

National Council for Teacher Education
Plot No. G-7, Sector 10, Dwarka,
New Delhi- 110 075

Notice for Inviting Tender for hiring of canteen Services

NCTE intends to invite quotations for hiring canteen services to provide Breakfast / lunch etc to the approx. 100 employees of our organisation. For further details please log on to www.ncte-india.org Tender forms may also be obtained from US GA-II on the above-mentioned address from 11.3.2019 from 11 A.M. to 5.30 P.M. on all working days.

Details of Tender Notice: -

1. Issue of Tender papers : **11.3.2019 to 10.4.2019** till 5.30.
P.M
2. Last date of submission of Tender : 10.4.2019 till office Hour.
3. Technical Bid Opening Date : 11.4.2019 at 11.30 a.m. in
the chamber of Dy. Secretary (Admn.) Room No. 311 3rd Floor
above mentioned address.

NCTE reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

(Member Secretary)

Cost of the Tender Form -
Rs.500/- (Rs. Five hundred
only)

Tender Form No GA012/4/2018 US -
GA

CANTEEN SERVICES CONTRACT

NOTICE INVITING TENDERS

&

TERMS AND CONDITIONS OF TENDER

National Council for Teacher Education

Plot No. G-7, Sector 10, Dwarka

New Delhi 110 075

Ph.: 011-20892155, 20892165

**Part – I : (Technical bid) should include the details asked for
as per enclosed Annexure – I**

**Part – II (Price bid) should give the rates as per the prescribed
price format. Annexure- II**

Tender Form submitted by

M/s

National Council for Teacher Education, New Delhi
G-7, Sector 10, Dwarka, New Delhi - 110075.

Terms & conditions for providing
canteen/catering services.

Tender forms may be obtained from the Council office on any working day between 11.00 a.m. to 5.30 p.m. till 10/04/2019 on payment of Rs.500/- by cash or by way of bank draft in favour of Member Secretary, National Council for Teacher Education, New Delhi. Completed tender forms along with earnest money of Rs.10,000/- by way of Bank Draft in favour of **Member Secretary, National Council for Teacher Education, New Delhi** and other documents as mentioned in the Technical bid and Financial bid in the drop box placed at the reception counter of the Council, in sealed cover envelop marked "Tender for Canteen/Catering Services" on the top and addressed to Member Secretary, National Council for Teacher Education, Plot No. G-7, Sector 10, Dwarka, New Delhi 110 075 by 5.30 P.M. up to 10/04/2019. **Financial bid will be opened in the presence of the bidders who will qualify Technical bid only. However, Technical bid will be opened on 11/04/2019 at 11.30 a.m., in the Chamber of Dy. Secretary Room No.311 3rd Floor, National Council for Teacher Education, New Delhi. The date for opening of Financial bid will be decided by CA separately. The successful tenderer will have to deposit a security deposit amounting to Rs.75,000/- to the National Council for Teacher Education, New Delhi** before taking the Canteen contract.

Tender forms can also be downloaded from the website of the Council i.e. www.ncte-india.org Tenderer downloading tender form from the website will have to enclose a demand draft of Rs. 500/- in favour of **Member Secretary, National Council for Teacher Education, New Delhi payable at New Delhi.**

1. The parties/contractors should have valid Trade License and Food License for operation/running of the canteen. The contractor should have 5 years' experience in the catering business, out of which at least 3 years' experience should be in running the canteen of a reputed organization, preferably a Govt. organization.
2. **License Fee:** Accommodation will be provided for canteen at license fee applicable as per Govt. approved rates.
 - a. **Electricity:** Electricity will be provided by the Council which shall not be used for cooking purposes. The agency would use power consumption only for refrigerator, hot-case, grinding of dal etc.
 - b. **PNG Connection:** PNG connection will be provided by NCTE, however the monthly bill to Indraprastha Gas Agency will be paid by the contractor.
3. The Contractor will be provided with the canteen premises and furniture as available in existing canteen. The maintenance and upkeep of premises, furniture and fixtures will be the sole responsibility of the contractor.

4. The Contract will be initially for a period of one year. However, after the expiry of Three months, the Council will evaluate the performance of services provided by the contractor. If the services are found satisfactory, the Council reserves the right to extend the contract for another six months on the same terms & conditions. The NCTE reserves the right to terminate the contract, at any time during the currency of contract by giving 7 days' notice to the Contractor.
5. The Contractor has to ensure that Canteen Premises are used for only the purpose of running the Canteen services and not for other purpose in any manner. The Contractor himself and/or his worker should not use the premises of any other business purpose. The Contractor shall not be authorized for any kind of sub-letting the premises in any manner.
6. The Contractor shall arrange utensils, cutlery and crockery and other equipment/items required to run the canteen.
7. The Contractor shall be responsible for running the canteen as per the rules applicable and ensure the compliance of the provisions of Employees' Provident Fund Act and ESI Act and rules framed thereunder and other relevant statutes including Municipal Rules and Regulations, relating to the canteen in force from time to time, during the subsistence of the Contract. The contractor shall obtain necessary license to run the canteen from the Municipal Corporation of Delhi.
8. The Contractor shall employ his own canteen staff, provide them clean uniform at his own cost and to ensure their hygiene, shall be responsible for timely payment of their wages/salary. The contractor will also be responsible to deduct and pay EPF as per rules and also extend medical facilities etc. as per statutory rules in force from time to time. NCTE shall not be responsible in any manner.
9. Payment to canteen staff employed by contractor must be released by 10th of every month. In case it is noticed, and complaint is received from staff that their payment has not been released, then NCTE is empowered to release the payment & adjust the same against payments due to the contractor.
10. The Contractor shall procure and use all fresh and of standard/good quality raw material, eatables, fuels etc. necessary for running for the canteen at his own costs. The quality of food shall be maintained in consultation with the management and the decision of the management in respect of quantity and quality of food shall be final.
11. The Contractor will be required to strictly observe timing of the office and also rules framed by the NCTE as amended/provided from time to time.
12. The contractor shall have to provide the canteen/catering services normally on six days a week and he will also provide the said services on holidays or late hours in the office. He will have to make arrangements to provide the lunch/breakfast/dinner to the guests staying in the Guest House of the Council.
13. The EMD of Rs. 75,000/- deposited by the successful bidder will be kept as security deposit with the NCTE without carrying any interest and it shall be refundable upon termination of contract, provided the Contractor discharge his services, according to terms & conditions and satisfaction of the management of NCTE, failing which security deposit shall be forfeited. It is also provided that during the currency of contract if contractor withdraw his services and or failed to discharge his services up to the satisfaction of the management the said security shall be forfeited.

14. EMD of unsuccessful bidders will be returned without interest after the completion of tender process.
15. The Contractor shall also undertake and ensure that all the raw material including milk etc. shall be available during the course of the working hours of the office and he shall also arrange to supply the food items tea, coffee, lunch, dinner etc. even beyond the working hours and/or on holiday, if required by the management at the same rate.
16. The Contractor or their authorized representative must be available in the canteen at all times to attend the complaint, if any.
17. The oil/ghee to be used shall be with ISI mark.
18. The contractor will be responsible for maintaining cleanliness inside the canteen.
19. The contractor shall provide a portable weighting machine in order to check the weight of item supplied, as per approved rate list.
20. All books of accounts, registers and any other documents used in connection with running of the canteen shall be maintained by contractor at his own cost and the same shall be produced for inspection either on demand by the NCTE/ESIC/ Provident Fund Authorities/Municipal Authorities or any other official authorized by the Competent Authority in this connection.
21. The contractor will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.
22. It will be obligatory on the part of the contractor to sign the offer and other documents for all the component's & parts. After the work is awarded, he will have to enter into an agreement for work awarded on a non-judicial stamp paper of required value at his own cost within ten working days from the date of receipt of acceptance order or before the work is undertaken.
23. The contractor should verify the character antecedents of all the persons employed, through local police and shall submit a certificate to this effect.
24. The courts of Delhi/New Delhi shall have the exclusive jurisdictions to try all disputes if any arising out of this contract.
25. Water shall be supplied by NCTE free of cost.

26. **Payment Terms:**

The payment will be made on fortnightly basis on submission of bill duly accompanied with slip signed by designated person after adjusting any due or drawn if any.

27. **Termination:**

In case the services are not found satisfactory, the agreement will be terminated by NCTE without any notice and without assigning any reasons whatsoever.

Annexure I

Part – I : (Technical bid)

Envelope - : of the Technical bid prepare by the bidder shall comprise of the following documents in a BIG Envelope :-

Sealed tenders are invited from parties/contractors having sound financial credentials in providing canteen services to different Govt. and/or other reputed organizations. The contractor is required to supply tea/ snacks, meals etc. to the employees of the Council, guests staying in the guest house and to the members attending the office for various meetings of the Council. **The contractor should have 5 years' experience in the catering business, out of which at least 3 years' experience should be in running the canteen of a reputed organization, preferably a Govt. organization.**

1. Copy of the proof indicating the date of establishment of the organisation
2. Copy of the proof having enough manpower for running the canteen
3. Copies of the certificates for providing satisfactory services for "Canteen Services" obtained from the organisation on their letter-head, where similar nature of works has been executed, clearly specified the number of employees served.
4. Copies of registration with Department of Sales Tax, Government of state / Central Govt., Service Tax Registration.
5. Copies of the Annual Report i.e. Balance Sheet and Profit Loss A/c. of three financial years from **1st. April 2016 to 31st March 2018** of the bidder duly certified by the Chartered Accountant and banker's sanction letter for limits (if any).
6. Copy of Valid PAN Number.
7. Copies of the proof having PF/ESI registration for the workers deployed.
8. A complete Price Bid form duly signed and stamped as per Annexure II.
9. If the submitted tender documents have been downloaded, the fees of Rs. 500 (non-refundable), in the form of DD of the scheduled bank, in favour of MS, Ncte payable at NCTE New Delhi may be attached.
10. The bidder has to deposited Completed tender forms along with earnest money of Rs.10,000/- by way of Bank Draft in favour of **Member Secretary, National Council for Teacher Education, New Delhi**

Annexure II

Part – II (Price bid) should give the rates as per the prescribed price format.

Items	Unit	Rates
I). MENU FOR STAFF (Approx 100 employees)		
(1) Tea/Coffee	Per Cup	
(2) Biscuit/Namkeen (Small)	MRP	
(3) Lunch(daily different menu) consisting of Dal, Sabzi, 4 Chapaties/Rice, Salad, Dahi /Raita, Papad, Achar	Per Thali	
(4) Paav Bhaji/Chana Bhatura	Per Plate	
(5) Noodles/Maggi	Per Plate	
(6) Samosa/Bread Pakoda/ Patties/Veg. Sandwich/ Veg. Pakoda (4 Pcs.)	Per Piece	
(7) Rice with Rajma/Choole/ Kadhi/Dal	Per Plate	
(8) Branded Packed Items (Biscuits/Namkeens/Chips etc.)	MRP	
(9) Branded Beverages	MRP	

II). Menu for Meeting and Conferences as and when demand only.**MENU****Breakfast**

(1) Samosa/Pakoda/Dhokla/Sandwich/ Idli-S
amber/Cutlet+Waffers/Biscuits + Tea/Coffee

Per Person

Lunch for Meetings and Conferences etc.**Veg.**

Dal Makhni/ Kabuli Channa + Paneer dish + Seasonal Vegetables + Raita/Dahi Vada+ Rice/Pulao+Salad+Papad+Achar

Sweet

Ice Cream/Gulab Jamun/ Rasgulla/Halwa/ Rasmalai

Per Plate

Non Veg.

Dal Makhni/Kabuli Channa + Chicken/ Mutton/Fish + Raita/Dahi Vada+Chapati/ Paratha/Kulcha/Poori+Rice/Pulao+Salad+ Papad+Achar

Sweet

Ice Cream/Gulab Jamun/Rasgulla/Halwa /Rasmalai

Per Plate

III). MENU FOR GUEST HOUSE (as and when demand only)		
Breakfast: (Per Head)		
Tea/Coffee + 2 Egg Omlate with 2 bread Or Butter Toast (4 Bread) Or Two stuffed Prantha /Poori with Subzi + Curd + Achar Or Idli (2 Piece) + 1 Dosa + Sambhar and Chutni	Per Person	
Lunch & Dinner		
<u>Veg.</u> Dal Makhni/Kabuli Channa+Paneer Dish + Seasonal Vegetable+Raita/Dahi+Vada+Chapati+ Rice/ Pulao+Salad+Papad+Achar <u>Sweet</u> Ice Cream/Gulab Jamun/Rasgulla/Halwa/ Rasmalai <u>Non Veg.</u> Dal Makhni/ Kabuli Channa+Chicken/Mutton/ Fish + Raita, Chapati, Rice/Pulao+ Salad+Papad+ Achar <u>Sweet</u> Ice Cream/ Gulab Jamun/ Rasgulla/Halwa/ Rasmalai	Per Plate	
Fruit Dinner: (Per Plate)		
<u>Fruit Dinner</u> Milk (250ml) + Full Fruit Plate (Atleast four fruits)	Per Plate	