

**TENDER DOCUMENT**

**FOR**

**ANNUAL RATE CONTRACT FOR PROVIDING  
CATERING & HOSPITALITY SERVICES ON 'AS  
AND WHEN REQUIRED BASIS'**

**AT**

**LINACRD - NCDC  
PLOT NO – 89, SECTOR-18  
GURUGRAM – 122 015, HARYANA**

Website: <http://www.ncdc.in>

Cost of Tender: Free

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**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION  
(LINACRD, GURUGRAM)**


No. NCDC:13-5/99-LINAC

Date: 17.07.2018

**NOTICE INVITING TENDER**

Laxmanrao Inamdar National Academy for Cooperative Research & Development – National Cooperative Development Corporation (**LINCARD - NCDC**), Plot No.-89, Sector-18, Gurugram-122015, Haryana invites sealed tender for **Annual rate contract for providing Catering & hospitality services on 'as and when required basis'** initially for a period of one year from professional caterers having sufficient experience in the field. The contract may be extended further, subject to satisfactory services on mutually agreed terms & conditions, **the prospective bidder shall fulfill the following mandatory eligibility criteria:**

- a. The Firm must have at least 3 years of experience in providing catering & hospitality services in the Central Government/ Semi Govt. / Autonomous Bodies/ PSUs.
  - b. The firm should be registered with the concerned Authority and should furnish a copy of registration certificate in support thereof.
  - c. Should have average annual financial turnover of minimum Rs.5.00 Lakhs during the previous three financial years. (Copy of Financial Statements viz trading account, profit & loss account, balance sheet duly signed by CA be enclosed).
  - d. Should have valid PAN and GST registration.
2. Prospective Bidder shall submit their offers in the bidding document specified for the purpose at LINCARD, Plot No.-89, Sector-18, Gurugram (Haryana) from 10.00 AM to 5.00 P.M on all working days (Monday to Friday). The bid document is also available on NCDC's website [www.ncdc.in](http://www.ncdc.in). Each page of the tender document should be signed by the bidder before submission.
  3. The bidding document is required to be submitted in two parts viz. 'Pre-qualification Bid' and 'Financial Bid' in separate sealed envelopes put into one bigger envelop super scribed as **Annual rate contract for providing Catering & hospitality services on 'as and when required basis' at LINCARD, Gurguram.**
  4. The offer (duly filled in & signed), in sealed covers must reach the office of Director (LINCARD), by **3.00 P.M on 31/08/2018** and the Pre-qualification Bid shall be opened at **3.30 P.M on 31/08/2018** in the office of Director (LINCARD). Bidders or their Authorized representative may present at the meeting held for opening of Pre-qualification.
  5. The Tender should be accompanied with earnest money deposit (EMD) amounting to **Rs.10,000/- (Rupees Ten thousand only)** in the form of demand draft in favor of **NCDC-NCFT payable at Gurugram.** Tenders received without EMD shall be rejected.
  6. The financial bid of only those firms shall be opened whose pre-qualification bid are found to be acceptable as per eligibility criteria mentioned in the tender document. The time and date of opening of financial bid shall be fixed and intimated to the eligible firms separately.
  7. LINCARD - NCDC reserves the right to accept or reject all the tenders without assigning any reasons thereof.

  
(Ashwani Kumar)  
Director (LINACRD)

# **PRE-QUALIFICATION**

## **BID**

No. NCDC:13-5/99-LINAC

Dated: \_\_\_\_\_

From

Director (LINACRD),  
NCDC,  
Plot No.89, Sector-18,  
Gurugram-122 015,  
Haryana

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Tender notice for Annual rate contract for providing Catering & hospitality services on 'as and when required basis' at LINCARD-NCDC, Gurguram.-Reg.**

Sir,

LINCARD - NCDC, Plot No.-89, Sector-18, Gurugram (Haryana) invites sealed tender for **Annual rate contract for providing Catering & hospitality services on 'as and when required basis'** initially for a period of one year from professional caterers having sufficient experience in the field. **The prospective bidder shall fulfill the following mandatory eligibility criteria:**

- a. The Firm must have at least 3 years of experience in providing catering & hospitality services in the Central Government/ Semi Govt. / Autonomous Bodies/ PSUs.
- b. The firm should be registered with the concerned Authority and should furnish a copy of registration certificate in support thereof.
- c. Should have average annual financial turnover of minimum Rs.5.00 Lakhs during the previous three financial years. (Copy of Financial Statements viz trading account, profit & loss account, balance sheet duly signed by CA be enclosed).
- d. Should have valid PAN and GST registration.

The contract, if any, which may eventuate from tender shall be governed by the terms and conditions of contract as contained in the invitations/instructions to the tenderer and as given in the **Annexure-I** to the form of this Tender document.

The instructions to be followed for submitting the tender are given below:-

- (1) **Information about tenderer:** The tenderer must furnish full, precise and accurate details in respect of information asked as per the **Annexure-II** attached to the form of tender.
- (2) **Signing of Tender:** Person or persons signing the tender forms/documents shall state in what capacity he/she is or they are signing the tender papers, e.g., as a sole proprietor of a firm or as an employee or partner in the firm.
- (3) **Earnest Money:** Tenders must be accompanied by an earnest money of **Rs.10,000/- (Rupees Ten thousand only)** in the form of demand draft in favor of **NCDC-NCFT payable at Gurugram**. No

interest shall be payable on the amount of earnest money, in any case. Tenders not accompanied by earnest money shall be summarily rejected.

- (4) **Security Deposit:** The successful bidder shall furnish a refundable security deposit of **Rs.30,000/- (Rupees Thirty Thousand Only)** in the form of Bank guarantee or DD in the favor of "NCDC-NCFT payable at Gurugram". Security Deposit shall be returned to the contractor after successful completion of the contract. If successful bidder fails to comply obligations of contract in that case Security Deposit will be forfeited. No interest shall be payable on the Security Deposit.
- (5) **Documents to be attached to the tender:** Tenderer should submit two tender bids, namely, technical bid and price bid in separate sealed covers. No documents are to be enclosed with the price bid. Earnest money together with the following documents are to be annexed with technical bid only.

**Document-1** Proof of eligibility conditions of the contractor as follows:

- a. Experience of at least 3 years in providing catering & hospitality services in the Central Government/ Semi Govt. / Autonomous Bodies/ PSUs.
- b. Registration certificate with the concerned Authority
- c. Average annual financial turnover of minimum Rs.5.00 Lakhs during the previous three financial years. (Copy of Financial Statements viz trading account, profit & loss account, balance sheet duly signed by CA be enclosed).

**Document-2** The tenderer should submit the tender documents, including invitation to tender intact without detaching any page or pages duly filled in, completed and signed on each page of tender form, including the price bid in separate envelope stating on the envelope as price bid.

**Document-3** A copy of PAN and GST registration number and proof of filing of upto date GST return shall be submitted along with tender.

**Document-4** Attested copy of the power of attorney, if any.

**Document-5** Attested copies of the partnership deed/copy of memorandum of articles of association, as the case may be.

**Document-6** An Earnest Money Deposit of **Rs.10,000/- (Rupees Ten thousand only)** as stated in Clause-3, attached in the technical bid.

The tenderers should submit the tender bid i.e., technical bid and price bid in separate envelopes and finally seal them under one cover including invitation to tender intact, without detaching any page(s) duly filled in, complete and signed on each page of tender form as stated in Clause-6.

(6) **Delivery of tender:**

- a) The technical bid and the price bid should be submitted in separate sealed envelopes being clearly super-scribed as technical bid and price bid. Both these envelopes containing the technical bid and price bid will finally be put in sealed envelope. The cover shall be addressed to the Director, NCDC's LINACRD, Plot No.89, Sector-18, Gurugram (Haryana). Out station tenderers are advised to send their tender by registered/Speed post.

- b) All credentials, documents and copies of certificates/information called for would be submitted as per tender paper with the technical bid including earnest money of Rs.10,000/- in the form of draft drawn in favour of NCDC-NCFT payable at Gurugram.
- c) The technical bid only shall be opened at 3.30 PM on 31.08.2018 in the presence of the tenderers or their authorized representatives who wish to remain present. The price bid of only those tenderers shall be opened whose technical bid are found to be acceptable.

(7) **Opening of tenders:**

The tender will be opened in the office of the Director (LINACRD), Plot No.89, Sector-18, Gurugram (Haryana) at the time of, and on the date indicated above. The tenderers will be at liberty, to be present either in person or through an authorized representative at the time of opening of tenders.

**(Ashwani Kumar)**  
**Director (LINACRD)**

Tender No. catering and hospitality (LINACRD)

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

To

**The Director (LINACRD),  
NCDC,  
Plot No.89, Sector-18,  
Gurugram-122 015,  
Haryana**

**Sub: Deposit of earnest money**

Sir,

With reference to your Tender No..... catering and hospitality (LINACRD)/200 \_\_\_\_\_ dt \_\_\_\_\_ I enclose my offer duly filled in, read and understood the terms and conditions of the tender and terms and conditions governing contact and thereby agree to abide by them. The Earnest Money in the form of demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on..... (Name of bank) for Rs.10,000/- (Rupees Ten Thousand Only) issued in favour of NCDC-NCFT payable at Gurugram is also enclosed. I agree that the earnest money shall be liable to be forfeited if after submitting my tender, I resile from or modify my offer and/or terms and conditions thereof in any manner. It being understood that these document have been made available to be and I am permitted to tender is consideration of my agreement to this stipulation. I also agree that this earnest money is liable to be forfeited in the event of my failure after acceptance of this tender to furnish the requisite security deposit by the due date. I know that interest would not be payable on the earnest money.

Yours faithfully

Signature of tenderer \_\_\_\_\_

Capacity \_\_\_\_\_

S/o Shri \_\_\_\_\_

Complete Address \_\_\_\_\_

Place: \_\_\_\_\_

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



**SCOPE OF WORK AND TERMS AND CONDITIONS GOVERNING CONTRACT FOR CATERING AND HOSPITALITY SERVICES AT LINACRD-NCDC, PLOT NO.89, SECTOR-18, GURUGRAM (HARYANA).**

- A. Catering Services shall be provided as per menu and serving instructions and involve following important work:**
1. To provide bed tea/coffee to participants in hostel rooms to be served between 6.00 AM to 6.30 AM as per menu and serving instructions.
  2. To serve breakfast in the Dining hall between 8.00 AM to 9.00 AM.
  3. To serve forenoon tea/coffee with biscuits/snacks etc. either at training hall or Dining hall between 11.15 AM to 11.30 AM.
  4. To serve Lunch in the Dining hall between 1.00 PM to 2.00 PM.
  5. To serve afternoon tea/coffee with snacks either in the Dining hall or at training hall between 3.30 PM to 3.45 PM.
  6. To serve evening tea/coffee with snacks at 5.30PM to 6.00 PM, if required.
  7. To serve Dinner in the Dining hall between 8.30 PM to 10.00 PM.
  8. Any other services, assigned, time to time.

The contractor shall be required to adjust/change the above timings as and when required depending upon the progress of the training programme(s). It shall be ensured that tea/coffee is served steaming hot and in clean, presentable, unchipped and good quality crockery.

- B. Hospitality and caretaking of Hostel:** The contractor shall provide professional manpower responsible for taking care of hostellers, hospitality and related jobs/services during training programmes. Some of the important jobs/responsibilities are given below:-
1. Before start of a programme, obtain supplies of hostel items (bed sheets, pillow covers, blankets, towels, glasses, water jugs, buckets, mosquito repellents etc.) issued by hostel incharge, equip/arrange rooms for occupants and ensure all facilities are intact and in order one day in advance of the starting date of a programme.
  2. To receive trainees on their arrival, get their names entered in hostel register and make them comfortable in allotted rooms.
  3. To provide room services as required by hostellers as and when required.
  4. To provide laundry & washing services for the towels, bed sheets, pillow covers and change them after 3 days, which is to be used by hostellers/ Guests in the hostel.

5. To ensure hostel items remain intact when hostellers leave their rooms after completion of training programme. The caretaker should deposit all such items/supplies with hostel incharge in the same condition matching with items issued.
6. Any other job assigned by hostel in-charge from time to time.

(C) **TERMS AND CONDITIONS**

1. The food cooked by the caterer shall be served hot and be of good quality, clean, hygienic, and nutritious and prepared from fresh vegetables and ingredients. It should be to the taste and liking of the participants as per the pre approved menu. LINCARD - NCDC shall be at liberty to collect the samples of food at any time for testing and its decision on its quality, quantity etc. shall be final.
2. The Caterer shall adhere to the preapproved menu. Any change shall be made with prior consultation with the LINCARD - NCDC. However, LINCARD - NCDC reserves the right to effect changes as and when needed to meet the demand from the participants.
3. The caterer shall use pure cow/Buffalo milk (Amul/Mother Dairy Milk), fine quality branded cooking oil, fine quality cheese and other raw materials/ingredients to prepare food items as per the agreed menu mentioned in the list at annexure. If required, LINCARD - NCDC can also suggest some alternative supplies for such items if the quality of the caterers' supplies is not found upto the mark. The caterer shall use fresh items and ingredients for preparation of all the food items.
4. The quality of flour, spices, cooking medium, tea, coffee, pulses, papad, bread, meat and basmati rice etc. shall have to be got approved from LINCARD - NCDC before put to cooking.
5. The caterer shall deploy adequate number of workers, cook, service boys and supervisor for preparation & serving of food items in a pleasing and presentable manner, in time and also to take complete care of dining hall, kitchen, hospitality, taking care of hostellers and the room services especially in the case of residential courses.
6. The trained waiters with proper health fitness as per the practice shall be clean and presentable in proper uniform to give a sober and decent look. They all must maintain professional decorum at all times and be polite and courteous to guests. Smoking eating or chewing gutka etc. is strictly prohibited.
7. The caterer shall use quality raw material/products and provide services strictly as per the terms and conditions. Penalty shall be imposed separately for (1) using raw material other than branded and (2) unsatisfactory services @ 5%, 10% and 15% of the security amount for the first, second and third of the such instance. Each of these deductions, however, may be made after issue of a written warning. After the third deduction and no improvement, the contract may be terminated and balance security money be forfeited. No communication shall be entertained in this regard by LINCARD - NCDC.
8. LINCARD - NCDC also reserves the right to deduct the amount from the caterer's bill on account of the expenses made by it for purchase of items/petty equipment etc. to ensure conformity to quality and services as and when required.

9. The caterer shall deposit an earnest money of Rs.10,000/- with the tender and the same shall be refunded after finalization of the party. However, the selected party shall have to deposit a security of Rs.30,000/-with LINCARD - NCDC which shall bear no interest and shall be refunded at the expiry of contract. LINCARD - NCDC, however, reserves the right to terminate the contract at any time due to negligence on the part of caterer or any other reason found to be against the interest of LINCARD - NCDC and the decision in all such matters of LINCARD - NCDC shall be final and binding. In case, the contract is terminated due to the fault of the caterer, it is likely that the security deposit may also be forfeited in full or in part.
10. The earnest money of Rs.10,000/- may be remitted by bank draft in the name of "National Cooperative Development Corporation - NCFT" payable at Gurugram.
11. It is clarified that billing will be based on actual numbers. However, if number of trainees are less than 20, the minimum billing will be for 20 participants for actual number of training days specified by LINCARD - NCDC for each training programme. Approximately 100 to 150 days in a year trainings are organised. The contractor is also bound to provide catering services on his quoted rates to outside organisations who wish to hire LINCARD - NCDC training facilities for running training programmes/ meetings, etc.
12. The contract can be terminated by LINCARD - NCDC at any time without assigning any notice/reason or without giving any reason. If the work of the contractor is found unsatisfactory during the period of this contract, decision of the Competent Authority of LINCARD - NCDC shall be final and binding on the firm/vendor on contract. In case of any breach of any terms and conditions by the successful bidder, LINCARD - NCDC reserves the right to cancel the contract by giving 7 days notice. In the event of the cancellation of Work Order, Earnest Money Deposit and Security Deposit lying with LINCARD - NCDC will be forfeited.
13. The caterer shall be responsible to keep business area neat and clean and free of flies, mosquitoes/insects and rats, at his own cost. The Dining tables & chairs shall be cleaned after each use. The food items shall be displayed on the table in a clean, covered and presentable manner. Disposable paper/cloth napkin, salt & pepper, saunf, misri etc. be placed on dining table. All waste foods/food generated garbage shall be disposed off in safe manner at his cost. No garbage shall be left overnight in the premises.
14. All workers employed by caterer shall be at his liability for all purposes and all their claims whatsoever shall be the responsibility of the caterer. The contractor may also get their credentials tested by the local police station.
15. LINCARD - NCDC shall have the right to recommend/remove any of the workers employed by the caterer (through the caterer) if his conduct/ behavior is found unworthy, in any manner.
16. The caterer shall not serve food or beverages etc. meant for trainees to any other member of LINCARD - NCDC or any other person living in the campus.
17. The contractor shall be liable for any responsibility arising in case of food poisoning and shall sign indemnity bond in this respect.

18. Water and electricity shall be supplied free of cost to the party by the LINCARD - NCDC. LINCARD - NCDC shall, however, have the right to check its misuse. Cooking gas connection is fitted in the kitchen; however, the cost of commercial cooking gas shall have to be borne by the caterer.
19. LINCARD - NCDC has also provided the facility of one Refrigerator, one Geyzer and one Dosa Tawa in the Kitchen which can be availed by the caterer. However, if any item goes out of order during the use, it shall be got repaired by the party.
20. Crockery, utensils, cutlery and all such equipments/items required for cooking storing in traps and serving shall be arranged by the caterer at his cost.
21. Income-tax, GST and any other tax leviable on the party as per rules shall be deducted at source from the bills of the party. The bills shall be paid within 7-10 days of submission.
22. The contract is initially for the period of one year from the date of award of work. The contract period may be extended further, subject to satisfactory services on mutually agreed Terms & Conditions.
23. Items for use in hostels like bed sheet, pillow cover, towel etc. will be issued to the Room Boy (responsible to act as care taker and housekeeper) by LINCARD - NCDC at the beginning of the training course which must be returned to LINCARD - NCDC after completion of the course in good/same condition. Any damage or loss of items needs to be replaced with same quality/quantity to the office by the contractor. If contractor fails to do so, LINCARD - NCDC reserves the right to deduct cost of such items from his bills.
24. The contractor shall execute a proper contract agreement on stamp paper of requisite value within the 7 days of issue of work award letter. The cost of stamp paper required for execution of the agreement shall be borne by the contractor.
25. The contractor will provide the list of manpower with full details to be deployed by him.
26. The rate should also be inclusive of all taxes/duties, as applicable as on date, No escalation in cost on account of increase in wages of skilled/non-skilled workers, cost of raw-materials etc. shall be considered by LINCARD - NCDC during the contract period.
27. The firm shall be responsible for insurance and accident risks of workers employed by it for catering and hospitality services. It shall also be the liability of contractor to make good any loss and/or damage to LINCARD - NCDC that it may suffer on the count of its workers/contractor.
28. The firm shall pay not less than the minimum wages prescribed under the minimum wages act by the State Government to the workers engaged for the work. The firm should make the provision for the increase of the same during the currency of the contract period while submitting tenders.
29. The firm shall comply with all EPE, ESI formalities in respect of the persons engaged for the work in LINCARD - NCDC and submit the documentary proof / copy of challans for the EPE/ESI as a proof of depositing the amount with the respective authorities for the previous month along with the bill. The firm shall also submit a documentary proof alongwith copy of the

attendance sheet in support of payment of wages (not less than the minimum wages) paid to the persons engaged for catering and hospitality services along with the bill. The firm shall submit the photocopies of EPF & ESI returns six monthly and quarterly respectively in respect of worker engaged.

30. ARBITRATION

In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or claim of liability, the same will be referred to an arbitrator to be appointed by the Managing Director, NCDC, whose decision shall be final and binding upon both the parties. Such reference shall be deemed to be a submission to arbitration under the Arbitrations and Conciliations Act 1996. The venue of arbitration shall be Gurugram Haryana. Subject here to the court in Gurugram, Haryana shall have exclusive jurisdiction to the exclusion of all other courts.

**Signature of the Bidder/Firm  
(Name & Address of the Bidder/Firm with seal)**

*Note: Each page must be signed by the contractor*

**PARTICULARS OF THE FIRM**

1.	Name of the firm	
2.	Address of the Firm	
3.	Telephone No. / Fax No.	
4.	Mobile No.	
5.	E-mail address	
6.	Type of Firm Proprietary / Firm/ Pvt Ltd./ Ltd.	
7.	Name & Address of partner, in case of partnership firm please enclose a copy of partnership deed/power of attorney	
8.	Date of establishment of the firm :	
9.	Annual turnover for financial years	Annual turnover (in Rs.)
		2016-17
		2015-16
		2014-15
10.	Particulars of DD/Banker's Cheque towards EMD of Rs.10,000/-	
11.	GST no. of the Firm: (photocopy to be enclosed)	
12.	PAN No: (photocopy to be enclosed)	
13.	Registration with the concerned Authority (photocopy to be enclosed)	
14.	Details of equipments/items available for catering-cooking, servicing etc.	
15.	No. of Employees	
16.	Any other relevant information.	

Signature of the Bidder/Firm  
(Name & Address of the Bidder/Firm with seal)

(Please attach self attested separate sheet/s, if required)

**Details of experience of the similar work undertaken**

Sl.No.	Brief Description	Name & Address of the organisation	Period of contract		Amount	Name & Phone No.of contact person
			From	To		
1.						
2.						
3.						
4.						
5.						
6.						

**Signature of the Bidder/Firm  
(Name & Address of the Bidder/Firm with seal)**

\*(Note: Enclose self attested copies of certified proof of work order/ certificate in respect of the above mentioned details.)

# **PRICE BID**



Tender No.catering and hospitality(LINACRD)/200

Date \_\_\_\_\_

**The Director (LINACRD),  
NCDC Training Centre,  
Plot No.89, Sector-18, Gurugram,  
Haryana**

Sir,

I/We, submit the sealed price bid for appointment as catering and hospitality service contractor at LINCARD - NCDC, Gurugram. The price bid includes GST and statutory minimum wages are to be paid to hired workers.

2. I/We thoroughly examined and understood instructions to tenderers, terms and conditions of contract given in the invitation to tender/tender notice and those contained in the general conditions of contract and its Annexures and agree to bid by them.

3. I/We hereby offer to work at the rates item-wise given on the last page of the Annexure-III.

4. I/We undertake to take responsibility of statutory liability such as payment of wage as per Govt. order, EPF/ESI etc.

5. I/We shall be bound by communication of acceptance of the offer dispatched within the time and I/We also agree that if the date upto which the offer would remain open be declared holiday for LINCARD - NCDC, the offer will remain open for the acceptance till the next working day.

6. As required, no documents are being enclosed with price bid. A demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ of the \_\_\_\_\_ for a sum of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) is enclosed with the technical bid as earnest money. In the event of my tender being accepted, I/We agree to furnish a security deposit of Rs.30,000/- to be deposited by me/us immediately after the award of work and before the start of work and to be retained up to the expiry/termination of the contract.

7. I/We do hereby declare that the entries made in the tender annexures/schedule attached with the technical bid are true and also that I/We shall be bound by the terms and conditions. I/We also have seen the location where the said work is to be done and made such investigation of work required in regard to material and labour required to be provided so as to enable me/us to execute the work successfully.

8. I/We agree that if I/We fail to start the work by the specified date, my/our earnest money shall stand forfeited. Otherwise the said earnest money shall be adjusted in the security deposit of Rs.30,000/- to be deposited by me/us immediately after the award of work and before the start of work and to be retained upto the expiry/termination of the contract.

9. I/We agree to keep the offer open for 90 days from the date of opening the tender.

Yours faithfully,

Signature of tenderer \_\_\_\_\_

Capacity in which Signing \_\_\_\_\_

( \_\_\_\_\_ )

**List of approved marks/brands**

Sl.No.	Name of Items	Brand Name
1.	Atta	Shakti Bhog/Ashirvad/Rajdhani/Nature Fresh/ Patanjali
2.	Milk	Mother dairy/Amul
3.	Tea	Taj Mahal/Tata Tea/Lipton/Red Label
4.	Coffee	Nescafe/Bru
5.	Butter	Mother dairy/Amul
6.	Cooking oil	Dhara/Saffola/Fortune/Nature Fresh/ Patanjli
7.	Ketchup-Tomato	Kissan/Druk/Maggi/Safal
8.	Jam(Pine apple/mixed)	Kissan/Druk/HPMC/Safal
9.	Bread	Harvest Gold/Britannia/Modern/ Bonn/Perfect
10.	Ice Cream	Kwality/Mother Dairy/Amul/Cream Bell
11.	Juice	Tropicana/Real/Safal/Dabur
12.	Corn flakes	Kellogs/Mohan
13.	Salt	Tata/Aashirvad
14.	Spices	MDH/CATCH
15.	Honey	Dabur/HPMC/Ashok
16.	Rice(Basmati)	Dawat/India Gate/Lalqila/ Kohinoor/ HAFED/ Markfed
17.	Boiled Rice(Sela)	Standard quality(unbroken)
18.	Papad	Lizzat/Bikaneri/Haldiram
19.	Pickles	Panchranga/Kissan/Mothers'/Safal
20.	Paneer	Gopalji/Vita/Parag/Amul/reputed make
21.	Meat/fish/Chikken	From quality and reputed shops

Note:- For the items/materials not included in the above list, the alternate standard items/materials shall be used only after the approval of the competent authority of the institute.

**MENU AND SERVING INSTRUCTION FOR QUOTING RATES**

Sl.No.	Item to be served/Menu	Quantity and Instructions
I.	Bed Tea/Coffee with tea bag/instant coffee powder	To be served in a pot/thermos of two cups in the room at 6.00 AM
II.	Standard Break Fast	
Set I		
(i)	Bread/Toast	Bread slices each with tomato ketchup salt/pepper(Harvest old/ Bonn/Standard make) as required per person
(ii)	Butter/Jam/Honey	25 gms each(Amul/Kissan/Druk)
(iii)	Puri Subji/Stuffed pratha/Chhole bhature/South Indian(Idli, vadas, upma & Vada, Masala dosa and vadas, Pongal & Vada-all these with sambar and coconut chatni)	As required per person
(iv)	Standard tea/coffee/juice/milk shake	As ordered by the participant: branded quality tea bags shall be use. Coffee shall also be served as per choice of trainee.
Set (II)		
(i)	Bread/toast	Break slices each with tomato ketchup salt/pepper(Harvest old/ Bonn/Standard make) as required per person
(ii)	Butter/Jam/Honey	25 gms each(Amul/Kissan/Druk)
(iii)	Omelete/boiled eggs or cutlets (standard size)	Eggs/cutlets each
(iv)	Cornflakes/Dalia/etc. in milk	As required per person
(v)	Standard tea/coffee/juice/milk shake	As ordered by the participant: branded quality tea bags shall be used. Coffee shall also be served as per choice of trainee.

*(Breakfast is to be served in the dining hall between 8.00 AM to 9.00 AM by rotation as per choice of Trainees). Menu has to be approved in advance.*

Sl.No.	Item to be served/Menu	Quantity and Instructions
III	Tea/Coffee/juice with biscuits/light snacks like samosa, bread/veg pakora, aaloo bonda etc. at 11.15 AM and 3.30 PM	To be served in the dining hall or in the class room as per order (Tea bags to be used) standard cup.
IV	Lunch(Buffet) 1.00 PM to 2.00 PM	
1.	Vegetarian soup tomato/vegetable/mushroom or any other as demanded)	One full cup per person (standard soup bowl)
2.	Assorted paneer preparation or malai kofta or mushroom curry	Standard quantity
3.	Vegetable (dry) (all seasonal varieties alternatively)	As per requirement
4.	Dal/Rajma/Channa/Curry/Sambar/Any other as per order	As per requirement
5.	Curd/Raita/Bhalla/rasom/butter milk	As per choice
6.	Basmati rice (quality rice) to be served fried or boiled or pullav as per choice	(Name of rice quality-Dawat/India gate or standard make)
7.	Chapati/tandoori roti/Nan/paratha/rumali roti	As per requirement
8.	Salad, chatni, sprouted grains, papad and pickle	As per requirement.
9.	Sweet Dish-fruit cream/custard/Kheer with mewas/gajar halwa with mewas/icecream/Gulab Jamun/rasgula Or Assorted fresh fruits- Banana/Apple/Orange/Papaya/Mango/Chikoo/Grapes/Pear	Standard bowl/cup/quantity per person. Sweets-2piece of standard size. To be served by rotation/considering season.  As per requirement
V	Dinner(buffet) (8.30 pm to 10.00 pm)	To be served as per lunch pattern including one Non-vegetarian item (Chicken/ Mutton/ Fish)
VI	<u>Hospitality &amp; Caretaker jobs</u> (As per scope of work)- Annexure-I	For this purpose, the caterer is suggested to quote rates for taking care of hostellers and hospitality in respect of residential courses on the basis of per person per day.

## FINANCIAL BID

(as per the menu and serving instructions in preceding pages)

Sl.No.	Particulars	Rate (in Rupees) per person per day or item-wise (including all taxes)
1.	Separate rates may be quoted for following:-  I. <b>Tea/Coffee</b> (as per Annexure-III) (a) Morning tea/coffee (b) Tea/coffee with biscuits/light snacks (twice a day)  II. <b>Breakfast</b> (as per Annexure-III)  III. <b>Lunch</b> (as per Annexure-III)  IV. <b>Dinner</b> (as per Annexure-III)	(a) _____ (b) _____  _____  _____  _____
	Combined rate for full day menu including tea/snacks, Breakfast, lunch & dinner (as per Annexure-III)	
2.	Hospitality charges per person per day as per scope of work (Annexure-I)	
	<b>Total cost per person per day (including all taxes)</b>	

Sl.No.	Particulars	Rate (in Rupees) per person per day or item-wise (including all taxes)
1	<b>High Tea:</b> (Tea/coffee or juice/cold drink with Cookies, Sandwich or Paneer Pakora & Sweets etc.	

*Note: Tenderer must quote rates for all the items/combinations as sought serial-wise in the table*

1. Certified that the above rates are inclusive of all statutory taxes as may be applicable
2. Certified that I agree to all the terms & conditions of the tender document.

**Signature of the Bidder/Firm**

**(Name & Address of the Bidder/Firm with seal)**

**ARTICLE OF AGREEMENT**

1. Article of agreement made on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between LINCARD - NCDC, Plot No.-89, Sector-18, Gurugram (hereinafter called the First party) of the one part and M/S \_\_\_\_\_ whose registered office is situated at \_\_\_\_\_ (hereinafter called the IInd party) of the other part.
2. WHEREAS, a contract for catering & hospitality services at LINCARD - NCDC has been awarded to the IInd Party for the period from \_\_\_\_\_ to \_\_\_\_\_ Rs. \_\_\_\_\_ subject to the terms & conditions indicated in the work award letter and tender document dated ..... which shall form part of this agreement
3. AND WHEREAS the IInd Party is required to deposit with the LINCARD a sum of Rs. 30,000/- (Rupees Thirty Thousand Only) as security. The security deposit will not bear any interest and will be refunded at the time of expiry/termination of the contract after making deductions etc. if any, as per tender document.
4. The said tender document including scope of work and all the terms and conditions mentioned therein as also the award letter for the work shall be read and construed as forming integral part of this agreement and parties hereto shall abide by/submit themselves to the conditions and perform the agreement on their part respectively in such conditions as contained.
5. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Gurugram, Haryana.
6. The several part of the contract have been read by us and fully understood by us.

As witness thereof, we set our hands this \_\_\_\_\_ day of \_\_\_\_\_

Signed by the said (Ist party)

(Witness) in the presence of

Signed by the said (IInd party)

(Witness) in the presence of

Witness:

Name:

Address:

Name:

Address:

**INDEMNITY BOND (FORMAT)**

The work of providing services for catering and hospitality services to be provided at LINCARD - NCDC, Plot No-89, Sector-18, Gurugram (Haryana) has been awarded with M/s \_\_\_\_\_ (name of the firm/contractor) vide letter No. NCDC: \_\_\_\_\_ dated \_\_\_\_\_.

2. As per the clause No.17 & 27 of the terms and conditions of the tender document, M/s. \_\_\_\_\_, indemnify and keeps LINCARD - NCDC harmless on account of the following:-

- a. The firm shall be responsible for damage, compensation or medical treatment arising in case of food poisoning etc. during the contract period.
- b. The firm shall be responsible for insurance and accident risk of workers employed by it for catering and hospitality services. It shall also be the liability of contractor to make good any loss and /or damage to the damage to LINCARD - NCDC that it may suffer on the count of its workers/ contractor.
- c. LINCARD - NCDC shall be liberty and is hereby empowered to deduct the amount of any damages, compensation, costs, charges and expenses arising out of accruing from in respect of any such claim or from any sum due to or become due to LINCARD - NCDC and 3<sup>rd</sup> party including the security deposit/earnest money etc.
- d. I \_\_\_\_\_ the authorized signatory/ proprietor, therefore undertaken on behalf of M/s. \_\_\_\_\_ (name of the firm) i.e. the 2<sup>nd</sup> party to make good to LINCARD - NCDC i.e. the 1<sup>st</sup> party any loss or damage incurred on account of above.

(.....)  
Authorized Signatory/Proprietor

Place: .....

Date: .....

**WITNESS:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_