

NATIONAL INNOVATION FOUNDATION- INDIA
(Autonomous body of Department of Science & Technology, Govt. of India)

Tender Notice for

**Catering services during Festival of Innovation at Rashtrapati Bhavan,
New Delhi (12-18 March 2016)**

Date of Tender Issue	:	06.02.2016 at 17:00
Last Date of Tender submission	:	22.02.2016 by 18:00
Opening of Bids	:	23.02.2016 at 14:30
Estimated Cost of Tender	:	Rs. 15,00,000/-

No. NIF/2016/ADM/002

Dated: February 06, 2016

National Innovation Foundation - India, Ahmedabad

**Tender for Catering services during Festival of Innovation at Rashtrapati Bhavan,
New Delhi (12-18 March 2016)**

National Innovation Foundation - India (NIF) is an autonomous body of the Department of Science and Technology, Govt. of India providing institutional support to grassroots innovators and outstanding traditional knowledge holders.

NIF invites sealed tenders from reputed and experienced agencies for providing Catering Services during Festival of Innovation at Rashtrapati Bhavan, New Delhi (12-18 March 2016) as per requirements given in Annexure-A.

Sealed Bid may be submitted to the Chief Innovation Officer, National Innovation Foundation - India, by 18:00 on 22th February 2016 at its address National Innovation Foundation - India, Satellite Complex, Opp. Mansi Tower, Satellite, Ahmedabad-380 015 as per the requirements given in Annexure-A. The bids will be opened on 23rd February, 2016 at 14.30 at the same venue.

Terms and conditions

1. The tenderer/bidder should have minimum three years experience in providing Catering service to Department/Ministries of the Government of India/PSUs /State Govt/Reputed Organizations (copies of two work orders during each of the last three years along with testimonials of atleast three past clients should be enclosed).
2. The tenderer may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted engaged in catering services, who should have required licenses issued by Food Safety & Standard Authority of India (FSSAI) (attested copy to be attached).
3. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency), pending complaints, if any, shall also be included.
4. The bidder shall furnish, as part of the bid, an EARNEST MONEY DEPOSIT (EMD) of Rs. 30,000/- (Rs. Thirty Thousand Only) in the form of Demand draft drawn in favour of National Innovation Foundation, payable at Ahmedabad.
5. The EMD of the unsuccessful bidders will be discharged/returned at the earliest after completion of the tender process. The successful bidder's EMD will be discharged upon the bidder's acceptance of the Letter of Intent satisfactorily. The EMD may be forfeited:
 - a. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form;

- b. In the case of successful bidder, if the bidder fails to sign the contract or fails; or Fails or refuses to honour his own quoted price for any of the items or part thereof.
 - c. In both the above cases bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent.
- 6. The rates shall include the cost of manpower (including trained chef and catering staff), materials including tea kit, canteen services, fuel, cooking equipment, utensils, and crockery etc. No other charges will be paid.
- 7. Late/delayed tenders received at the venue mentioned above due to any reason whatsoever will not be accepted under any circumstances.
- 8. The tenderer should sign (not initials) at each page of the tender and all its annexures. No page should be removed/ detached from the tender document.
- 9. The requirements mentioned in the annexure are indicative and number can increase or decrease on an actual basis, however the same will be intimated in advance and payment will be made on an actual basis.
- 10. Conditional tenders will NOT be accepted.
- 11. In case two or more agencies are found to have quoted the same rates, the competent authority, NIF shall decide about the agency to which the offer shall be granted based on the past credentials/ report on the past performance of the firm, and length of experience etc. The decision of the competent authority, NIF shall be final and binding, and no communication in this regard will be entertained.
- 12. Sub-contracting would not be accepted under any circumstances.
- 13. Agency shall provide adequate approved good quality crockery and cutlery and table cloth, mats etc. of superior quality. Utensils for serving warm food shall also be provided by the Agency.
- 14. The Agency will not use plastic disposables items to serve water, tea, food and/or snacks.
- 15. The Agency shall deploy chef and adequate catering staff, trained and well experienced to ensure timely, efficient and prompt service.
- 16. The waiters/serving staff shall be well dressed, presentable, well-mannered and trained.
- 17. The Agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases. The staff should wear caps & gloves at the work place. Smoking, eating or chewing of tobacco/zarda/gutka etc., spitting is strictly prohibited.
- 18. The eatables served by the agency to the Guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.
- 19. All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene and safety. Milk and milk products etc. shall be of good quality and should be

- prepared and served fresh. All the items being used shall be used well before their expiry date.
20. Disposable paper napkins (of approved quality)/Cloth napkins shall be placed along with each plate for breakfast, lunch and dinner for dining purpose as well as small ones while serving soup, tea coffee, etc.
 21. The lowest Bidder, satisfying the conditions laid down in serial 1-3 above, will be considered on the basis of minimum per pax rate quoted in the Bid. The decision of award of contract will be made by the competent authority of NIF.
 22. NIF reserves the right to reject any tender without assigning any reason. If any successful bidder fails to fulfill his/her obligation under this tender, he/she may be blacklisted and NIF would also be free to circulate such blacklisted agencies to other Institutions/Ministries / Departments of Govt. of India.
 23. The payment for tea, lunch, snacks, dinner, water etc. provided during the period would be as per the confirmed numbers provided by NIF and shall be made after the submission of bills at the agreed rates. Tax Deduction at Source (TDS) will be applicable on the payment.
 24. The payment shall be released in three installments, first installment will be 25% at the time of signing award of contract and second installment will be 25 % at the time execution of contract. The final payment shall be released within 10 days after scrutiny of the final bill submitted by the vendor. Any food item(s) mentioned in the bill, without proper authorization by the designated authority of NIF, shall not be paid for.
 25. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
 26. The conflicts or disputes that may arise in relation to the subject, content, interpretation, implementation and enforcement of this agreement will be solved, firstly, by the Monitoring Committee setup jointly for good governance and then, by equity arbitration. If it cannot be solved in a friendly manner, then it shall be submitted to the Courts of Ahmedabad.

Copy to:-

1. Notice Board
2. www.nif.org.in
3. www.eprocure.gov.in

Annexure A: Catering requirements

Event: Festival of Innovation

Venue: Sports Ground (next to Mughal Garden), Rashtrapati Bhavan, New Delhi

Date: 12 to 18th March, 2016

S. No.	Head	Items	12.3.2016	13.3.2016	14.3.2016	15.3.2016	16.3.2016	17.3.2016	18.3.2016	Total	Rate per pax
1	Morning Tea	Tea, Cookies	-	400	400	400	400	300	300	2200	
2	Lunch	1 seasonable vegetable, 1 paneer sabzi, 1 daal, rice (steamed/ jeera rice/ pulao), roti (plain/ tandoori), salad, raita, pickle, papad, sweet	600	500	400	300	400	300	300	2800	
3	Evening Tea	Tea, Cookies	300	400	400	400	400	300	300	2500	
4	Dinner	1 Vegetarian soup, 1 seasonable vegetable, 1 paneer sabzi, 1 daal, rice (steamed/ jeera rice/ pulao), roti (plain/ tandoori), salad, raita, pickle, papad, sweet	-	400	-	-	-	-	-	400	
5	Water	Packaged water bottle- 20 lit	25	25	25	25	25	25	25	175	