

**E-Office No.41573**  
**Dr. Ambedkar International Centre**  
**Ministry of Social Justice & Empowerment**  
**Government of India**

Dated: <sup>23</sup> September, 2024

**INVITATION OF BIDS FOR RUNNING CANTEEN/CAFETERIA AT FIRST FLOOR**  
**AT DR. AMBEDKAR INTERNATIONAL CENTRE (DAIC) THROUGH**  
**E- PROCUREMNET/ONLINE**

Dr. Ambedkar International Centre (DAIC), Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment, Government of India, invites bids under two bids system (Technical and Financial bids) for running cafeteria at 1<sup>st</sup> Floor of Dr. Ambedkar International Centre, 15, Janpath, New Delhi from reputed, financially sound firms and having experience in running hotel/canteen/cafeteria/outdoor catering services as per the following schedule:-

S.No.	Items	Description
(a)	Scope of work	As given in Para B of RFP
(b).	Availability of Bid Document	The bid document can be down loaded from websites of DAIC i.e. <a href="https://daic.gov.in">https://daic.gov.in</a> & Ministry i.e. <a href="https://socialjustice.gov.in">https://socialjustice.gov.in</a>
(c)	Start Date of Issuance/Publication of RFP/Bid documents on website.	23 September,2024 at _____ hrs.
(d)	Bidder/Vendor visit DAIC to see the site/Location of Cafeteria	Between 3.00 PM to 4.00 PM any working day upto 03 October, 2024
(e)	Last Date for Submission of RFP /Bids	14 October, 2024 at 4.00 PM
(f)	Date and Time of opening Technical bid	18 October, 2024 at 4.00 PM
(g)	Date of opening of Financial Bids	Will be communicated to technically qualified bidders
(h)	Earnest Money Deposit	Rs. 20,000/- in the form of Demand Draft drawn in favour of "Dr. Ambedkar International Centre" Payable at New Delhi. Micro and Small enterprises (MSEs) and the firm registered with Ministry/Department are exempted from submission of Bid Security. In lieu of bid security bidders should sign "Bids Security Declaration" accepting that if they withdraw or modify their bids during the period of validity etc. They will be suspended for the time specified in the tender documents.
(i)	Address for Submission of Bids	Director (DAIC), Dr. Ambedkar International Centre, 15 Janpath, New Delhi - 110001.



## A. INSTRUCTION AND GUIDELINES TO BIDDERS FOR SUBMISSION OF BID

1. **Only Caterers/contractors located in Delhi/NCR are allowed to participate in the Bids.**  
Please read the Terms & Conditions carefully before filling up the document, Incomplete Tender Documents will be rejected both offline and online.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given at **Annexure-I** of the Tender Document.
3. All pages of the Tender Documents must be signed by the authorized signatory and sealed with the stamp of the bidding firm as taken of having accepted all the Terms and Conditions of this Tender. Duly filled in tender form should be supported by "Letter of Transmittal" as at **Annexure -II** of the Tender Document.
4. DAIC reserves the right to obtain feedback from the previous/present clients of the Tender and also depute its team(s) to inspect the site(s) at present contracts(s) for on-the spot first-hand information regarding the quality of food and services provided by the Tenderer Decision of DAIC with regard to award of the contract will depend upon the feedback received by it from the previous / and present clients and also from its team(s) deputed for the purpose. The decision of the DAIC in this regard will be final and binding on all bidders.
5. Physical Tender shall be submitted in DAIC's official tender form only. If submitted in any other Manner, the same shall be summarily rejected.
6. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand Only) shall be rejected. Micro and Small Enterprises (MSEs) and the firm registered with Ministry/Department are exempted from submission of Bid Security. In lieu of the bids Security Bidder should sign " Bid Security Declaration" accepting that if they withdraw or modify their bids during the period of validity etc. They will be suspended for the time specified in the tender documents. No paper shall be detached from the Tender Document. (Note : Physical Tender Documents are mandatory).
7. In physical tender, The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing correction; insertion shall not be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the Tender is submitted strictly in accordance with the instructions contained herein, and otherwise the Tender is liable to be rejected.
8. The bids are to be submitted in two parts:-
  - (i) Sealed Technical Bid (as per format at **Annexure-III**), along with a Demand Draft for Rs. 20,000/- (Rupees Twenty Thousand only), drawn in favour of Dr. Ambedkar International Centre, New Delhi payable at New Delhi, towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed "TECHNICAL BID FOR RUNNING CANTEEN/CAFETERIA AT DAIC". Tender Document received without EMD will be summarily rejected.
  - (ii) Sealed Financial Bid (as per format at **Annexure-IV**) placed in a separate envelope super scribed "FINANCIAL BID FOR RUNNING CANTEEN/CAFETERIA AT DAIC".
9. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "BID FOR RUNNING CANTEEN/CAFETERIA AT DAIC, NEW DELHI". This bigger envelop bearing the name & complete postal address of the bidder, should be addressed to the Director, DAIC, 15, Janpath, New Delhi and deposited at Dr. Ambedkar International Centre, 15, Janpath, New Delhi on or before 14 **October 2024 at 4.00 pm**. Tenders received after due date & time shall not be accepted.

10. The Financial bid and EMD submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
11. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
12. The DAIC reserves the right to reject any or all tenders without assigning any reason.
13. The DAIC reserves the right to change any condition of the tender before opening of the Technical Bids.
14. The successful bidder will have to enter into an agreement with the DAIC before commencement of the providing the work.
15. Canvassing in any form will make the tender liable to rejection.
16. Conditional tender will not be accepted and will be rejected outright.
17. **Disqualification of bids:** - The bid is liable to be disqualified if (i) Not submitted in accordance with the prescribed forms. (ii) During the validity period, or its extended period, if any, the Bidder increases his quoted prices. (iii) The Bidder qualifies the bid with his own conditions. (iv) Bid received after due date and time. (v) Bid not accompanied by all requisite forms and supporting documents. (vi) Information submitted in Technical bid is found to be misrepresented, incorrect or false accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any. (vii) Awardees of the contract qualify the letter of acceptance of the contract with his conditions. (viii) Bidders may specially note that while processing the tender documents, if it comes to our knowledge expressly or implied that some Bidders may have colluded in any manner whatsoever or otherwise joined to form a cartel resulting in delay / holding up the processing of tender, then the Bidders so involved are liable to be disqualified for this contract as well as for a further period of two years. (ix) No Bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidder would stand forfeited. (x) In case of successful bidder declines the offer of contract for whatsoever reason(s) the EMD submitted by the successful bidder would stand forfeited.
18. **Period of Bid Validity:** Opening of Bids:- Validity of Tender Bids will be for six months Bids will be accepted on or before specified date and time only. No Bids will be accepted after the above deadline. No bid shall be rejected at bid opening, except for late bids. Opening of only the Technical Bids shall be done first. After Technical evaluation, the Commercial bids of only those technically qualified will be taken up for further price evaluation.
19. **Duration of the Contract:** - The offers are invited only for the purpose of RUNNING CANTEEN/CAFETERIA, which would be valid for a period of one year, further extendable by another period of two years on their performance. If, at any time, during the performance of the contract, the tenders encounter conditions impeding timely delivery of goods and performance of service, then they should promptly notify DAIC, in writing, of the fact of the delay, the cause of delay and its likely duration. DAIC shall evaluate the situation and its discretion extends the suppliers time for performance on Mutual agreement for one/two years. The Performance security will further be retained accordingly.
20. **Correction of Errors:** - Bidders are advised to exercise greatest care in entering the rates in their commercial bids. No excuse that mistakes have been made or request for rates to be corrected will be entertained, after the date and time of submission of bids. Corrections, if any, should be initialed by the person signing the tender forms before submission, failing which the rates for such items is a discrepancy between unit rate and the line item total resulting from multiplying the unit rate by quantity, the unit rate will governed. Where there is a discrepancy between the amounts mentioned in the line item total bid amount resulting from the addition of the line totals, the rate indicated in the line item will prevail.

## **21. INDEMNITY BOND**

The successful Bidder/Contractor shall submit an Indemnity Bond undertaking to indemnify DAIC against any loss resulting from failure to fulfil statutory obligations, or any damage to property (belonging to DAIC, its employees, workers, guests, participants, etc.) caused by acts or omissions of the Bidder's/Contractor's employees. This bond shall be submitted as per the format given in **Annexure VII** at the time of contract award.

### **B. SCOPE OF WORK OF RPF.**

The scope of work / services includes:-

- i. DAIC provided space for running the canteen/cafeteria at DAIC, 15, Janpath, New Delhi. **Electricity bill of canteen/cafeteria will be paid by Bidder.**
- ii. The Bidder must have a running kitchen near DAIC for supplying lunch/dinner/Hi-tea/Packed food items.
- iii. Serving of Tea/Coffee/Snacks etc. to the DAIC.
- iv. Successful bidder or tenderer shall provide:- (a) Good quality paper napkins. (b) Good quality Tooth picks (wooden). (c) Disposable glasses for serving tea in all blocks. (d) Salt, Pepper, Sugar, Pickle, etc. separately. (e) Adequate stock of high quality raw material (brands as specified in the contract) for cooking as per standards to be fixed by DAIC Management. (f) Cleaning materials like brushes, dusters & Surf etc. (g) Storage racks for soft drinks.
- v. Tenderer should operate / serve round the clock except 24X7 when requested as per official requirement.
- vi. It is therefore essential that catering services should be available from 9AM to 6PM on all days of the year.
- vii. The tenderer will engage sufficient manpower to ensure prompt service and abiding rule & regulations of labour laws. All food items will be served by persons in uniform carrying photo identity card indication validity period and the tenderer will bring along with his own equipment viz; crockery, cutlery, frills (cloth covers) and other paraphernalia etc. for serving the food.
- viii. The intention of the DAIC is to provide hygienic and qualitative food to its executives only working at DAIC and with O & M Agency and visitors. The caterer and his staff are expected to provide courteous service to DAIC. Any deficiency noticed in this regard will be treated as a breach of contract and the contract will be terminated without any notice.
- ix. The Caterer or his employees shall not use the premises allotted to him for any other purpose except storing of food and servicing and shall not act in any manner so as to cause any nuisance or annoyance to the Corporation.
- x. Caterer shall entirely be responsible for proper trouble free catering during the period of contract. In case of loss, inadequate / improper maintenance / inadequate service, the caterer shall be held
- xi. Responsible and deduction equal to the loss assessed will be paid by the caterer on the recommendations of a Catering Management Committee constituted by DAIC and the recommendation, shall be binding on the caterer.
- xii. DAIC will provide space at first floor for running the canteen/cafeteria. The cafeteria area can be inspected by the bidder, before applying, so that event area of operation can be ascertained.
- xiii. Tenderer should follow the all Covid Safety guidelines issued by the authority time to time.
- xiv. **Weekly off of DAIC on Sunday. However, services may be called for by the DAIC Authorities, if required.**
- xv. **The selected bidder/agency is requested to install a separate electricity/Water connection at the place of work and bills of the same is required to be paid by selected bidder/agency and copy of paid bills is required to submit to DAIC authority regularly.**

**C. OPENING OF BIDS.**

1. The Technical Bids will be opened on 18 October 2024 in Dr. Ambedkar International Centre, Conference Room, 2<sup>nd</sup> Floor DAIC Building, 15 Janpath, New Delhi in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter)
2. The Financial Bids only technically acceptable tenders will be opened for further consideration. The decision of the DAIC in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the DAIC.
3. EMD of the unsuccessful bidders will be returned to them, without interest, within a period of three Months from the date of award of contract to the successful bidder.
4. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfil any to the following conditions:
  - i. An agreement of contract is not signed in the prescribed form within ten days of the receipt of the Letter of Empanelment;
  - ii. The Contractor does not commence sale within 21 days from the award of contract.
5. The contract for running the canteen/cafeteria through this Tender is likely to come into effect from the date of signing of Agreement. Hence, the Financial Bids submitted by the bidders should be valid to become operative from the date of signing of Empanelment Agreement. In view of this, no change in the financial bid will be allowed if the successful bidder withdraws or alters the terms of the tender during this period; the Earnest Money Deposit shall be forfeited.
6. If the successful bidder withdraws or the services proved by the successful bidder are not found satisfactory, DAIC reserves the right to terminate the contract agreement without giving any notice and take other appropriate necessary action as per provision of contract.
7. If any of the conditions of Tendering are not fulfilled, such Tender/Tenders will be summarily rejected outright to choose, accept or reject any or all requested/offer, in full or part at any stage, reduce or increase the quantity/rate of items without assigning any reason therefore.
8. **Following weightage shall be given for evaluation of Commercial Bids:-**
  - a. **Lunch/Dinner – 20%**
  - b. **High Tea – 20%**
  - c. **Tea – 20%**
  - d. **Rent per month – 40%**
9. The Commercial bids of only those bidders who qualify the technical evaluation stage will be opened Offline. All other Commercial bids will be returned unopened. The Commercial Bids (as per the formats provided in the RFP Document) of the technically qualified bidders will be evaluated as per the evolution criteria mentioned in this document.
10. After opening financial bids, the marks shall be awarded to each bidder based on weightage give at para 8 above and the bidder getting highest marks shall be awarded with the contract and the rank to all the bidder will be given, as per the total marks scored.
11. The successful bidder will be required to submit Fixed Deposit Receipt of any PSU bank located at Delhi in original made in favour of Dr. Ambedkar International Centre, New Delhi for a sum of Rs. 1,00,000/- (Rupees One Lakh Only) as performance security in favour of DAIC will be retained for the entire period of the contract agreement and on termination of the contract, the DAIC will refund the same amount to the contractor without interest as per provisions of contract agreement.

**D. ELIGIBILITY CONDITIONS AND TECHNICAL QUALIFICATIONS.**

1. The applicant should be in catering business (including beverage and snacks services) for a continuous minimum period of 5 years as on Opening of Technical Bid.
2. The tenderer should have ISO certificate and possess license as per Food Safety and Standards Act, 2006 (Attested copies of the certificates to be submitted along with technical bid)
3. The bidder should have a valid catering license issued by the Competent Authority. Duly signed copy of catering license should be enclosed with the technical bid.
4. The bidder must have registration with statutory authorities such as Labour Welfare, ESI Department etc. (Attested copies of the certificates to be submitted with the technical bid).
5. The Registered office or Branch office of the bidder should be located in Delhi/NCR Region.
6. Experience of having continuously running canteen during the last 5 years as on opening of Technical Bid as per following:-
  - (a) Should have contract existing from one or more government establishment.
  - (b) Bidder to mention the organization and value of contract (if applicable) where the project are running.
  - (c) The bidder should have beverage & snack service for 60-80 persons seating.
7. Copies of documents in support of each of the above Eligibility conditions should be enclosed with the Technical Bid.
8. The bidder's average annual financial turnover (gross) in catering services during the last 3 (Three) financial years, i.e. **2021-22, 2022-23 & 2023-24** should not be less than Rs. 50.00 Lakh also bidder should have turnover of Rs. 50 Lakh in any of the government organization during last five years. The bidder to provide audited account of such establishment in the financial bids signed & stamped by a certified CA.
9. The bidder's performance, as per format at **Annexure-V** for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements. Feedback received from the previous/present clients and on the spot assessment of the DAIC designated team, will also be evaluated for technical qualification.

**E. GENERAL CONDITIONS OF THE CONTRACT.**

1. The DAIC will provide adequate space to the running canteen at 1<sup>st</sup> floor, 15, Janpath, New Delhi. Electricity and Water bill (in respect of space using for cafeteria/canteen) is required to be pay by the bidders.
2. The DAIC will provide and maintain furniture (tables and chairs) and air-conditions in the serving area. DAIC will not provide crockery, utensils, water purifiers, water coolers and other kitchen equipment which are not provided by DAIC. Bidder to cater for at least 01 fridge (400 ltrs and above), deep freezer, Café Coffee Day/Tea machine. High class crockery and glasses is required to be kept all times.
3. Bids for running canteen at DAIC will not be considered of those caterers who are/were involved in litigation/termination with DAIC and black listed from Govt. Organisation / Institution /NGO /PSU.
4. **Termination Clause.** - The DAIC reserves its right to terminated the contract in the following circumstances:-
  - (a) The quality of food/services provided will be regularly monitored. If found unsatisfactory, DAIC reserves the right to cancel the contract without prior notice.
  - (b) DAIC reserves the right to impose fines if deemed necessary. The maximum fine amount shall be specified.
  - (c) The decision of DAIC regarding the canteen operation will be final and binding on the contractor.
  - (d) In the event of contract termination, the contractor shall immediately vacate the canteen premises, with no claims for compensation.

- (e) DAIC reserves the right to terminate the contract at any time during its validity without providing a reason.
- (f) The contract may be terminated after receiving any single complaint regarding the performance or maintenance of the canteen. The decision of DAIC will be final.
- (g) The contract may be terminated by either DAIC or the contractor with two months' notice. If the contractor terminates the contract prematurely, the security deposit will be forfeited. If DAIC terminates the contract, the security deposit will be refunded to the contractor.
- (h) Violations of the contract terms and conditions by the contractor will result in immediate cancellation without notice.
- (i) DAIC reserves the right to terminate the contract, fully or partially, without notice in case of a breach by the contractor.
- (j) DAIC's decision on termination matters shall be final and accepted without objection.
- (k) Upon termination, the contractor shall return any equipment, furniture, and other items provided by DAIC in good working condition.
- (l) Contract can be cancelled after one year and extension is based purely on their performance and requirement of DAIC.

**5. Penalty Clause:** Further, if the tenderer fails to render service the contract as per the provisions of the tender/contract, then in that event, the DAIC has a right to take the following actions, without prejudice to any of its rights, including the right to claim damages.

- i. For the first contravention, depending on the gravity of the contravention/offence, a warning letter will be issued.
- ii. Competent Authority will terminate the contract, if not satisfied of your reply.
- iii. The contract is liable to be terminated and the Tenderer may be debarred from the contract for a specified period, which will be decided by the Competent Authority (i.e Director, DAIC).

**6. Labour Clause.** The tenderer/s alone shall be liable to pay the wages and other statutory liabilities and all other payment as may be due to their employees/men/workers engaged by the tenderer/s. The Tenderer/s shall also indemnify the DAIC and its clients for any claims arising outdeath/injury or whatsoever, made by such employees/men/workers engaged by the tenderer/s.

**7. Abide by Law of the Land.** The tenderer shall abide by and comply with all Local, National as well as International Laws in connection with the Services to be provided by the Agency under the subject contract. The DAIC shall not be responsible for breach of law, if any, by the tenderer.

**8. Arbitration Clause (Settlement of Disputes).**

- (a) Any dispute, difference, or matter arising between the parties concerning the meaning, operation, or effect of the tender/contract, or any breach thereof, shall be referred to arbitration under the Arbitration and Conciliation Act, 1996, and its rules.
- (b) The sole arbitrator shall be appointed by DAIC.
- (c) The seat of arbitration shall be Delhi.
- (d) The language of arbitration proceedings shall be English.
- (e) Each party shall bear its own arbitration costs unless otherwise decided by the arbitrator in the award.
- (f) This clause shall remain in effect even after the contract expires or is terminated.
- (g) Courts in New Delhi shall have exclusive jurisdiction over all matters concerning this agreement, including arbitration-related issues.



9. **Exit Clause.** The caterer will have to give three months termination notice in case the caterer does not wish to continue catering services for the DAIC. DAIC will have the option to terminate the services of the caterer by giving one month notice without assigning any reason and without payment of any compensation thereof.

10. Fire & Safety Precautions will be observed by Contractor.

**F. SPECIAL CONDITION OF THE EMPANELMENT CONTRACT.**

1. The successful bidder will ensure that raw material used for cooking are of very good quality, safe for human consumption and conform to the standard laid down by the Govt, of India in this regard. In the event of any food poisoning/contamination, the contractor will be held fully responsible and will attract other penal actions under the law. The contractor will ensure proper sanitation/hygienic conditions in the premises and deploy person's free infectious diseases. Random inspection by officials of DAIC will be carried out.
2. The contractor shall be responsible for compliance of the Labour laws in respect of the personal employed by them. The contractor shall be the employer for his workers and the DAIC will not be held responsible fully or partially for any dispute that may arise between the contractor and his workers either directly or indirectly.
3. The contractor would be responsible for verifying antecedents of the persons deployed by him and a certificate to this effect shall be provided by him to the DAIC in respect of each staff member.
4. The eatables will be served in neat and clean utensils and the cafeteria staff must be in proper uniform and follow health & hygiene notified by the concerned Govt. from time to time.
5. Cost of food & beverages must be competitive and reasonable, the contractor may also supply those eatable items which are not under the contract in case of any demand. The cost of such items may be fixed on MRP rates.
6. NOC from Municipal Corporation to be obtained by the bidder on award may be included.
7. A Committee will be nominated by the DAIC to inspect the functioning of the Canteen with a view to ensure hygienic and satisfactory services. In case repeated failures or lacunae are noticed by the Committee on the part of the contractor, the Director DAIC may impose a fine of upto Rs. 1,000/- on each occasion.
8. In case services are found to be unsatisfactory or these are breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month's notice resulting in the forfeiture of Performance Security.
9. Cleaning of Canteen shall be done by the contractor. The garbage of the canteen shall also be disposed of by the contractor suitably. The contractor shall ensure cleanliness of the canteen area all the time and disposal of all leftover immediately after an event and before DAIC close each day.
10. For premature termination of the agreement, one month notice from the DAIC's side and three months' notice from Contractor's side shall be required in writing. The decision of the Competent Authority in the DAIC shall be final and will be binding upon the contractor.
11. The contractor shall be responsible for all damages or losses of DAIC's property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.

12. It shall be the sole responsibility of the contractor to obtain and keep ready necessary license/permission from various government bodies and/or NDMC/MCD concerned local bodies and authorities for running catering services and produced the same before the concerned authority as when asked for. An undertaking in this regard has to be given by the Contractor.
13. Liability/responsibility arising from any accident causing injury/death to the worker or any staff of the Contractor shall be on the Contractor employing them. The DAIC shall not be responsible in any means in such cases. The Contractor will have to furnish indemnity bond in this regard.
14. The caterer is required to maintain the details of all his employees/workers verifying their character and antecedents through Delhi Police.
15. In case eatables are sold after the expiry date as mentioned by the manufacture, a penalty of Rs. 1000/- will be imposed for each default or Contractor will be debarred.
16. The contractor shall use or sell/provide good quality ISI/Agmark/Food grade/FSSAI certified products only all the time.
17. The contractor shall not use the DAIC premises for any other activity except for the purpose for which it has been provided for. No outside person except employed by contractor will be present.
18. The contractor shall ensure that all the Canteen employees, during their working hours, wear neat and tidy uniform and use hygiene gloves and hair mask supplied by the Contractor. No canteen employee shall be allowed to perform his duty without proper uniform. Police verification of all employee is mandatory and will be provided to Admin, DAIC within 7 days of contract.
19. The Contractor shall not stock any inflammable or otherwise dangerous material, goods in any part of the allotted space which are fire prone and/or likely to cause health hazard to the people or damage to the property of DAIC.
20. The Contractor will have to supply breakfast /lunch/dinner in the canteen/ DAIC premises as per requirement and schedule drawn for the purpose by the concerned authorities of the DAIC.
21. The contractor will deploy adequate manpower for work during late hours and on Saturday/Sunday including other holidays, according to the requirement of DAIC and its clients.
22. The contractor shall be responsible for engaging adequate number of trained manpower required for providing good canteen services in DAIC.
23. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
24. The Contractor will, prior the commencement of the operation of contract, make available to DAIC the particular of all the employees who will be deployed at the DAIC's premises for running the Canteen. Such particular, inter alia, should include age/date of birth, permanent address; police verification report and profile of the health status of the employees.
25. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of NCT of Delhi Government, and fulfil all other statutory obligations, such as, Provident Fund, ESI, GST etc., in force from time to time.
26. The Contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.

27. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity. The consumption of liquor, tobacco, gutka is prohibited.
28. Employment of child Labour is strictly prohibited under the law. Therefore, the Contractor will scrupulously follow all the statutory provision in this regard at all times.
29. In the event of violation of any contractual or statutory obligation by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages suit initiated against the DAIC by any individual, agency or government authority due to arising from the acts of the Contractor, The Contractor shall be liable to make good/compensate such claims or damages to the DAIC. As a result of the Contractor if the DAIC is required to pay and damages to any individual, agency or government authority the Contractor would be required to reimburse such amount to the DAIC or the DAIC reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the DAIC.
30. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time with regards to the environment around cooking places, dining hall and surrounding etc.
31. The Contractor shall at all times keep indemnified the DAIC and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damages, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times maintain all liabilities under Workman's Compensation Act/ Fatal Accident Act. Personal Injuries, Employees State Insurance Act. PF Act etc., as in force from time to time.
32. The Contractor shall be personally responsible for conduct and behaviour of his staff and any loss or damage to DAIC's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor.
33. The Contractor shall not appoint any sub-contractor to carry out his obligations under the Contract Subcontracting will lead to immediate termination of the contract.
34. The Contractor shall keep the Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of utensils, kitchen, canteen, hall, floor, counter, benches, tables, chairs. Etc. DAIC will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's premises.
35. The DAIC reserve the right to appoint officers/ officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/ officials during their visits shall be properly attended to by the Contractor immediately.
36. The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in **Annexure-VI**.
37. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipment provided by the DAIC are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by DAIC at the contractor's risk and cost. In this regard, the decision of the designated officer of DAIC shall be final and binding on the Contractor.
38. All work shall be carried out with due regard to the convenience of DAIC. The orders of the concerned authority shall be strictly observed.

39. The Contractor shall install his electronic fly kill/ insect repellent equipment. Emergency lighting/ gas and fuel supply at his own cost.
40. Storing/ supply/ sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the DAIC campus. Any breach of such restrictions by the Contractor will attract deterrent action against the Contractor as per statutory norms.
41. No Minimum guarantee will be furnished to the Contractor towards consumption of food items. He /She is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of personnel to avail catering services.
42. The worker employed by the Contractor shall be directly under the supervision control and employment of the contractor and they shall have no connection what-so-ever with DAIC.
43. The Contractor shall ensure that either he/ she himself/ herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the DAIC.
44. The Contractor will bring his own tools, cookers, hot boxes, trolleys. Equipment utensils, plates, jugs etc. in sufficient quantity as needed to maintain the catering services.
45. The Contractor shall not use the premises for any other activity except for the purpose for which it has been provided for.
46. The payment in respect of official hospitality bills (including those of Swipe Cards) of the DAIC submitted in duplicate by the Contractor shall be released on receipt basis subject to fulfilment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority of DAIC will not be paid for Income tax, as applicable at the prevailing rates, will be deducted at source.
47. In the event there is any query, objection delay or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid by the DAIC for late payment.
48. All payments and receipts would be rounded off. i.e., paise 50 or above will be rounded off to the nearest higher rupee and paise less than 50 shall be ignored.
49. The empanelment contract for Catering Services shall remain valid initially for a period of one year.
50. On termination of the contract, the Contractor will hand over all the equipment/ furniture/ articles etc. supplied by DAIC, in good working condition, back to DAIC as per items taken on charge on commencement of contract.
51. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Contractor with the DAIC, the Security Deposit will be forfeited without prejudice to the DAIC Managements right to proceed against the contractor for any additional damages that the DAIC suffers as a result of the breach of the aforesaid terms and conditions.
52. The DAIC reserves the right to impose a penalty (to be decided by the DAIC authorities) on the Contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the Contractor or his staff or for any adulteration.

53. If the DAIC is not satisfied with the quality of eatables served, services provided or behaviour of the contractor of his/ her employees. the Contractor will be served with 24 hour notice to improve or rectify the defect(s), failing which the DAIC will be at liberty to take appropriate necessary steps as deemed fit.
54. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion alternatively by legal recourse under jurisdiction of Delhi courts only.
55. The contractor will deposit timely rebate as fixed in Account of Dr. Ambedkar International Centre either through cheque/DD/Online. Failure to do so will invite 5% surcharge on due amount.
56. DAIC shall bear no liability for any claims made by the workers or staff of the Bidder/Contractor/Caterer under any circumstances.
57. It is the sole responsibility of the Bidder/Contractor/Caterer to ensure the safety of its workers. In the event of any injury during duty, the Bidder/Contractor/Caterer shall be liable to compensate the affected worker. DAIC will not entertain any claims in this regard.
58. The Bidder/Contractor/Caterer shall be fully responsible for all claims related to the employees engaged during the contract period. This includes responsibility for their conduct and behavior.
59. DAIC shall deduct TDS, GST, Surcharge, Cess, and other applicable levies as per prevailing laws.
60. The Bidder/Contractor/Caterer is strictly prohibited from sub-letting the catering contract to any firm or individual. Violation of this clause may result in appropriate action by DAIC, including forfeiture of the Performance Guarantee and termination of the contract.
61. Entering into a contract with the Bidder/Contractor/Caterer does not prevent DAIC from engaging the services of other caterers during the contract period.
62. The Bidder/Contractor/Caterer shall:-
- Maintain all equipment, gadgets, and appliances in good working condition, ensuring all necessary safety measures, at their own cost.
  - Ensure all persons employed are medically certified as fit for food handling before their engagement.
  - Provide uniforms, identity cards, name badges, safety items (such as kits and shoes), and ensure staff wear gloves and hair covers while cooking and serving food.
  - Take all necessary protective measures to safeguard property and prevent accidents during the contract period.

(Akash Patil)

Director, DAIC/DANM

आकाश पाटील / Akash Patil

निदेशक / Director

डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र

Dr. Ambedkar International Centre

सामाजिक न्याय और अधिकारिता मंत्रालय

Ministry of Social Justice & Empowerment

भारत सरकार, नई दिल्ली

Government of India, New Delhi

**CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID**

1. Demand Draft for Rs. 20,000/- towards EMD.
2. Assessment Certificate for the last 3 years. \_\_\_\_\_ .
3. PF, ESI. Insurance under Personal Accidence Insurance Scheme, License (Photocopies).
4. Signature of the bidder or his/ her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.
5. All documents are in number and make index (Serial No. 1 to .....)
6. Documentary evidence in support of the following:-
  - (i) Number of years of having run canteens in the officers/ organizations/ hospitals/ places of public utility/ institutions/ educational institutions along with number of persons availing the services offered by the Contractor.
  - (ii) List of institution / organizations (with complete postal addresses) served in the past and list of institutions/ organizations where presently providing catering services Names, designations and telephone numbers of concerned officers in the respective organizations / institutions mayalso be indicated.
  - (iii) Work Plan-indicating the requirement of staff, deployment pattern of staff proposed, and preparatory time required for an event and other details for smooth, efficient and satisfactory performance of the contract.
  - (iv) Location of Kitchen of bidder and its Distance from DAIC as per Google Map location print out duly self-attested.
  - (v) Self attested copy of PAN card, Aadhar Card, GST number etc.
  - (vi) Any other information which bidder wants to share.

**Annexure-II**

**(Refer para 3 of A)**

**LETTER OF TRANSMITTAL**

From (Name & Complete Postal Address of the Applicant)

To,

The Director  
Dr. Ambedkar International Centre  
15 Janpath, New Delhi

SUBJECT:- Submission of Pre-qualification Application for the running canteen/cafeteria at DAIC.

Sir,

Having examined the details given in prequalification document for the above work, we hereby submit the prequalification documents.

2. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
3. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.
4. We submit the following certificates in support our suitability trained know how & capability for having successfully completed the following works:

S. No.	Name of Work	Certificate From

Signature of Applicant  
Name & Designation  
Contact No.

Date of Submission:

**ANNEXURE-III**

**(Refer para 8 (i) of A)**

**TECHNICAL BID**

A. NAME OF THE TENDERER (as per Registration Certificate)	
B. COMPLETE POSTAL ADDRESS OF THE TENDERER (as per Registration Certificate)	
C. Earnest Money Deposit (EMD)	Demand Draft No. --- For Rs. 20,000/- (Rs. Twenty Thousand only) drawn on (name of the Bank) in favour of Dr. Ambedkar International Centre, New Delhi/Bid security delcaaration. (To be enclosed with Technical Bid)
Company Profile	
1. Name of the Company/Firm and Complete registered address	
2. (a) Legal Status (Individual Propriety firm, Partnership firm Limited Company or Corporation)	
2. (b) Has your company/firm ever changed its name any time? If so, when, the earliername and the reason thereof?	
3. Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract the reasons thereof.	
4. Have you or your constituent ever left the contract awarded to you incomplete? If so, given name of the contract and reasons for not completing the contract.	
5. Name, Designation and Tel. No.(s) of the Contact Person, Fax No.(s) and email address	
6. Year of commencement of business.	
7. Statutory details (self-attested copy of proof to be attached)	



a. <b>Registration No. of the Firm</b>	
b. <b>PAN</b>	
c. <b>EPFO Reg. No.</b>	
d. <b>ESI Reg. No.</b>	
e. <b>GST Reg. No.</b>	
f. <b>Food Safety (FSSAI) Reg. No.</b>	
<b>g. Income Tax Return and Assessment Completion Certificate for the last three years</b>	

8. List of present and past clients (Please use Separate sheets for each) as per the following Format. The information provided will facilitate evaluation of your Technical Bid.

Format for details of present and past clients

S. No. (1)	Name of Organization with complete postal address (2)	Name and Designation of contact person with Tel. No. /Mob. No. (3)	Date from Which the contract was awarded and till when (4)	No. of Persons deployed by your firm (5)	Annual sale/turnover during last three financial years (6)
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**Note:** Above information should be certified by the authorized representative of the client on his/her letter head

Signature of Applicant  
Name & Designation  
Contact No.

**Annexure-IV**

**(Refer para 8 (ii) of A)**

**PART (II) COMMERCIAL OFFER**

**(A) Category**

S.No.	Items	Price Offer	Remarks if any
1.	Tea		
2.	Coffee		
3.	Samosa (One piece)		
4.	Kachori (One piece)		
5.	Water Bottle (1 Ltr)		
6.	Water Bottle (1/2 Ltr)		
7.	Soft Drink (01 Piece)		
8.	Sandwich (01 Piece)		
9.	Hi-Tea (06 items)		
10.	Lunch (veg. 08 items) ( Packed)		
11.	Lunch (Non-veg. 08 items) (Packed)		
12.	Dinner (Veg. 10 items)		
13.	Dinner (Non –veg. 10 items)		
14.	Buffet Lunch (Veg)		
15.	Buffet Lunch (Non- veg)		
16.	Buffet Dinner (Veg.)		
17.	Buffet Dinner (Non – veg.)		

**(B) Monthly rent offer by Vendors Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ Only)**

(C) Rate of packed Lunch/Dinner and Buffet Lunch/Dinner may be supported by attaching separate sheet indicating the menu (Veg and Non-Veg.) as quoted at **para A** above.

Note 1: Cost should be ALL INCLUSIVE (TAXES, SER/ CHARGES, VAT, ETC.)

1. I/We, hereby Certify that my/our form has not been disqualified/banned by any Office/Department/Undertaking of the Government of India, at any time for providing services of any description.
2. If selected, we will provide all items at DAIC, mentioned as per Commercial bid.

Signature of Authorised person/

Director with Seal of the Firm

Place:

Date:

ANNEXURE-V

(Refer para 9 of D)

**FORMAT FOR PERFORMANCE CERTIFICATE REFERED**

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location
2. Agreement No.
3. Scope of Contract
4. Contract Cost
5. Date of Start
6. Period
7. Amount of compensation levied, if any
8. Performance Report
  - (i) Quality of Food – Excellent / Very Good / Good / Fair
  - (ii) Resourcefulness - Excellent / Very Good / Good / Fair
  - (iii) Client Service Satisfaction Level - Excellent / Very Good / Good / Fair
9. Compliance of all statutory requirements – Yes / No
10. Service Satisfaction Report – Yes / No

(Seal of the Organization)

(Signature of the authorized representative)

Date

**ANNEXURE-VI**

**(Refer para 36 of F)**

**PERMISSIBLE BRANDS OF CONSUMABLES**

<b>ITEM</b>	<b>BRAND</b>
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Olive oil/Mustard Oil/Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Mother's or Priya or Tops
Atta	Aashirvad, Pillsbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest / Britannia make
Jam	Kissan, Nafed
Milk	Toned milk of Mother Dairy / Amul / Delhi Milk Scheme
Paneer	Amul / Mother Dairy
Tea	Brook Bond, Lipton, Tata
Coffee	Nescafe, Rich Bru
Biscuits	Britania, Parle, Good Day
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell – all varieties
Mineral Water	ISI marked Kinley / Bisleri / Ganga
Besan, Dal	Rajdhani
Rice	Basmati
Cold Drinks	Pepsi, Coke etc.
Packed Juices	Real, Tropicana, Coconut Water
Lemon Water	Hello
Sweet	Bikaner, Haldiram

**Note:-** 1) The Contractor may use any other equivalent brand after obtaining prior approval from DAIC.

- 2) Only Certified brands to be used other than mentioned above.
- 3) Above mentioned brands are just an example.

**ANNEXURE VII**

**(Refer para 21 of A)**

**INDEMNITY BOND**

This Indemnity Bond is executed on this \_\_\_ day of \_\_\_, 2024 at New Delhi by M/s \_\_\_\_\_, a Company/Partnership Firm/ Proprietorship Firm having its Registered/ Corporate Office at \_\_\_\_\_ represented through Mr./ Ms. \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_ its duly authorized representative (hereinafter referred to as the 'Bidder/Contractor/Caterer') in favour of Dr Ambedkar International Centre having its Office at \_\_\_\_\_ (hereinafter referred to as the 'DAIC/licensor'). WHEREAS, the Bidder/Contractor/Caterer engaged in the business of providing catering services, has entered into a Agreement with the licensor for providing Catering Services to the DAIC w.e.f. \_\_\_\_\_ for a period of \_\_\_ year, extendable by another \_\_\_ year at the discretion of the licensor.

2. **And WHEREAS**, the Caterer is under a legal obligation to comply with all the statutory requirements while providing catering services to the licensor.
3. **And WHEREAS**, the Caterer is also under a legal obligation to ensure that neither any loss or damage is caused to the property of the licensor nor any physical harm/ injury is caused to the employees/ workers of the licensor, its guests or the participants etc visiting DAIC, as a result of the acts/ omissions of the employees/ workers of the Caterer.
4. **NOW, THEREFORE**, this Bond witnesses and it is agreed to and undertaken by the Caterer to keep DAIC harmless against any claims or demands made against DAIC as a result of its failure to comply with its statutory obligations and to indemnify DAIC for any loss or damage caused to its property or any physical harm/ injury is caused to the workers/ employees of the Academy, guests or the participants etc. visiting DAIC, as a result of the acts/omissions of the employees/ workers of the Caterer.
5. **IN WITNESS WHEREOF**, this Bond has been executed at New Delhi by the Caterer through its Authorized Representative in the presence of witnesses.

Witnesses:

Caterer,

Through Authorized Representative

1. \_\_\_\_\_

2. \_\_\_\_\_

\* To be submitted at the time of awarding of the Contract

