



**EdCIL (India) Limited**  
(A Government of India Enterprise)  
(A “Mini Ratna Category-I” Company)

(An ISO 9001-2008 & 14001-2004 Certified Company)  
TSG RMSA, 6<sup>th</sup> Floor, Vijay Building, 17-Barakhamba Road, New Delhi – 110 001

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**Short Notice Inviting Quotation**

**NIQ No.: TSG/Student exchange Programme/Catering/01**

**Date – 16<sup>th</sup> January, 2018**

**Subject: - Sealed quotation for “Catering Services for Student Exchange Programme (Jammu & Kashmir) from 18 to 27 January 2018 at National Bal Bhavan New Delhi**

**Introduction**

EdCIL (India) Limited, is a “Mini Ratna” Public Sector Enterprise under the administrative control of the Ministry of Human Resource Development, Government of India. The Company offers Project Management and Consultancy Services in the entire education and human resource development value chain within India and overseas.

1.1 EdCIL on behalf of Ministry of Human Resource Development invites techno-commercial sealed bids in the proforma as per Annexure I and II from the eligible & interested caterers for providing “Catering Services for Student Exchange Programme of Jammu & Kashmir during 18<sup>th</sup> to 27<sup>th</sup> January 2018 at New Delhi on the following terms & conditions:

- Have rich, varied and vast experience of having handled similar services for Large Meetings / Programme/ Convocations of repute and corporate houses.
- Have highly motivated, disciplined and experienced workforce in catering Service and managing ques (Que Management) during the Programme.
- Will have a dedicated and trained team of workforce and supervisor of good disposition Vis-a-Vis interacting with and serving the guests.

1.2 Eligibility Criteria for submitting the tender for firms: The bidder must:

- i) Be a legal entity with minimum five years experience in catering services to Central Govt. Department/State Govt. Department/ PSU/ Autonomous Bodies/Reputed Corporate House. A copy of work order in support of providing catering services to any Central Govt. Department/State Govt. Department/ PSU/ Autonomous Bodies/ Reputed Corporate House during the FY 2017-18 for minimum 400 pax per occasion need to be submitted along with quotation.
- ii) Possess statutory requirements such as establishment registration certificate, Municipal Food License, PF, ESIC, Goods & Service Tax (GST) and PAN card. Copy of all the mentioned documents need to be submitted along with the quotation.
- iii) Sign all the pages of this document towards acceptance of terms and conditions and submit along with the quotation.
- iv) Submit Earnest Money Deposit (EMD) for Rs. 20,000/- by crossed Account payee cheque/demand draft in favour of EdCIL (India) Limited payable at Delhi along with the quotation. Quotation without EMD shall be summarily rejected.

1.3 Quotation should have validity of 15 days from the date of opening of the bid.

- 1.4 (i) The successful agency is required to provide Catering Services on residential basis during the above period at National Bal Bhavan.
- (ii) The successful agency is required to use ingredients for preparation of food items which should be of the highest standard.
- (iii) The successful agency shall provide cutlery and crockery apt to the standard of the programme. All the cutlery and crockery should be neat and clean.
- (iv) The successful agency has to deploy sufficient number of service Staff to serve the guests and man the foods counters. The service staffs should be deployed with proper attire.
- (v) The successful agency is required to visit the site so as to make them acquaint with the place and chalk out a plan for proper counter set-up and other related arrangements.
- (vi) The successful agency would be required to maintain the cleanliness of the foods serving counter areas to keep litter free.
- (vii) The successful agency would be required to maintain discipline during the conduct of the programme.
- (viii) The successful agency would be required to clean the site after completion of day's event.
- (ix) The successful agency would be required to comply to all statutory compliances with respect to catering services to be provided for the programme.
- 1.5 Sealed quotation in prescribed proforma marked Quotation for "Catering Services for student exchange programme between 18-27 January 2018" at National Bal Bhavan must reach the following address latest by **1600 hrs** on **17<sup>th</sup> January 2018** to Project Manager (TSG-RMSA), EdCIL (India) Limited, A Govt. of India Mini Ratna Enterprise, 6<sup>th</sup> Floor, Vijaya Building, 17-Barakhamba Road, New Delhi-110 001. The offers received beyond the stipulated date & time will not be accepted / considered under any circumstances.
- 1.6 The quotation will be opened on 17<sup>th</sup> January 2018 at the aforesaid address. The bidder with the lowest quote on lumpsum basis (sr.no. 1 to 4 of quotation excluding taxes) will be awarded the work.

## **2 GENERAL TERMS AND CONDITIONS FOR SERVICE/WORK(S):**

- 2.1 EdCIL (India) Limited reserves the right to reject all or any of the quotation and to split up the requirements or relax any of the conditions without assigning any reason.
- 2.2 Any quotation received after the date and time specified in Para 1.5 will not be accepted.
- 2.3 Canvassing in connection with quotation is strictly prohibited and the quotations submitted by the bidders who resort to canvassing are liable to be rejected.
- 2.4 If there happens to be a holiday on any date indicated in the quotation, the transaction shall be performed on the next working day.
- 2.5 The sealed quotation received without proper filling up and without signature on each page will be summarily rejected.
- 2.6 EdCIL (India) Limited reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
- 2.7 After opening of quotations, EdCIL (India) Limited reserves the right to seek clarification on the items quoted and enter into negotiation with the successful agency should the case so desire.

## **3 SPECIAL OPERATIONAL CONDITION:**

Catering Services shall be operational on residential basis during programme. Whenever, the caterer would be required to deliver packed lunch within Delhi, they have to do it on their own without any additional cost.

## **4 RATES AND PRICES:**

- 4.1 Bidders should quote unit price in the prescribed proforma (Annexure-II). Rates should be inclusive of delivery / service at site including loading, unloading, erection, testing if any, dismantling, transportation etc. The service provider must clearly indicate in their offers, the different taxes and duties which they propose to charge extra, mentioning clearly the present rates thereof. If tax component not given separately then the amount will be taken as inclusive of all taxes. Recoveries as per the government norms shall be made while making payment.
- 4.2 If there is a variation in amount between words and figures in the quotation, then the amount in words shall be considered for evaluation.
- 4.3 Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation papers will be signed in full by the bidder with date. No erasing or over-writings are permissible.
- 4.4 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted.
- 4.5 Any other Terms & Conditions may please be indicated separately.
- 4.6 Any correction / alterations in the bid should be suitably countersigned and attested by the bidder in the concerned place (s).

## **5. PLACE OF DELIVERY/SERVICE(S):**

Place of delivery / service shall be National Bal Bhavan, Kotla Road, New Delhi, Delhi 110002.

No additional freight or any other charges would be payable towards transportation etc.

**6. PAYMENT:-**

**No advances shall be paid.** Full Payment for actual number of plate count subject to minimum guarantee for two days programme shall be made based on the actual satisfactory services rendered and on production of invoice. The payment shall be released within a period of 15 days from the date of submission of invoice. TDS as per Govt. of India guidelines as applicable shall be deducted.

7. EdCIL (India) Limited reserves the right to modify any terms / conditions at the time of issue of work order.

I / We hereby declare and affirm that I / We have read and understood the terms and condition of the contract.

Sign of bidder:- \_\_\_\_\_

Date:- \_\_\_\_\_

Name of the bidder:- \_\_\_\_\_

Firm's Name:- \_\_\_\_\_

## **ANNEXURE-I**

1. The Programme shall be attended by Children from J&K and Delhi as per program with their supervisors, ministerial level of dignitaries and therefore proper quality, quantity, hygiene and cleanliness should be maintained while preparing and serving/distribution of food.
2. There should be enough counters to avoid crowding at one particular place.
3. All food items should be less spicy & less oily. The agency would be required to bring all the foods duly prepared and packed properly to the venue. The items which required to be cooked in the tandoor has to be prepared fresh prior to serving. The agency would be required to make sufficient arrangement for pre-heating of food items.
4. The Catering service Provider has to maintain sufficient number of well trained staff from their end for smooth operation at their own costs. Furthermore, the service provider must provide the neat and clean uniform, netted hat and gloves to their staff members at their own costs.
5. **No utensils and other necessary items/equipment will be provided by EdCIL (India) Limited and it should be arranged by the Service Provider at their own cost** i.e. vessels, plates, spoons, forks, big bins, heating equipment good quality napkins and other items if any. All utensils should be very clean and will be checked by our members before the lunch and should be brought enough numbers in order to serve everyone hassle free.
6. Washing and cleaning of utensils should be managed by the vendor.
7. Dishes are expected to be arranged in the designated area (except tandoor preparation) thirty (30) Minutes prior to the commencement of specified Lunch/Dinner time.
8. Any damage to movable/immovable property while carrying out work shall be made good by the agency at its own cost and the site must be handed back neat and clean to the satisfaction of EdCIL (India) Limited.
9. The service provider/agency shall nominate a person with mobile /telephone to receive the instructions. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the instructions.
10. Menu will be finalized by the committee members.
11. The bins to collect waste food and used plates should be arranged by the caterers.
12. In respect to packaged products like water bottles, ice cream etc. the caterer has to ensure the availability of sufficient stocks from approved vendor.
13. The contractor shall be responsible and liable for all the claims of his employees if any emergency occurs.
14. The contractor shall obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work. EdCIL (India) Limited shall not be held responsible for any kind of injury / disablement to the workers engaged by the agency in whatsoever manner.
15. Being an educational campus, polythene bags / plastic cups shall not be used during programme. Plastic containers / polythene pouches in which any milk products or eatables are generally sold should be disposed of as quickly as possible.
16. Violation of any of the above clauses will be entitled to financial penalty to be decided by EdCIL (India) Limited.
17. The tentative requirement of foods on daily basis is mentioned at Annexure-III.

Penalties would be levied for:

- Partially cooked food
- Foreign particles found in food
- Using sub-standard raw materials

Penalties would include

- Monetary penalty up to 30% of total invoice. EdCIL (India) Limited reserves the right to impose the penalty at its own discretion.

**Inspection and Testing by EdCIL (India) Limited:**

1. EdCIL (India) Limited shall be entitled to inspect and/or test by itself or through any of its representatives or an independent agency, any materials stored therein for use pursuant to the contract and/or any ingredient to be used in the preparation of food intended for provision pursuant to the contract.

If any material, item or component intended to be used for the work is found to be unsatisfactory (in which matter the decision of EdCIL (India) Limited or its authorized representative shall be final), the agency shall not use such material, and shall keep EdCIL (India) Limited indemnified from and against any claim of infection, **poisoning or illness arising from any bad, stale or defective food or material provided by the contractor.**

**Project Manager (TSG-RMSA)**

## ANNEXURE-II

### QUOTATION

S.No	Items	Rate per Pax (Rs.)
1	Morning Tea with Breakfast	
2	Veg. Lunch	
3	Evening Tea with Biscuits or Pakoda	
4	Dinner	
5	Total (Rs.)	
Amount in words :		
6	High Tea [optional item]	
7	Veg. Packed Lunch [optional item]	
8	Tax @ [please mention the nature and rate of tax]	

- Note: (1) The food arrangement for 28<sup>th</sup> January 2018 may be required based on the departure schedule of the teams. The arrangement shall be made available to the vendor in advance.
- (2) The vendor is required to adjust menu in such a way that there is least repeat of menu.
- (3) The quantity may vary on actual circumstances.
- (4) The quotation will be evaluated on lumpsum basis [sr.no 1 to4] excluding taxes. The number of pax might change due to last minute confirmation therefore the bidder should be ready to provide extra numbers upto 15%.
- (5) The vendor shall provide one veg menu on daily basis. The vendor to provide one Non-veg item in the Dinner time at a gap of 3 days.
- (6) The payment shall be made on actual consumption basis.
- (7) Taxes as applicable shall be paid extra.

Sign of bidder:- \_\_\_\_\_

Date:- \_\_\_\_\_

Name of the bidder:- \_\_\_\_\_

Firm's Name:- \_\_\_\_\_



### ANNEXURE-III

#### Tentative Bill of Material

S.No	Date	Morning Tea with Breakfast	Lunch	Evening Tea & Biscuits	Dinner	Packed Lunch	High tea	Remarks
		No of Pax	No of Pax	No of Pax	No of Pax	No of Pax		
1	18/1/2018	-	15	150	150	-	-	The actual number of pax are likely to vary which is based on confirmation
2	19/1/2018	150	70	370	370	-	-	
3	20/1/2018	370	-	370	370	1200	-	
4	21/1/2018	370	600	370	370	-	-	
5	22/1/2018	370	-	370	370	-	-	
6	23/1/2018	370	-	370	370	380	-	
7	24/1/2018	370	-	370	370	1200	-	
8	25/1/2015	370	-	370	370	-	-	
9	26/1/2018	370	1200	370	370	-	50	
10	27/1/2018	350	200	200	200	-	-	

Note: The food arrangement for 28<sup>th</sup> January 2018 may be required based on the departure schedule of the teams. The arrangement shall be made available to the vendor in advance.

Sign of bidder:- \_\_\_\_\_

Date:- \_\_\_\_\_

Name of the bidder:- \_\_\_\_\_

Firm's Name:- \_\_\_\_\_