffee/lunch/ Snacks etc for nearly 150 employees of NBB on personal payment on requirement basis. In addition to the regular employees of NBB, the canteen will cater to the needs of the authorized visitors to NBB for official work as well as to the participant children ,their parents/guardians in programmes organized by NBB from time to time. Tea/Coffee/Snacks/Cold Drinks/lunch shall also be supplied for meetings or other purpose, whenever and wherever canteen will also provide snacks/beverages/tea etc. to the daily visitors who visit NBB for tourism purpose required in the premises.

**Cost of Tender form**

Cost of the tender form is Rs.500/- (Five Hundred Only). It is available in NBB office w.e.f. **25.06.2016 to 30.06.2016 at 10.00 am. to 02.00 pm.** On all working days except Sunday, Monday and Holidays. Tender form can be downloaded from our website <http://nationalbalbhavan.nic.in>, in such cases tenderer should submit a Demand Draft of Rs. 500/- in favour of Director, NBB alongwith his tender as cost of the tender form.

**Arbitration**

Dispute, if any arises after the award of contract for running canteen in NBB, can be resolved through an arbitrator duly appointed by NBB. However, if the matter is not resolved through arbitrator, the jurisdiction will be at court of law in Delhi.

## TERMS AND CONDITIONS

1. (a) Monthly Rent : Accommodation as available will be provided for the canteen at a monthly rent to be fixed on "BID" basis.  
(b) Electricity : Electricity charges will be payable on Actual Basis.  
The contractor would use power consumption only for refrigerator, hot-case, Grinding of dal etc.  
(c) Water : Free
2. Existing space as available ( 97 sq. mtr ) would be provided for use as purpose etc.
3. The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of NBB. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
4. The contractor shall arrange for items i.e crockery, utensils, cooking gas cylinders, cooking store etc. and items of similar nature of good quality at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
5. The contractor will have to provide employees in proper uniforms for service in the canteen and also for the service in rooms.
6. The timings of the canteen will be as per the timings of NBB, subject to change. Skeleton services will also be provided beyond office hours.
7. The cost of the Gas consumed in NBB Canteen will be born by the contractor and on expiry of the tenure of the contract NO DUES CERTIFICATE will have to be submitted in concerned section i.e Establishment Section of NBB.
8. The contractor will be required to provide canteen service in the canteen premises and also in various rooms of NBB as required.
9. The contractor shall employ only such persons as are declared medically fit as certified by the Govt. hospital in Delhi. No such employee will be under the age of 18 years. Documentary evidence will be provided by the contractor.
10. Only cooking gas is to be used in the canteen for preparing hot drinks & cooking which is to be arranged by the contractor including gas cylinders.
11. 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 NBB 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.
13. Atleast two sweets and three salty items ( samosa, vada, pakora etc.) will be prepared daily. (List of items to be provided is enclosed as Annexure-I). However this list is subject to modification by NBB from time to time.
14. Materials used for cooking purpose tea, coffee, spices, food stuffs, vegetable etc. should be of good quality only. NBB reserves the right to inspect the material at any time. However, in the event of any complaint for serving stale food, the contractor will be solely responsible for the same.
15. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of NBB.
16. The rate list and menu as approved by NBB should be displayed daily. The contractor may sell other food items at prevailing market rates only.
17. Details of working lunch are enclosed as Annexure-II.
18. The size and weight including quality of the various items should be approved by NBB. No new items would be introduced without approval of NBB. No rate will be revised without the approval of NBB.

19. NBB shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the contractor and such persons as will be employed by him. While engaging his employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to NBB also.

20. The contractor shall obtain licence under the Contractor Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the contractor labour Act) and all other requisite licences at his own cost from the Appropriate Authorities and comply with the terms and conditions of the licence(s) and all other relevant and necessary provisions of the contractor labour Act and the Rules framed there-under all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.

21. Under no circumstances any of the contractor's employees will stay in the NBB premises beyond canteen hours after closing the canteen. He will ensure that the canteen rooms are properly locked and secured during closed hours of the Institute. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by NBB from time to time which will be binding on him and his employees. NBB reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.

22. The contractor shall not entertain any orders or supply eatables outside NBB.

23. The contract will be for one year to start with from the date of signing the agreement and the agreement may be renewed by NBB on such terms and conditions as may mutually be agreed upon between the parties. NBB reserves the right to repudiate the contract at any time after giving one month's notice, if NBB is not satisfied with the working of the said contractor. The decision of NBB in this regard shall be final and will be binding on the contractor. The contractor, if he 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, at all times, ensure discipline decent and courteous behavior by his employees while they remain in premises of NBB. In case any of his employee indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.

25. Under exceptional circumstances NBB reserves the right to change any term and condition as and when warranted.

26. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Director, NBB will be final and binding.

27. The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.

28. The contractor will have to deposit Rs.25,000/- as security in the form of D.D. Drawn in favour of Director, National Bal Bhavan, New Delhi. No interest will be paid on this amount. The same will be refunded when the contract is over and canteen premises are handed over to NBB and all dues from the contractor have been settled.

29. The contractor whom the above terms and conditions are acceptable, shall submit the completed tender forms to this office by **05.07.2016** in sealed cover **on or before 05.00 p.m.** The tenders will be opened on **06.07.2016 at 03.00 p.m.**

30. The contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.

31. Every tender should be accompanied by a Demand Draft for Rs.10,000/- as earnest money drawn in favour of Director National Bhavan, New Delhi. This amount will be refunded / adjusted after the contract is finalized. No interest will be payable on this amount.

32. If any case the contract violates the terms & conditions of the contract, the Security Deposit will be forfeited.

Encls: - TWO ANNEXURES AS REFERRED ABOVE ARE ENLCOSED.

Signature of the Tenderer

## List of Beverages and snacks

S. No.	Item	Quantity with weight	Material per Unit-Gram/ML. etc.	Rate to be quoted by the Tenderer
1	Hot Coffee	One cup (125 ML.)	Sugar 12.00 Gm Milk-50.00 mls Coffee Tea Leaves ½.00	
2	Hot Tea	One cup ( 125 ML.)	Normal, Spl. Tea Bag	
3	1Set Coffee	Containing 4 cups	Sugar 50.00 Gm Milk 200.00 Gm. Coffee 4"	
4	1Set Tea	Containing 4 cups	Sugar 50.Gm Milk 200.00Gm Tea Leaves 8.00"	
5	Half Set Coffee	Containing 2 cups	Sugar 25 Gm Milk 100.00 Gm Coffee 2.00 Gm	
6	Half Set Tea	Containing 2 cups	Sugar 25.00 gm Milk 100.00 gm Tea Leaves 4.00gm	
7	Bread & Butter	2 Pcs.( 2 Slices Big+Butter	25gm butter	
8	Vegetable Sandwich	---	Set of two piece	
9	Rice with Dal	1 plate	100 gm Boiled Rice + 50 gm . Dal	
10	Vegetable	1 plate	75gm	
11	Puri/Chapattis	4 pcs. with Chholley/vegetab	100 gm.	
12	Kachauri	2 pcs with Chholley/Chutney	Ghee-15.00 gm Maida-15.00gm Pithi-5gm weight-35gm	
13	Chholley Bhature	2 pcs. in a plate	Each piece weighting about 40 gm	
14	Full Lunch (Thali System)	4 Pooris/Chappatis, Rice, Vegetables, Raita, Dal , Sweet and salad	Flour-75.00gm Rice-75.00 gm Dal-25 gm Onion-15.00gm Potato-40.00gm Vegetables-30.00gm Ghee-10.00 gm Tomatoes-20.00gm Raita-40.00	
15	Khoya Burfi	30 gms.	Khoya-22.00 gm Sugar-10.00gm	
16	Gulab Jammun	45 gms	Khoya-10.00gm Paneer-2.15gm Sugar-30.00gm Maida-2.05 gm Ghee-2.05 gm	
17	Beasan Burfi	30gms	Ghee-10.00gm Besan-15.00gm Sugar-10.00 gm	
18	Laddu Besan	30gm	Sugar-10.00gm Ghee-10.00gm Besan-10.00gm	
19	Panir Pakora	25gm	Paneer-10.00gm Ghee-10.00gm Besan-10.00gm	

20	Vegetable Pakora Plate	50 gm with Chutney	Ghee-15 gm Besan-15 gm Potato-20 gm Onion-5 gm Palak-5 gm	
21	Samosa	45gm	Ghee-7.00gm Maida-9.00gm Potato-30.00gm	
22	Bread Pakora	40gm	Bread-45.00gm Beasan-10.00gm Ghee-10.00gm	
23	Alloo Bonda	40gm	Besan-7.00gm Ghee-7.00gm Potato-20.00gm Onion-10.00gm	
24	Mathi	20gm	Ghee-10.00gm Maida-10.00gm	
25	Soft Drink	Bottles of	Standard varieties	
26	Chips	Potatoes Wafer	30.00gm	
27	Idli Sambhar with Chutney	Plate containing 2 idlies	Ghee-2.10gm Rice-50.00gm Dal Urd-25.00 gm Arhar Dal-15.00 gm Vegetables-25.00gm Imli-5.00gm Idli Wt. 80.00gm	
28	Masala Dosa with Sambhar & Chutney	1 plate	Ghee-10.00gm Rice-25.00gm Dal Urd-10.00 gm Arhar Dal-10.00 gm Vegetables-10.00gm Dal Chana-5.00gm Potato-100.00gm Imli-5.00gm Tomatoes-5.00gm	
29	Sada Dosa with Sambhar and Chutney	1 plate	Net wt. 150 gm	
30	Uttapam	1 plate	wt.150 gm	
31	Upma	1plate	wt.150 gm	
32	Vada Sambhar with Chutney	1plate 2 pcs	Ghee-20.00gm Dal Urd-40.00gm Dal Arhar-10.00gm Vegetable-15.00 gm Imli-5.00gm	
33	Parantha with vegetables	1 pc+ vegetables	200 gm	
34	Vegetable Parantha	Plate containing one parantha with Chutney and Tomoto Ketchup		

➤ Any other item proposed to be provided and its rate.

Signature of Tenderer.

A. WORKING LUNCH FOR OFFICIAL MEETING ETC.

Rates to be quoted by the tenderer

1. One Dish of Paneer \_\_\_\_\_
2. One Vegetable \_\_\_\_\_
3. Channa/Dal \_\_\_\_\_
4. Raita/Curd \_\_\_\_\_
5. Pullao /Rice \_\_\_\_\_
6. Salad \_\_\_\_\_
7. Puree/Chapati (4/2) \_\_\_\_\_
8. Sweet \_\_\_\_\_
9. Pappad \_\_\_\_\_

B. PACKET LUNCH (Veg.)

1. Four pieces of Vegetable  
Sandwitch with butter \_\_\_\_\_
2. One Vegetable (Cutlet) \_\_\_\_\_
3. One Sweet piece  
(Burffi/Gulab-Jamum) \_\_\_\_\_
4. Potato Waffers \_\_\_\_\_
5. One Banana \_\_\_\_\_

Signature of Tenderer.  
With Stamp

