

F.No.7/14(31)/2012-SD/S&S
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. MESS BUILDING
JANPATH
NEW DELHI-110001.

TENDER DOCUMENT

Annual Contract for Hiring of Caterer(s)

Cost of Tender Document : FREE

1. Last date for collection Tender Document(s) : 09 July, 2015 upto 03:00PM
2. Last date for submission of Bid(s) : 09 July, 2015 by 03:30PM
3. Date of opening of Technical Bid(s) : 09 July, 2015 by 04:00PM

Signature of Tenderer

F.No.7/13(5)/2014-SD/S&S
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Sutradhara Division (S&S Section)

Tender No. 4

New Delhi, **09th June, 2015**

Subject: Tender for Hiring of Caterers for Indira Gandhi National Centre for the Arts(IGNCA), New Delhi for one year from the date of award of work, for providing of Tea, High tea, Lunch etc.

IGNCA intends to invite sealed tenders under two bids system for providing tea/high-tea/lunch/dinner during various programmes at IGNCA. Interested bidders who have got five years experience in catering services to submit the tender documents latest by **09 July, 2015 up to 3.30PM** and technical bid will be opened on the same day at 4.00PM. The Financial bid will be opened at a later date only of those vendors who will qualify technically. Technical and Financial bids are to be kept in separate envelopes and both are to be placed in one envelop which is to be addressed to The Consultant (S&S), IGNCA, 11, Man Singh Road, New Delhi-110001.

Pre-Bid Meeting: A pre-bid meeting will be held in the Office of Consultant(S&S), IGNCA at 11.00 AM on **22nd June, 2015** with the tentative tenderers in order to explain the exact requirements and clarify doubts if any. Tenderers are advised to attend the meeting, though it is not a must.

The tender documents can be obtained from S&S Section of IGNCA free of cost or downloaded from the IGNCA website www.ignca.nic.in & NIC website [www.http://eprocure.gov.in](http://www.eprocure.gov.in)

2. TECHNICAL BID.

Technical bid as per details given in **Annex 1A** along with requisite supporting documents should be kept in one envelop which is to be sealed and super scribed in bold as '**Technical bid for catering tender the Tender No.04/2015 daed 09th June, 2015.**' No part of Financial bid is to be kept in this envelop.

Earnest Money deposit (EMD) each tenderer is to attach a Demand Draft in favour of IGNCA of Rs.50,000/- (Rupees fifty thousand only. The Earnest Money of unsuccessful bidders will be refunded.

3. FINANCIAL BID.

The Financial bid as per **Annexure 1B** duly completed in all respect is to be put in second envelop sealed and super scribed in bold on top of the envelop "Financial Bid for catering Tender No. 4 Dated 09th June, 2015".

The lowest tenderer will be decided on the basis of total rates quoted by them of all items at the rate on unit each.

Terms & Conditions

1. All willing tenders may contact at IGNCA S&S Section if any doubt on tender documents.
2. The caterers should have at least five years experience in this particular field. The caterers should have experience of five years working in Government Sectors/PSUs etc. and also have turn-over of Rs.60.00 Lakhs per annum during the last three years.
3. A Technical Evaluation Committee of IGNCA will visit the premises of all the Firms who have submitted their Technical Bids complete in all respects. The Technical Evaluation Committee(TEC) will give their report on aspects like cleanliness maintained by the Firm, quality of food prepared and the taste of the food served. Financial Bids of only those Firms, who will qualify in all these aspects as evaluated by the TEC, will be opened.
4. The Financial bid will be valid for a period of 90 days. IGNCA reserve the right to reject or accept any offer/application without assigning any reason. Decision of IGNCA in this regard shall be final and binding.
5. No advance payment shall be made & final payment shall only be released only after completion of event to the satisfaction of the IGNCA authorities.
6. All the tenderers are to quote rate for all the items given an Annex.1B and part bidding will not be considered.
7. TDS as per applicable rates shall be deducted from the gross amount of the Bill as per rule.
8. The tenderers are to quote the rates inclusive of all taxes, cartage and services of personnel employed/engaged and nothing extra shall be paid on any of this account.
9. The food will have to be served by trained waiters who should be in uniform should also have gloves and of pleasant personality. The waiter and bearers should be one per twenty number of guest or a minimum of two whichever is higher.
10. IGNCA will provide the requisite furniture. However, table clothes, covers and all crockery, cutlery and other service items are to be provided by the firm.
11. The crockery, cutlery including spoon and forks are to be of high quality and IGNCA will reserve the right to reject if the items provided by the caterers are of substandard. The caterer has also to provide good quality paper/cloth Napkins.
12. The number of service stalls to be provided will be decided by IGNCA which shall be normally one for every 75 guests or part thereof.
13. Any shortcoming or complaint received on any account an amount equivalent to 15% of the total bill will be deducted from the total bill and each episode will be treated separately.
14. The quotation form can be obtained free of cost from the office of the Consultant (S&S), Section at IGNCA. Or downloaded from the IGNCA website www.ignca.nic.in and NIC website www.http://eprocure.gov.in
15. It will be the firm responsibility to maintain Hygienic and cleaning at kitchen and services area.
16. The firm will have to keep arrangement for 15% extra to the total volume order and payment for extra will be made only when actually used.
17. The caterer shall not recycle the food in any case. If he has to provide lunch and dinner both the menu should be different at each time.
18. The contract shall be valid for a period of one year with effect from the date formal agreement is signed between IGNCA and selected tenderer. The selected tenderer will be required to provide performance guarantee of Rs.2.00 lakh in the form of bank guarantee in favour of IGNCA having validity for eighteen months from the date of award of contract.

19. A copy of Work Order to be placed is enclosed.
20. EMD of unsuccessful bidders will be returned on selection of the firm without any interest. EMD of successful bidders will be returned on receipt of security deposit of Rs.2,00,000 in form of DD or Bank guarantee.
21. **The selected firm will be provided a place in the IGNCA for warming of food item and preparation of tea etc. The firm will be allowed, with mutual consensus, to supply ready to serve food items to the employees/visitors of IGNCA during working hours on working days. The rate of such items will be decided by a Committee of IGNCA and proprietor of the firm.**

(I.P. Singh)
Consultant (S&S)

Technical Bid

1. Name of the Firm/Company :
2. Date of incorporation/establishment : Attach proof
3. Address :
4. Telephone No./Mobile number :
5. Type of firm : Proprietary/Limited Company/
Unlimited Company/Partnership
6. PAN Number : Attach proof
7. Service Tax Number : Attach proof
8. Registration Number with statutory Authority : Attach proof
9. License from Food Department : Attach proof
10. Details of EMD :
11. Details of Experience : Attach separate sheet and
Supporting documents.
12. Proof of turnover during last 3 years : Attach copy of ITR and Balance
Sheet etc. duly certified by the
Chartered Accountant

Signature of bidder with stamp.

FINANCIAL BID

SCHEDULE OF QUANTITY

Sl. No	Name of Item	Unit Rate (Rs.)	Rates in words per unit	For persons numbering
1.	TEA Green Label/Lemon Tea/Milked Tea/Herbal Tea/Black Coffee/Coffee Cookies Sweet & Salty two each			75-300
2.	HIGH TEA Tea/Green Tea/Coffee With cookies sweet & salty One snacks, one sweet, wafers And mineral water ½ ltr. Bottle			50-300
3.	WORKING LUNCH (English) Veg. soup, Russian Salad, Veg. cutlet (two each), Cheese sandwich, one sweet, seasonal fruit LUNCH/DINNER:			10-50
4.	a) One fried Dal/Dal Makhni/ Rajma/ Channa b) One Vegetable seasonal, Aloo Gobhi/Aloo Maithi/Veg.Kofta/ Fried Tinda or any other seasonal veg as per choice of IGNC c) One Paneer item- Palak Paneer/ Shahi Paneer/Mutter Paneer/ Paneer Pasanda d) Plain Dahi/Raita e) Assorted Roti-Three types f) Jeera Rice/Pulao g) Achar/Papar and Salad h) One Sweet i) Mineral Water in Jar			50-200
5.	SOUTH INDIAN Plain Dosa/Rawa Dosa/Masala Dosa Sambar Vada sambar Idli sambar Lemon Rice/Coconut Rice/Curd Rice Kaseri Halwa/Gulab Jamun Rasam			
6.	NON-VEG.LUNCH/DINNER a) Dal/Rajma/Channa either of one b) One Vegetable seasonal dry c) One paneer item d) Dahi/Bundi Raita/Mix fruit Raita Dahi Bhalle either of one e) Assorted Roti – three types f) Jeera Rice/Pulao g) Achar/Papar/Salad h) Mineral Water i) One Sweet j) Chicken/fish/mutton either of one			50-200

Note – To bring a variety to the Menu, Tenderer may occasionally suggest a different variety of Menu to be served with the approved rates. However this will be subject to the approval of IGNC.

Signature of tenderer with stamp

WORK ORDER FORMAT

No.:

Date:

SUBJECT : APPOINTMENT OF CATERER

Sir,

This has reference to letter of intent dated of the IGNCA, Govt. of India on the above subject and letter dated of M/s. (Firm's name), conveying acceptance for abiding with the terms and conditions of the Tender Document dated..... issued by the IGNCA for the above assignment and submitting therewith Performance Guarantee for an amount of Rs. Two Lakhs as required.

2. The Indira Gandhi National Centre for the Arts, hereinafter called "**the IGNCA**" hereby appoints **M/s**....., hereinafter called "**the Firm**", as the Caterer, for a period of one year from the date of awarding of this contract, subject to a Quarterly review and with the provision that services of the Firm may be dispensed with at any time, giving three months' notice, in the event of non-performance, under-performance or any other reason which would be specified.

3. The **scope of work** of the Agency, during the period of the contract will include:

- a) The Firm will be responsible for providing tea/high-tea/lunch/dinner during various programmes at IGNCA as per details listed in the Annexure..... enclosed.
- b) The food will have to be served by trained waiters who should be in uniform should also have gloves and of pleasant personality. The waiter and bearers should be one per twenty number of guest or a minimum of two whichever is higher.
- c) The IGNCA will provide the requisite furniture. However, table clothes, covers and all crockery, cutlery and other service items are to be provided by the Firm.
- d) The crockery, cutlery including spoon and forks are to be of high quality and IGNCA will reserve the right to reject if the items provided by the caterers are of substandard. The caterer has also to provide good quality paper/cloth Napkins.
- e) The number of service stalls to be provided will be decided by IGNCA which shall be normally one for every 75 guests or part thereof.
- f) Any shortcoming or complaint received on any account, an amount equivalent to 15% of the total bill will be deducted from the total bill and each episode will be treated separately.
- g) It will be the firm's responsibility to maintain Hygienic and cleaning at kitchen and services area.
- h) The Firm will have to keep arrangement for 15% extra to the total volume order and payment for extra will be made only when actually used.

- i) The caterer shall not recycle the food in any case. If he has to provide lunch and dinner both the menu should be different at each time.

4. **Terms of Payment**

The Firm will be paid monthly on the basis of Voucher (in duplicate) submitted by the Firm enclosing the statement of catering services provided which will include the dates on which services were provided and the number of persons for whom Tea/Lunch/Dinner were provided. Rates (inclusive of all Taxes and duties) charged will be in accordance with the approved Rates as given in the Annexure.

On each occasion after the catering services have been provided, the Firm will ensure that the Statement giving the details of Catering Services provided is prepared and got signed by the designated officer of the IGNCA. This signed Statement will need to be enclosed with the Monthly Bill submitted for payment.

5. **Penalty Clause:** After issue of the contract, the Performance Guarantee is liable to be forfeited in full or part in case of underperformance and undue delays in performance by the Firm, besides other action like any shortcoming or complaint received on any account an amount equivalent to 15% of the total bill will be deducted from the total and each episode will be treated separately.

6. **Termination :** The Indira Gandhi National Centre for the Arts may terminate the Contract of the Firm in case of the occurrence of any of the events specified below, by giving written advance notice:

- (i) If the Firm becomes insolvent or goes into compulsory liquidation.
- (ii) If the Firm, in the judgment of IGNCA, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- (iii) If the Firm submits to IGNCA a false statement which has a material effect on the Rights, obligations or interests of IGNCA.
- (iv) If the Firm repeatedly fails to provide the quality services, even after getting written communication for not adhering to the quality of services as envisaged, under this Contract. Reasons for the same would be recorded in writing.

7. **Force Majeure :** Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

8. **Arbitration :** Venue of arbitration will be New Delhi and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

9. **Jurisdiction** : The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.

10. **All other Terms and Conditions as detailed in the Tender Document dated for Appointment of a Caterer will be applicable.**

11. Two copies of the work order are sent herewith. One copy may be returned to the undersigned, duly signed by an authorized representative of your agency, as confirmation of receipt and acceptance.

Yours faithfully,