

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
( A Government of India Enterprise )  
“ N.S.I.C.BHAWAN”  
OKHLA INDUSTRIAL ESTATE,  
NEW DELHI – 110020

No.SIC/ADMN./45(1)/2009

Dated: 17.12.09

M/S -----  
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Subject: For Non-Subsidized Canteen Only

Dear Sir,

National Small Industries Corporation Ltd., is a Govt. of India Enterprise looking for a contractor for running & maintenance of non-subsidized canteen for 200 persons (approx.) at its NSIC-STP Complex, Okhla Indl. Estate, New Delhi-110020. The terms and conditions are enclosed herewith for your ready references. The cost of the tender form non-refundable is Rs.250/-.

If you are interested kindly quote your rates required for running the canteen as per enclosed Terms & Conditions and submit the same in our office in a sealed cover on or before 13.01.10.

**The copy of tender available on website is for information only, those who want to apply may collect the tender form from office. The material may be downloaded from website but Rs.250/- per tender has to be deposited in cash or DD drawn on National Small Industries Corporation Ltd., New Delhi in order to become eligible for the same.**

Thanking you,

Yours faithfully,

Dy. General Manager(Admn.)

## INSTRCTIONS TO TENDERERS

### 1. GENERAL

Tenderers are advised to acquaint themselves fully with the description of work, Scope of services, time schedule and terms and conditions including all the provisions of the Tender Document before framing up their tender.

### 2. SITE PARTICULARS

Tenderers are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their tenders.

For site visit and any clarification/information, the intending tenderer may contact the DGM(Admn) or authorized officer for any assistance.

### 3. SUBMISSION OF TENDER

- a) The expression “ Tender Notice” referred to in the tender documents shall be deemed to include any notice/letter Inviting Tender with respect to the work forming the subject matter of the documents and vice -verse.
- b) The tender complete in all respect shall be submitted along with Earnest Money  
As stipulated in the Notice/Letter Inviting Tender Only. Tenders without Earnest Money Deposit will be outrightly rejected.
- c) Tenders shall be submitted in two separate sealed envelopes in the following manner duly subscribed as below.

( TECHNICAL BID )

ENVELOP – I

Name of work : Non SUBSIDIZED CANTEEN

Tender No.SIC/ADMN/45(1)/09

Due date : 13.01.10 at 3.00 P.M.

Opening date & time : 14. 01.10 at 3.00 P.M.

Addressed to

Dy. General Manager(Admn.)  
NSIC Ltd., NSIC Bhawan  
Okhla Indl. Estate , New Delhi-20.

TENDER NOTICE FOR NON SUBSIDIZED CANTEEN  
AT NSIC STP COMPLEX, NEW DELHI – 110020

TENDER NOTICE No.SIC/ADMN/45(1)/09

Dated: 17.12.09

Sealed items tenders are hereby invited on behalf of CMD , NSIC Ltd., under two bids system(technical& price bid) from eligible and experienced contractors. The tenderers should have completed minimum two works of similar nature and minimum value of Rs.10.00 Lac or equivalent in their name during last five years. Photocopies of the completion certificates/ award letters should be submitted alongwith the tender.

S.No.	Name of the work	EMD(Rs.)	Issue of tender	Last date of submission
1.	Non-Subsidized Canteen	5,000/- (Rs.Five thousand only)	17.12.09	13.01.10
2.	Non-Subsidized Canteen	Security deposit of Rs.25,000/- to be paid by successful bidder before start of contract by DD/PO favoring “National Small Industries Corporation Ltd., New Delhi.”		

3. Non-Subsidized Canteen Tender documents(non-transferable) for above work shall be issued on all working days from the address given below on payment of required tender fee of Rs.250/- (non-refundable in cash/DD in favour of “ National Small Industries Corporation Ltd., New Delhi).
4. While applying for the tender document, the intending tenderer shall furnish proof of registration with Government Department in appropriate class for canteen works , along with experience certificate, copies of works competed /awarded, etc. Tenderer should also furnish the proof of their registration with EPF Department and other statutory authorities (as applicable).
5. The tender issuing authority reserves the right to issue or refuse to issue the tender document to any party without assigning any reason thereof.
6. Tenders not accompanied by Earnest Money Deposit in the prescribed form shall Be summarily rejected.
7. NSIC reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.

Dy. General Manager(Admn.)  
The National Small Industries Corpn. Ltd..  
NSIC Bhawan , Okhla Indl. Estate , New Delhi – 110020.

THE NATIONAL SMALL INDUSTRIES CORPORATION Ltd.,  
( A GOVERNMENT OF INDIA ENTERPRISE )  
N.S.I.C. BHAWAN, OKHLA INDUSTRIAL ESTATE  
NEW DELHI – 110020.

Ref. SIC/ADMN/45(1)/09

Dated: 17.12.09

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Dy. GENERAL MANAGER(ADMN)  
ISSUING AUTHORITY

SIGNATURE OF CONTRACTOR  
Seal & Address with Tel. No./Fax No.

**TENDERS  
FOR**

**RUNNING & MAINTENANCE OF NON  
SUBSIDISED CANTEEN  
IN NSIC OFFICE AT " NSIC STP COMPLEX"  
OKHLA INDUSTRIAL ESTATE,  
NEW DELHI-110 020.**

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**

*A GOVT. OF INDIA ENTERPRISE) (ISO 9001-2000)*  
"NSIC BHAWAN", OKHLA INDUSTRIAL ESTATE,  
NEW DELHI – 110020.

TEL. : 26932075/26926250/26926275      GRAM: SMALCORP      FAX : 26932075

Website: [www.nsic.co.in](http://www.nsic.co.in)  
E-mail: [admin@nsic.co.in](mailto:admin@nsic.co.in)

1. The following details & copies are required to be submitted in 2 Envelopes.

ENVELOPE –I ( TECHNICAL BID )

- \* Earnest Money Deposit in the required form ,covering letters, technical submission other information's/documents required.
- \* EMD for Rs.5,000/-(Rs. Five thousand Only ) shall be accepted only in the form of Demand Draft drawn on a Nationalized local bank in favour of National Small Industries Corporation Ltd., payable at New Delhi.

2. Details of the two similar nature of works up to minimum value of Rs.10.00 Lac or equivalent executed by the tenderer in their name during last five years on the basis of which bidder wishes to get qualified, copies of supporting work orders and completion certificate.

Details of present commitments giving details of work like name/type of the work, along with copies of other documents in evidence thereof.

3. The tenderer shall furnish his EPF No., ESI registration, Group Insurance of the workmen working at his site & strictly adhere to the labour laws & shall have to comply with all statutory obligations.

ENVELOPE –II (PRICE BID )

Name of Work : NON-SUBSIDIZED CANTEEN  
Tender No. : SIC/ADMN/45(1)/09  
Due date : 13.01.10 at 3.00 P.M.  
Opening date time : 14.01.10 at 3.00 P.M.  
Addressed to : Dy. General Manager(Admn.)  
NSIC Ltd., NSIC Bhawan,  
Okhla Indl. Estate, New Delhi – 20.

From  
Name & address of:  
The tenderer

4. This part shall contain the tender document, monthly license fee to be paid by the tenderers for executing the work, & prices to be charged for Non-Subsidized Canteen items. It is to be noted that the sealed envelope containing this part shall contain ONLY PRICES. Monthly license fee to be paid by the tenderer & prices of non subsidized food items to be condition (deviations/assumptions/stipulations/clarifications/comments/anyother request) whatsoever. Conditional offers will be rejected.

#### QUALIFYING CRITERIA

Bidders having following valid documents will be technically qualified and considered for opening their price bid. Technically qualified party have no right to claim for award of the work . Corporation reserves the right to cancel or award the work to any party/bidders in case of non fulfillment of any of the following condition:

- a) Registration with appropriate authority for canteen works.
- b)Registration with Govt.Deptt. in appropriate cla ss.
- c)Work Orders of the two similar nature of work of minimum value of Rs.10.00 Lac or equivalent in their name in last five years
- d)Registration with EPF Authorities & other statutory Authorities(as applicable).

#### 5. ABNORMAL RATES

The Tenderer is expected to quote rates for each item after careful analysis of costs involved for the items to be supplied & considering all specifications and conditions of contract with the consent of management. Not withstanding anything there in stated, the rates once accepted by the management are not final and may be negotiated as per rules if need arises.

#### DEVELOPMENT TO TENDER CLAUSES:

Tenderers are advised to submit the tenders strictly based on the terms and conditions and not to stipulate any deviations conditional tenders are liable to be rejected.

#### 7. VALIDITY OF OFFER

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 120 days from the date of opening of the tenders. The tenderers shall not be entitled during the said period of 120 days to revoke or cancel their tender or to vary the tender given or any term thereof ,without the consent in writing of the management. In case of tenderers revoking or canceling their tenders or varying any terms in regard there of without the

consent of management in writing, Competent Authority shall forfeit Earnest Money paid by them alongwith their tender.

8. ACCEPTANCE/REJECTION OF TENDER-CONDITIONS REGARDING Corporation does not bind itself to accept the highest tender. Corporation also reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever. Corporation also reserves the absolute right to reject any or all the tender at any time solely based on the past unsatisfactory performance by the bidder(s). The opinion/decision of NSIC regarding the same shall be final and conclusive.

9. CORRECTION

No Corrections or overwriting will be entertained in, schedule of rates by using correcting fluid.

It will be obligatory on the part of the tenderer to sign the tender for all the components & parts. After the work is awarded they will have to enter in to an agreement for work awarded on a non-judicial stamp paper of Rs.100/-(Rs. One hundred only)at their own cost within Ten days from date of receipt of acceptance orders or before the work in undertaken.

All documents submitted with the tender shall be in English or Hindi language.

Telegraphic quotations will not be considered.

Dy. General Manager(Admn.)



**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**  
*(A GOVERNMENT OF INDIA ENTERPRISE)*  
**“NSIC BHAWAN”,**  
**OKHLA INDUSTRIAL ESTATE,**  
**NEW DELHI-110 020.**

**TERMS & CONDITIONS FOR RUNNING AND  
MAINTENANCE OF NON-SUBSIDIZED CANTEEN**

The NSIC desires to call the tenders for providing Non-subsidized canteen items at the rates as per following terms & conditions:

- 1) No Sub-contract shall be allowed or responsibility shifted by the Caterer for providing the catering services arrangement.
- 2) The caterer shall provide the service of bearers in such number which is considered appropriate for serving the parties occupying the premises.
- 3) The caterer will have to provide room services to the parties occupying spaces at Ground Floor, 1st floor, 2<sup>nd</sup> floor & 3<sup>rd</sup> floor and where ever they are sitting.
- 4) The caterer shall be liable to provide tea, coffee, snacks, light refreshment cold drinks, lunch, dinner etc. of good quality as per the requirement of the customers.
- 5) The oil/ghee shall be of ISI mark or of reputed brand.
- 6) The rates to be charged for items to be supplied will be fixed in consultation with management so that no complaints are received from parties that unreasonable high rates are being charged by caterers.
- 7) The caterer has to ensure that the bearer serving in the said complex are well behaved, well mannered and are in proper uniform, which will be provided by the Contractor.
- 8) The Corporation will provide a kitchen measuring 8' x 12' to the caterer for preparation of their kitchen items to be provided to the parties.
- 9) A minimum reserve licence fee of Rs. 5,000/- p.m. will have to be paid by the caterer to the Corporation in advance every month, latest by 10<sup>th</sup> day of concerned month. But the contract will be awarded to the bidder who will quote highest rate for licence fee and is otherwise eligible as per norms, terms & conditions of the contract for non-subsidized canteen.
- 10) The Corporation will provide electricity, to the caterer but electricity charges will be borne by the caterer as per the electricity meter which will be provided by the Corporation at its own cost.
- 11) The Corporation will provide water facility to the caterer but water charges will be borne by the caterer as per the water meter which will be provided by the Corporation at its own cost.
- 12) The Contractor shall arrange utensils, cutlery and crockery and other equipment/items required to run the canteen.
- 13) Site/Space will be handed over on as is where is basis and all renovation/maintenance work will be done by the successful bidder.

- 14) The caterer will ensure that the catering facility is available to the parties from 8 AM to 8 PM on all working days i.e. from Monday to Saturday. But the caterer shall provide additional services depending upon requirement.
- 15) If the quotation is accepted, the contractor shall deposit an amount of Rs. 25,000/- as Security Deposit with the NSIC before contract is awarded. The Security Deposit will not carry any interest and will be refunded by the Corporation on the expiry/termination of contract. In case if contractor discontinues the work due to non-fulfillment of terms & conditions, the security will be forfeited.
- 16) The caterer shall be responsible for the good conduct of the bearers and other catering staff provided in the complex for the purpose.
- 17) The caterer shall have to produce a certificate stating that they are aware of the statutory obligations regarding payment of Provident Fund, ESI contribution for the catering staff. The caterer will ensure & confirm that payments are being released to catering staff & all statutory formalities of ,P.F.,ESI etc. are being complied with as per EPF ACT,ESI ACT & Labour Laws etc. In case of not adhering to the above statutory obligations, Corporation is authorized to charge the same from the caterer.
- 18) The Corporation will not in any way be responsible for any disability whether permanent or temporary caused to any catering staff during their discharge of duties.
- 19) The caterer shall remain liable to and shall indemnify to the Corporation in respect of causes of action, claims, damages, compensation or cost charges and expenses arising out of accident or injury sustained by the Corporation or by any workman or other person whether in the employment of the Corporation or not while in the Corporation premises arising out of any act of omission or commission, default or negligence, error in judgment on the part of the caterer or its staff.
- 20) The Corporation shall be entitled to terminate this agreement and discharge the contract without prejudice to other rights and remedies available to him because of the non-performance of any of the clauses of the agreement or if the caterer becomes insolvent or fails and/ or neglects to carry out instructions on its behalf without reasonable price. In case of termination of this agreement and/or discharge of the caterer as herein before stipulated time, the Corporation shall be entitled to make appropriate arrangement for the un-expired period for which the caterer has been engaged at their cost and expenses of the caterer & the caterer shall in such case forfeit all its interest whatsoever under this contract. Notice period of 30 days for termination of contract is necessary.
- 21) Quotations should be accompanied by a Demand Draft of Rs.5000/- in favour of NSIC Ltd. payable at New Delhi on any scheduled Bank towards Earnest Money .Quotations without Earnest Money or not in the prescribed format shall be summarily rejected. Earnest money of unsuccessful party shall be refunded within a period of sixty days. The Earnest Money will not carry any interest charges whatsoever.
- 22) The caterer will comply with all acts-laws other statutory regulations applicable or may become applicable from time to time in the Union Territory of Delhi with regard to performance of work. Agency shall be liable for compliance of all acts, and Corporation shall have no liability in this regard, whatsoever.
- 23) The maintenance personnel's employed by the caterer will be employees of the caterer and the Corporation have nothing to do with their employment.

24) That the Corporation authorities shall have the rights to ask for the removal of any person of the Caterer who is not considered to be competent and orderly in the discharge of his duties.

25) **MISCELLANEOUS:**

- A) Corporation will not be responsible for any injury to maintenance personals.
- B) Maintenance Personnel's will not consume alcohol during the duty.

**I agree with the terms and conditions sated**  
**above.**

**Date :**

**Place :** **(Name & Signature of Contractor with sea**