

**NSIC TECHNICAL SERVICES CENTRE
NATIONAL SMALL INDUSTRIES CORPORATION LTD.
Okhla Industrial Estate, Phase-III
New Delhi -110 020**

Tender Document

For

**“SUPPLY OF HOT PACKED LUNCH”
AT**

**NSIC TECHNICAL SERVICES CENTRE
Okhla Industrial Estate, Phase-III
NEW DELHI-110 020**

Last Date of submission of tender : 07.07.2015 (Up to 2.30 P.M.)
Date of opening of Technical Bids : 07.07.2015 at 3.00 P.M.
Date of opening of Price Bid : To be informed later to the
Selected parties qualified after
Technical bid evaluation.

NSIC TECHNICAL SERVICES CENTRE
THE NATIONAL SMALL INDUSTRIES CORPORATION Ltd
(A GOVERNMENT OF INDIA ENTERPRISE)
OKHLA INDUSTRIAL ESTATE, PHASE-III
NEW DELHI –110020.

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NSIC Technical Services Centre
The National Small Industries Corporation Ltd.
(A Govt. of India Enterprise)
Okhla industrial Estate, Phase-III
New Delhi – 110 020
Phone: 26826801, Fax: 26826783

NOTICE INVITING TENDERS

NSIC a premier organization conducts one day Entrepreneurship Orientation Program (EOP) for the participant of various institutes at the premises of **NSIC- Technical Services Centre, Okhla Industrial Estate, Phase-III, New Delhi 20**. During the said program packed lunch is provided to the participants. Sealed tenders are invited from experienced and eligible contractors for **supply of hot packed lunch at NSIC-TSC Premises** under two bid systems Technical Bid as well as Price Bid.

A) Tender documents:-

1. Period: - Tender document can be obtained from our premises from **22.06.2015 to 06.07.2015** on all working days or the same can also be downloaded from our website www.nsic.co.in

B) Submission of Tender:-

The sealed envelopes super scribed with “**Tender for supply of Hot packed lunch**” containing two separate envelopes for Technical & Price bid addressed to General Manager (SG), NSIC –TSC, Okhla Phase-III, New Delhi, can be submitted by 07-07-2015 up to 2.30 PM.

C) Opening of Tender :-

1. Technical Bid: - Technical bid will be opened on **07.07.2015 at 3.00 p.m.** In the office of General Manager (SG) NSIC-TSC Centre, in the presence of the authorized representatives of tenderers.
2. Price Bid: - Opening date and time of Price bid will be communicated to the selected qualified bidders after technical bid evaluation.

D) Details of Tender:-

Further details on this tender are explained in General Terms and Conditions.

General Terms & Conditions

1. Definition:

- 1.1 The “Centre” shall mean the Premises of “NSIC Technical Services Centre, Okhla Industrial Estate Phase-III, New Delhi-20.
- 1.2 The “Contractor” shall mean successful bidder and shall include their legal representatives.
- 1.3 The “Officer in-Charge” shall mean the officer of the centre, designated to supervise related work.
- 1.4 PERIOD: Initial period is up to 31/03/16 which can be extended based on requirement of the centre.
- 1.5 EOP:- Entrepreneurship Orientation Program (EOP)

2. Eligibility Criteria:

The bidder i.e. individual / company / Firm / Organization shall submit the documentary evidences to meet eligibility criteria as under;

- 2.1 Experience in catering services to the Corporate, Organization, Govt. /PSU / other establishments. Copy of proof to be attached.
- 2.2 Registration with statutory bodies like Sales Tax, Income Tax, & Service Tax is mandatory. Self attested copies of PAN, TIN, and VAT is to be enclosed.
- 2.3 The contractor should have minimum experience of 2 years in the supply of the hot packed lunch.

3. Earnest Money. Deposit

- 3.1 Tender should be accompanied with an Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five thousand only) in the form of Demand draft only from a Nationalized/Scheduled Bank in favor of “NSIC Ltd.-A/C NTSC” payable at New Delhi.
- 3.2 Exemption of EMD is applicable to the unit registered with Central purchase organization (NSIC, DGS & D, or the concerned Ministries/Department) as defined under Rule 157 of General Financial Rules (GFR) 2005. Copy of certificates showing registration with the aforesaid department shall be enclosed along with technical bid.
- 3.3 The tenders received without Earnest Money Deposit, as mentioned in 3.1, for non-exempted bidders shall not be accepted.

3.4 In case of successful bidder the EMD shall be kept as security deposit without interest till the validity of supply order. Earnest Money Deposit of unsuccessful bidder shall be refunded without interest.

3.5 The EMD will be forfeited in following cases:

- I. If the bidder fails to accept the order based on his offer.
- II. If the bidder fails to supply in compliance to specification given in Annexure-1 and 2 as per the terms and conditions attached

3.6 The tender document is non-transferable

4. **Submission & Opening of tenders:** -

Tender complete in all respect shall be submitted to the General Manager (SG) at Centre by 07.07.2015 up to 2.30 pm. Any cutting/over writing etc. in the tender must be signed by authorized signatory. The rates mentioned shall not be overwritten. The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.

4.1 **Envelope- I (Technical Bid)**

4.1.1 This envelope should contain D/D of EMD.

4.1.2 General Terms & Conditions of the tender to be duly signed & stamped.

4.1.3 Eligibility Criteria documents fulfilling clause 2 of the tender mentioned above.

4.1.4 Submission of Details as per Schedule 'A' attached with tender document.

4.2 **Envelope- II (Price Bid):**

4.2.1 This envelope shall contain **Price bid** as per **schedule 'B'** enclosed with the tender.

5. **Validity**

Validity of tender: The tender shall remain valid for a period of 30 days from the date of opening of Technical Bids.

Validity of Rates: Rates shall remain unchanged for the period of six Months.

6. **SCOPE OF WORK**

6.1 The scope of work shall include "Supply of hot packed lunch as per Annexure"1" at Centre on an average of 60 to 70 numbers per day during contract period. It shall be noted that there may be instances when refreshment may not be required for some days. The bidder shall have no right to ask/demand any compensation for such reasons.

- 6.2 The quantities mentioned at 6.1 are tentative for evaluation of tender only, actual quantities may vary for any given day.
- 6.3 The centre officer in-charge responsible for the assigned work will conduct inspection of food supplied on daily basis.
- 6.4 The contractor will arrange to deliver the supply of hot packed lunch on time i.e. 13.30 -14.00 hours or as informed.
- 6.5 The contractor shall ensure proper packing of food delivered at the centre. Signature of authorized officer in-charge on the challan is pre-requirement for submission of bill.
- 6.6 The quality and quantity of food can be reviewed and in case of quantity of food is not acceptable; a notice to improve the quality & quantity will be issued to contractor. If the quality of food is not improved the contract shall be cancelled without any further notice.

7 GENERAL CONDITIONS FOR CATERING

- 7.1 The quantity (nos.) of packed lunch will be confirmed by 10:30AM on the date of supply. However, tentative order for supply of lunch will be informed one day before the requirement / supply.
- 7.2 The food has to be prepared in clean, hygienic and safe conditions as per the menu.
- 7.3 In case non fulfillment of order, penalty equal of the order value for particular day shall be imposed on the contractor.
- 7.4 The contractor has to serve hot packed lunch as mentioned in annexure-1 at the centre.
- 7.5 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the Purchaser's prior written consent.
- 7.6 The contractor has to submit the bill on weekly basis against the supply. Challan duly verified & signed by the officer in- charge regarding quantity & quality of food supplied shall be enclosed with the bill for payment.
- 7.7 The rates quoted should clearly mention the basic rate plus taxes.
- 7.8 Payment of the bill will be made through Account Payee Cheque after deduction of applicable Taxes (TDS, Service tax under reverse charges mechanism).

- 7.9 After delivery, general cleanliness in the supply area is to be maintained by the contractor.
- 7.10 The contractor should submit their best price while submitting their bids itself and they will not be allowed to revise the price any time thereafter.
- 7.11 General Manager NSIC Technical Services Centre reserves the right to reject one or all of the bids during any stage of above tender process without assigning any reasons.
- 7.12 In case contractor fails to supply within the accepted period, General Manager of NSIC-Technical Services Centre, reserves the right to cancel the supply order and may initiate action to debar the supplier for all future business dealing with NSIC for next three years.
- 7.13 In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Courts only.

8 PERIOD OF THE CONTRACT

- 8.1 The initial engagement period of the contract shall be up to 31/03/2016 which can be extended based on requirement of the centre
- 8.2 The quality & quantity of eatables and service provided by the contractor will be reviewed at regular intervals on the basis of the feedback received from the participants and officer in charge.
- 8.3 Delivery of the goods and performance of the services shall be made by the supplier in accordance with time schedule specified by purchase. Any delay in performing the obligation by the supplier will result in imposition Of liquidated damages and termination of contract.

We confirm with our acceptance to the General Terms & Conditions stated from 01 to 08 above.

(_____)
Authorized Signatory

For M/s.....

ANNEXURE-1

Description	Quantity	Timings
1. Hot Packed Lunch		13.30 -14.00
a. Rice (Basmati)	150gms	
b. Dal/Rajma/Chole/Dal Makhni (either of one)	150gms	
c. Roti	3 Nos	
d. Seasonal Vegetable	100gms	
e. salad	75 gms	
f. Sweet(Besan Laddu/Gulab Jamun) (either of one)	01 Pc	

(_____)
Authorized Signatory

For M/s.....

ANNEXURE-2

Undertaking

(On company letter head)

We declare that we are not a defaulter to any Govt. organization/ PSU since last 2 years from the date of issue of this tender no. NTSC/OK/INCUB/TENDER/2015-16 due to non supply of material for any reason as agreed to supply in stipulated time.

(Authorised Signatory)

SCHEDULE 'A'

TECHNICAL BID

- 1) Name & Address of the Establishment :
(With Tel. Nos. and fax no.)
- 2) Copy of Registration of ownership
- 3) PAN No. :
- 4) Regn. No. Service Tax :
- 5) TIN /VAT.- sales tax :
- 6) EMD (DD No. Date & Bank) :
- 7) Details of Exeperience

S.NO.	Name of Clients contact ,person name ,address with phone no	Status (Individual /Govt/Pvt/ PSU)	Order value (Rs)	Year & Duration	Order's No/Ref no.
1					
2					
3					

Note: The contact to the clients as mentioned in points-07 above can be made by NSIC-TSC.

- 8) Tender documents should be accompanied with duly signed and accepted General Terms and Conditions

(_____)
Authorized Signatory

Date:
Place:

For M/s.....

SCHEDULE 'B'
PRICE BID

Description	Quantity	Rate (Rs.)
A. Packed Lunch		
a. Rice (Basmati)	150gms	
b. Dal/Rajma/Chole/Dal Makhni (either of one)	150gms	
c. Roti	3 Nos	
d. Seasonal Vegetable	100gms	
e. Salad	75 gms	
f. Sweet(Besan Laddu/Gulab Jamun – either of one)	01 Pc	
Taxes-i		
Taxes-ii/ other charges		
Total Rates		

Total Amount in words Rupees_____.

It is hereby confirmed that we shall abide all the terms & conditions as specified in the tender.

All the disputes that may arise shall be subject to the jurisdiction at Delhi court only.

Date:
Place:

For M/s

(_____)
Authorized Signatory

