

National Bal Bhavan,  
Kotla Road, New Delhi-110002

**TENDER DOCUMENT**  
For  
**CONTRACT FOR RUNNING OF**  
**CANTEEN IN N.B.B.**

**National Bal Bhavan**  
**Kotla Road, New Delhi-110002**

**TENDER NOTICE FOR RUNNING OF CANTEEN IN NATIONAL BAL BHAVAN**

Sealed tenders are invited from the reputed firms/Canteen contractors for running of canteen in the premises of National Bal Bhavan, New Delhi for a period of ONE YEAR for providing canteen & catering services to the staff members, children and visitors of National Bal Bhavan. Tender document may also be downloaded from the website of National Bal Bhavan i.e. nationalbalbhavan.nic.in. Sealed tenders accompanied with EMD of Rs.10,000/- should be deposited in the Tender Box available at main gate of National Bal Bhavan during working days and holidays. Date and time for submission and opening of tender is given below:-

<b>Last date &amp; time for submission of sealed tender in tender box at main gate</b>	<b>Date and time of opening of sealed tenders in the Conference Room of NBB</b>
09.09.2017 upto 02.30 p.m.	09.09.2017 at 03.00 p.m.
<b>Amount of EMD</b> (To be submitted /- in the Bank Account of National Bal Bhavan through NEFT/RTGS and Provide/enclose UTR/Reference No. with date alongwith your tender.)	<b>Amount of Performance Security</b> (To be submitted /- in the Bank Account of National Bal Bhavan through NEFT/RTGS and Provide/enclose UTR/Reference No. with date )
Rs.10,000/-	Rs.25,000/-

Tenders submitted after due date and time will not be accepted under any circumstances. The tenders must be submitted in sealed envelope with clear marking “**TENDER FOR RUNNING OF CANTEEN**” on the envelope. The Tenderer(s) him/herself or their authorized representative accompanied with **Authorization Letter** duly signed by the Tender/owner of firm may be present at the prescribed date and time of opening of the tenders. NBB has right to reject any or all the tenders without assigning any reason.

Director,(NBB)

## Tender Form for running of Canteen in National Bal Bhavan

To

**The Director,  
National Bal Bhavan  
Kotla Road, New Delhi-110002**

**Sub.:** Submitting sealed tender for running of Canteen in National Bal Bhavan for a period of one year.

Sir/Madam,

I am submitting herewith the sealed tender for for running of Canteen in National Bal Bhavan for a period of one year for which the necessary details are given below:-

Sl.No	Requisite details	Details provided by Contractor	Proof with indicating Page No.
1	Name of Tenderer/Canteen Contractor/owner of firm		
2.	Name of Firm		
3.	Complete Address of firm		
4	Phone/Mobile No. and e-mail		
5	Year of eastblishment of Firm		
6	Registration Certificate of firm from the concerned competent authority.		
7	Permanent Account Number (PAN)		
8	Service/sale tax certificate of firm from concerned competent authority.		
9.	Earnest Money Deposit(EMD) for Rs. 10,000/-		
10.	Details of canteen contracts till date( Attached documentary proof/certificate thereof)		

Sl.No.	Details of past and present canteen contracts	Period of contracts	Govt./Semi-Govt./PSU/Govt. Aided/ Autonomous Organisation

It is certified that all the information given above are true and all the terms and conditions of Canteen tender document are acceptable to me/us.

Signature of Tenderer/Canteern Contractor/owner of firm .....  
with stamp

Full Name of Tenderer/Canteern Contractor/owner of firm .....

Date. .2017

## Annexure-II

### TERMS AND CONDITIONS FOR RUNNING OF CANTEEN IN NATIONAL BAL BHAVAN.

1. The mode of running of Canteen in National Bal Bhavan is on payment of monthly rent of canteen space provided by National Bal Bhavan and payment of electricity charges on actual meter reading basis. Water will be provided free of cost. Willing Contractors are requested to visit the Canteen area during working days during working hours only.
2. Contract for running of Canteen in National Bal Bhavan is for a period of one year from the date of issue of award letter. Period of contract as deemed fit will be extended by the Competent Authority based on the good performance of the tenderer.
3. Monthly rent charge of NBB's Canteen space alongwith Electricity Charges should be deposited in the Bank Account of National Bal Bhavan by NIFT/ RTGIS/ Net Banking by the end/last day of each month.
4. The Contractor who is awarded the contract of Canteen will have to start the Canteen within 7 days from receipt of Award Letter.
5. The contractor shall keep the canteen open from 9:00 AM. To 5.30 P.M. on all working days or as per directions of Authorities of National Bal Bhavan.
6. Rate of item quoted by the contractor should be inclusive of taxes. Packed branded items should be provided on MRP. On violation of any terms and conditions of contract the contract shall be terminated.
7. Atleast two sweets and three salty items(samosa, vada, Bread pakora/pakora etc.) will be prepared daily. Rate list and daily menu should be displayed in the canteen. The contractor may sell other only hygienic food items at prevailing market printed rates only. Rate, weight and size should be as approved by the NBB.
8. The contractor shall make the arrangements for keeping all eatables in glass cover show cases to protect from flies, insects, dust and other environmental factors. The Contractor should ensure arrangement for cleanliness of canteen and surrounding area. The contractor shall also be responsible for the safe and hygienic disposal of canteen waste.
9. No responsibility will be taken by the National Bal Bhavan for credit sale losses or pilferage. 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.
10. The contractor shall sell & serve only such items as approved by the National Bal Bhavan. To sell the serve items other than approved items, prior approval from Competent Authority should be obtained.
11. Successful tenderer should **have to deposit Performance Security of Rs. 25,000/- (i.e. Rs. 15,000/- more after adjusting the EMD of Rs. 10,000/-)** in the Bank Account of National Bal Bhavan through NEFT/RTGS. Any loss/damage charge or delay payment of monthly rent and electricity charges would be recovered from the Performance Security amount.

12. In case the preparation of the canteen to be served by the contractor being found to be unsatisfactory or the contractor fails to fulfill his obligations of the contract at any time during the time of the contract, National Bal Bhavan shall have the power to reassign the contract & forfeit full security deposit of Rs. 25,000/-
13. In case of unsuccessful tenderers, the Earnest Money Deposit of Rs.10,000/- submitted with the tender shall be refunded.
14. The contractor shall display the approved list of rate at the delivery counter in the Canteen on a board of minimum 4'x5' in size.
15. The Committee or its authorized representative shall inspect the prepared samples of the food items at any time & reject such preparations which are not considered wholesome or Hygienic without any compensation. The contractor shall supply the samples of food items to be inspected free of cost by the committee on demand.
16. The contractor will be bound to maintain good sanitary and hygiene conditions in and around the Canteen including kitchen and sitting hall. No staff member of the Institute will be engaged for the purpose and it will be the sole responsibility of the contractor.
17. In case of any dispute arising between the contractor and Competent Authority of National Bal Bhavan or authorized representative, the decision of the Director NBB shall be final and binding on the contractor.
18. In no case Authorities of National Bal Bhavan will be responsible for any license fee/ MCD fitness requirements etc., if any. The contractor will bound to pay necessary license fee according to the rates prescribed by the M.C.D. for establishment of the canteen, if any and obtain health certificate.
19. The contractor shall run the canteen himself/herself and shall in no case enter into the partnership or sublet the contract to any other individual or party.
20. The contractor will have to arrange his own kitchen equipments i.e. neat and clean crockery, utensils, cooking gas cylinders, raw material of hygienic and good quality which should be maintain at every time.
21. National Bal Bhavan shall in no case be responsible for any accident; loss or damage to the staff employed or articles equipment etc. used by the contractor.
22. The canteen should not be used as a manufacturing place for the other canteens, any shops or any other party etc. The Contactor shall not entertain any orders or supply eatables outside National Bal Bhavan.
23. The service from canteen to staff rooms/sections etc. will be managed by the contractor. Room service should for staff members should be provided by the contactor.
24. Canteen contractor must not employ any child labour below the age of 18 years. Contractor should ensure that the servants/staff deployed by the him/her is declared medically fit by the Govt. Hospital.
25. Canteen contractor has to maintain hygienic/sanitary condition inside the kitchen and canteen. If any Govt. authority finds unhygienic condition etc., the contractor shall be solely responsible for the same and if any penalty imposed by the concerned authority will be borne by the contractor.

26. Contractor, in no case, will use unbranded/unhygienic eatable items, if found, contract shall be cancelled and all the penalties imposed by enforcing Govt. authorities will be borne by the contractor.

27. Contractor will be registered with appropriate Govt Agency / Civic Authorities mandated as per rules and nature of his business and tax liabilities, if any, will be borne entirely by the contractor.

28. Any servant or other person engaged by the contractor in the licensed premises shall be liable for suspension or dismissal by the Principal of the institute for disobedience or misconduct and the contractor shall accept the decision of the competent authority of the NBB in this respect as final and binding upon him. The competent Authority of NBB shall not in any way liable in respect of any claim made by any servant for wages or damages.

29. No worker of Canteen will be allowed to stay overnight in the NBB premises, and contractor shall not engage any child labor.

30. The contractor shall obtain instructions from the authorized officer of the institute along with the type of menu that may be served in the official lunches, dinners & tea -parties to the participants of the training courses.

31. The contractor should also provide skeleton services for supplying tea, coffee, etc. after 7.30 am on working days and also on Saturdays, Sundays and holidays when staff members are required to work for various programs as ordered from time to time.

32. The successful tenderer (known as Contractor after awarding the tender) shall be fully responsible to protect Government property / premises of canteen handed over to the contractor. In case of any kind of damage, suitable recovery will be made from the contractor at the discretion of Competent Authority of NBB.

33. The successful bidders have to submit an agreement on stamp paper of Rs.10/- for fulfilling all terms and Conditions within seven days of issue of Award letter.

I have read and understood all the terms and conditions as mentioned above and I hereby submit my acceptance to follow all these terms & conditions in letter and spirit.

**Signature and stamp of Tenderer/ Tenderer/canteen contractor/owner of firm**\_\_\_\_\_

Date : .9.2017

## Annexure-III

Bid Proforma for quoting the rate of Monthly Rent Charges by the Canteen Contractor	
	Monthly Rent Charge quoted by the Contractor
Monthly Rent Charges should not below @Rs.3000/- per month	Rs...../- Per month

Proforma for quoting the rates by the Canteen Contractor		
Sl.No.	Eatable Items	Rate to be quoted by the firm
1	Tea, 100ml. (in disposable cup).	
2	Tea with Tea bag / Special Tea 100 ml. (in Thermocol cup)	
3	Coffee 100ml. (in Thermocol cup)	
4	Tomato soup 100ml. (in disposable cup)	
5	Samosa 80gm. with chutney/sauce-	1 piece
6	Matthi-40 gm.- 1 piece	
7	Bread Pakoda 100 gm. with chutney/sauce	-1 piece
8	Patty With chutney/sauce	1 piece
9	Burger (with cutlet& vegetable)std. Size	1 piece
10	Bread Roll 100gms, with chutney/sauce	1 piece
11	Chole /subji & puri (4 puri 120gm)	1 plate
12	Chole /subji & Kachauri (2 Kachuri 120gm)	1 plate
13	Veg. Sandwich	1 piece
14	Veg Bharwan Parantha with Dahi or Chutney	1 piece
15	Samber Vada (2 pieces 50gm .each)	1 plate
16	Veg. / Paneer Pakoda (100gm)-	1 piece
17	Masala Dosa 200gm with samber and chutney	1 piece
18	Idli with samber( 2 piece with samber and Chutney)	1 plate
19	Uttapam- 150 gm with samber and Chutney	1 piece
20	Upma -150 gam.	1plate
21	Two Bhature (100 gm. Each), with chole & pickles	1 plate
22	Gulab Jamun/Rasgulla (at least 50 gm)	1 piece



<b>23</b>	Moti Chur Laddu/Besan Laddu/ Besan Burfi.	1 piece	
	<b>Thali:</b>		
<b>24</b>	One dal +one subji + raita + 4 roti	Each thali	
<b>25</b>	One dal + one subji + raita + 2 roti+ 125gm. Rice	Each thali	
<b>26</b>	One dal +one subji + raita + 250gm rice	Each thali	
	<b>Executive lunch (with following items)</b>		
<b>27</b>	One Paneer Dish+Dal or Dal Makhni+Vegetable Pulao/Vegetable Biryani+One Seasonal Vegetable+Dahi/Raita+Papad+Pickle+2Roti/ 2Nan/2 Prantha+One piece Gulab Jamun/ Rasgulla+Fresh Vegetable Salad	Each Plate/Pack	

**CONDITIONS:**

1. A good quality of chutney/sauce has to be provided and standard quality (approved by the Government Agency) of oil / ghee has to be used.
2. Complete List of items & rates has to be displayed in the canteen
3. Minimum six items has to be provided every day from the Menu excluding tea, coffee, Cold drinks & thali.
4. The canteen contractor shall produce the sample of disposable cups (to be used for serving tea and coffee) before the canteen committee for approval before using it in the canteen.
5. Cold Drink/mineral water and packed snacks items should be as per printed rate on the packed items.

\_\_\_\_\_  
**Signature and stamp of Tenderer/ Tenderer/canteen contractor/owner of firm**\_\_\_\_\_

**Name of Tenderer/canteen contractor/owner for firm**\_\_\_\_\_

**Date :** .9.2017