

NSIC – Technical Service Centre
Okhla Industrial Estate Ph – III
(Opp. Kalkaji Mandir) New Delhi – 110020

“Supply of Food/Refreshments”

Sealed Offer are invited for supply of refreshment and packed Lunch from agency those are already engaged in similar business. The supply are meant for participants of ongoing training programme at our centre.

Details of the requirements :-

1) Refreshment Timings :-

- a) Morning Supply at 11.30 AM :-
- b) Packed Lunch Supply at 1.30 PM to 2.00 PM

2) Items and Quantity

- a) Tea & One Sandwich or one Samosa or one Bread Pakora
- b) Packed Lunch containing the following

S. No.	Items	Quantity
1.	Dal/Rajma/Chole/Dal Makhni	100 gm
2.	Seasonal Vegetable	100 gm
3.	Rice	100 gm
4.	Chapatti	3 Nos.
5.	Sweet	1 Pc.

3) **The confirmation of supply of food :-** The quantity of refreshments and packed lunch will be around 70-80 per day and the exact quantity of refreshment and packed lunch shall be intimated at 10.30 AM for the supply on the same day. However the tentative quantity of supply shall be informed a day before the requirement but the actual confirmation about quantity shall be given at 10.30 AM on the day of supply against which the supplies to be made.

4) The food should be compliance to the hygienic and quality standards. In case the designated officer observed that the quantity/quality/standards are not up to the marks the said concern shall be intimated in writing to your office for making improvements. However after above said two communications about raising concern about quality we would be compelled to take decision for cancelation of further supply from your company.

5) The rates quoted for supply of food (mentioned 2a and 2b)

- a) Amount Rs. _____
- b) Sales Tax/VAT (if Applicable)@ Rs. _____
- c) Service Charges(if Applicable) @ Rs. _____
- d) Service Tax(if Applicable) @ Rs. _____
- e) Total a, b, c & d Rs. _____

Note : In case you are not in frame of tax applicable or the services provided are exempted from any tax, the documents for the same shall be submitted.

- 6) The bill/Tax Invoice for the supply of refreshments and packed lunch will be raised on the day of supplies and obtained the acceptance on the second copy from the designated staff after handing over the quantity of refreshments/ Packed Lunch.
- 7) The payment shall be released for the bills/Tax Invoice submitted (for which second copy duly accepted submitted to your company on the date of supply) against the supply of food within a week by A/c Payee Cheque in favor of your company after deduction of applicable taxes
- 8) Attested copy of PAN, VAT & Service Tax Registration(if applicable to your company) should also be enclosed.
- 9) Period Of Supply : - Initially the supply are expected till 31st March 2013. However the supply can be terminated/ extended with a notice of 5 days either side.
- 10) The quotation must be placed in a properly sealed envelope subscribing **“quotation for supply of refreshment and packed food”** up to 1500 Hours till 11/03/2013 shall be addressed to

General Manager
NSIC – Technical Services Centre
Okhla Industrial Estate, Near Govindpuri Metro Station, Opposite Kalkaji Mandir
New Delhi-110020

- 11) The offer shall be opened on 11/03/2013 at 1600 Hours and you may nominate a person for your company to attend opening of offers.
- 12) The offers by Fax/ Email/ Telegram shall not be considered under the above tender. Only sealed offer in envelop subscribing quotation for supply of refreshments and packed food shall be considered if received before the due date 11/03/2013 up to 1500 Hours
- 13) General Manager, NTSC Okhla, New Delhi have reserved the right to accept or reject any offer.

I/We fully understand the terms and condition of supply of food mentioned above

Name with Seal/Authorised Signatory
with complete address and contact Numbers.