

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

Tender Document

For

**“SUPPLY OF PACKED LUNCH”
AT**

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

Date of submission of tender : 25.10.2013 (Up to 2.30 P.M.)
Date of opening of Technical Bids : 25.10.2013 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 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 **10.10.2013 to 25.10.2013** on all working days.
- 2 Fees: -
 - i) Tender document can be obtained by making a payment of Rs1000/ (non-refundable) in cash or DD in favour of **NSIC Ltd . – A/C NTSC, New Delhi.**
 - ii) The tender form may be down loaded from website www.nsic.co.in, however in such cases, Rs.1000/-(Non refundable) per tender has to be deposited in the form of DD along with Technical bid.

B) Submission of Tender:-

The sealed envelopes super scribed with “**Tender for supply of 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 25-10-2013 upto 2.30 PM.

C) Opening of Tender :-

1. Technical Bid: - Technical bid will be opened on **25.10.2013 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 EOP and related work.
- 1.4 PERIOD: Initial period is up to 31/03/2014, which can be extended based on requirement of the centre.
- 1.5 EOP:- Entrepreneurship Orientation Program (EOP)

2. Earnest Money Deposit:

- 2.1 Tender should be accompanied with an **Earnest Money Deposit (EMD) of Rs.15, 000/- (Rupees Fifteen thousand only)** in the form of Demand Draft only from a Nationalized / Scheduled Bank in favour of “**NSIC Ltd. – A/C NTSC**” payable at **New Delhi**.
- 2.2 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
- 2.3 The tenders received without Earnest Money Deposit, as mentioned in 2.1, for non-exempted bidders shall not be accepted
- 2.4 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.
- 2.5 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
 - III. If the bidder delays supplies beyond a reasonable time.

3. Eligibility Criteria:

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

- 3.1 Minimum three years experience in catering services to the Corporate, Organization, Govt. /PSU & other establishments.
- 3.2 Registration with statutory bodies like Sales Tax, Income Tax, Service Tax, EPF/ ESI and other applicable acts.

4 Submission & opening of tenders: -

Tender complete in all respect shall be submitted to the General Manager (SG) at Centre by 25.10.2013 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)

- 4.1.0 This envelope should contain Demand Draft of Earnest money deposit (EMD)
- 4.1.1 General Terms & Conditions of the tender duly signed and stamped.
- 4.1.2 Eligibility Criteria documents fulfilling clause 3 of the tender mentioned above.
- 4.1.3 Submission of Details as per Schedule 'A' attached with tender document.
- 4.1.4 EMD Exemption certificate as per clause 2.2.

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

- 5.1) Validity of tender: The tender shall remain valid for a period of 30 days from the date of opening of Technical Bids.
- 5.2) Validity of Rates: Rates shall remain unchanged for the period of contract up to 31/03/2014 which can be extended based on requirement of the centre.

6. SCOPE OF WORK

- 6.1 The scope of work shall include "Supply of hot packed lunch as per Annexure 1" at NSIC Technical Services Centre on an average of 60 to 70 numbers per day.
- 6.2 The quantities mentioned at 6.1 are tentative for evaluation of tender only, actual quantities may vary.
- 6.3 NSIC-TSC 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 food on time. i.e. 13.30 -14.00 hours or as informed.
- 6.5 The contractor shall ensure proper quality & packing of food delivered at the NSIC-TSC Premises. Signature of authorized officer in-charge on the challan is pre-requirement for submission of bill.

6.6 The quality of food can be reviewed and in case of quality of food is not acceptable, a notice to improve the quality will be issued. The contract shall be cancelled without any further notice, if the quality of food not improved.

7. GENERAL CONDITIONS FOR CATERING

- 7.1 The actual (nos.) of packed lunch will be confirmed at 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 In case non fulfillment of order, penalty @100% of the order value for particular day, shall be recovered from the contractor.
- 7.3 The contractor has to serve hot packed lunch as mentioned in annexure-1 at NSIC-TSC premises.
- 7.4 The contractor shall not be permitted to subcontract the supply order.
- 7.5 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.
- 7.6 The rate quoted should clearly mention the basic rate taxes extra as per format given in schedule B.
- 7.7 Payment of the bill will be made through Account Payee Cheque after deduction of applicable Taxes (TDS, Service tax under reverse charges mechanism).
- 7.8 After delivery, general cleanliness in the supply area is to be maintained by the contractor.
- 7.9 GM, NTSC are authorize to cancel the tender at any stage without assigning any reason and no claim for this shall be entertained from any party.

8. PERIOD OF THE CONTRACT

- 8.1 The initial engagement period of contract shall be up to 31/03/2014 which can be extended based on requirement of the centre
- 8.2 The quality of eatables and service provided by the contractor will be reviewed at regular intervals on the basis of the feedback received from he participant and officer in charge.
- 8.3 In case there is complaint about the quantity and quality of food, the contractor shall be informed and if failure to satisfactory improvement, the contract shall be cancelled.
- 8.4 In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court Only

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. 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.....

SCHEDULE 'A'

TECHNICAL BID

- 1) Name & Address of the contractor :
(with Tel. Nos. and fax no.)
- 2) EMD
 - 2.1. EMD (DD No., Date & Bank) :
 - 2.2. Exempted Certificate No. :
(if applicable)
- 3) Regn. No. (EPF) :
- 4) Regn. No. (ESIC) :
- 5) PAN No. :
- 6) Regn. No. Service Tax :
- 7) TIN /VAT.- sales tax : :
- 8) Copy of Registration of ownership :
- 9) Details of 3 yrs. :

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: Tenderer must enclose the attested copies of the aforesaid all documents. (The contact to the clients as mentioned in points-9 above can be made by NSIC-TSC without taking your prior permission.

- 10) Tender documents each duly accepted of the General Terms and Conditions

Date :
Place:

Authorized Signatory

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-li		
Total Rates		

Total Amount in words Rupees_____.

It is hereby confirmed that we shall abide all the terms & conditions as specified in” General Terms & Conditions” of this tender.

Date :
Place:

(_____)
Authorized Signatory

For M/s
