



NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY

18/2 Satsang Vihar Marg, Special Institutional Area

New Delhi – 110 067 INDIA

Tel: 011-26569303

Ref.: NIPFP/S&P/Canteen/06

Dt. 06/08/2024

NOTICE INVITING TENDER

E-tenders under Two Bid System (Technical and Financial bids) are invited for providing canteen service from eligible and qualified contractors at the National Institute of Public Finance and Policy (NIPFP) New Delhi initially for a period of 01 year. Based on the performance and mutually agreed rates, terms and conditions; the contract may be extended for further period. The bids are to be submitted on or before 28/08/2024 by 1500 hrs. as per the terms and conditions prescribed in the tender document. For downloading the tender documents, please log on to website: www.eprocure.gov.in.

TENDER SCHEDULE

| Ser. | Description | Schedule |
|------|---|-------------------------------------|
| 1. | Name of the work | Providing canteen services at NIPFP |
| 2. | Cost of tender document | Nil |
| 3. | Earnest money deposit (EMD) | 24,000.00 |
| 4. | Last date & time for submission of tender | 28/08/2024 by 1500 hrs. |
| 5. | Tender opening date & time (only Technical bid) | 29/08/2024 by 1500 hrs. |

Secretary

e-tenders are invited for providing canteen services at NIPFP as per details and specifications shown in **Annexure-II**

TERMS & CONDITIONS

(A) ELIGIBILITY/QUALIFICATION CRITERIA:

The tenderers must fulfill the following eligibility criteria failing which their offer will be summarily rejected: -

1. The tenderer must possess required valid licenses, Registration etc. issued by the Competent Authority as per law.
2. The tenderer must have completed satisfactorily during the last 03 Financial Years (2021-22, 2022-23 and 2023-24) and the Current Financial Year combined, at least
 - (a) One service contract (Food & Catering service) with contract value of Rs.8.00 Lakh or more, **OR**
 - (b) Two service contract (Food & Catering service) with contract value of Rs.6.00 lakh each or more, **OR**
 - (c) Three service contract (Food & Catering service) with contract value of Rs.4.00 Lakhs each or more

issued by any Govt./Autonomous/PSU Organization (Central or State) for supplying the same or similar item.

[**N.B.:** (i) the supply in progress irrespective of any value against any supply order not satisfactorily supplied/completed/executed shall not be considered; (ii) Supply in any private organization shall not be considered.]

3. The tenderer must have an annual turnover of at least Rs.20,00,000.00 (Rupees Twenty Lakhs only) or more during each of the last 03 Financial Years (2021-22, 2022-23 and 2023-24).
4. The tenderer must have its own Bank Account, PAN, TAN, GSTIN No. etc.
5. The tenderer must submit the following documents (self-attested) along with the tender (scanned and uploaded with the tender document):
 - (a) Documentary proof of the registration/license etc. issued by the Competent Authority.
 - (b) Purchase Orders issued by the concerned Govt./Autonomous/PSU Organization (Central or State) under the signature of the appropriate authority as regards Sl.No.-3 above. The certificate must contain: -
 - (i) Full name (with description) of items supplied
 - (ii) Supply order No.
 - (iii) Supply order date
 - (iv) Quantity supplied
 - (v) Value of the complete supplies made
 - (c) Copy of income tax return and annual accounts of the last 03 Financial Years.
 - (d) Photocopies of bank account, PAN, GSTIN, TAN Nos. etc.

(e) The agency must not have been debarred from any establishment. An Undertaking to this effect is to be submitted in the specified format (**Annexure-IV**).

(f) The agency must deploy a cook/chef with a minimum qualification of Diploma in Kitchen and Food Essential from a recognized institute. Qualification copy of the same must be enclosed.

(g) In accordance with the Ministry of Finance Office memorandum No. F 20/2/2014 PPD (Pt) dated 25th July 2016 the institution may relax condition of prior turnover and prior experiences for Start-ups and MSMEs subject to meeting of quality and technical specifications on case-to-case basis.

(B) OTHER GENERAL TERMS & CONDITIONS:

1. **Submission of Bids:** The tenderer shall upload separately two bids: **Technical Bid** and **Financial Bid**. Bidders or its representative may visit the institute on any working day (Monday to Friday excluding closed holidays) during office hours (0930hrs. to 1700hrs) before quoting their price.

(a) **Technical Bid:** The technical bid should be submitted on the letterhead of the tenderer addressed to the Director, National Institute of Public Finance and Policy (NIPFP) New Delhi containing the information detailed at **Annexure-I & II**. All pages of the tender documents should be signed, stamped, dated and serially numbered including the Annexures and uploaded online through scanned copies.

(b) **Financial Bid:** Schedule of price bid in the form of BoQ. The Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify the format of downloaded price bid template in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected. The financial bid should be submitted online in the e-procurement website only. Firm shall quote rates in Indian Rupee (INR) only as per the given format (excel) only.

(c) **Mode of Submission.** “Technical Bid” & “Financial Bid” **must** be **uploaded** separately clearly marked as “**Technical Bid**” & “**Financial Bid**”. Tenders/bids submitted through post/courier/fax will not be considered at all.

(d) **Bid Opening.** Technical bids shall be opened first on the due date and evaluated. Subsequently, financial bids of only those tenderers whose technical bids have been found suitable in accordance with the extant procedure, tendered terms and conditions shall be opened.

2. **Tender Documents Availability:** Tender should be submitted online through <https://eprocure.gov.in/eprocure/app>. Select tenders by organization, select National Institute of Public Finance and Policy and download the tender. The tender will also be available at www.nipfp.org.in under Tenders.

3. **Validity of Bids:** Tender/Bids must be valid for 120 days from the tender opening date. If any bidder withdraws his tender before the said period shall - without prejudice to any other right or remedy, be suspended for participation in the bid for next 01 year.

4. **Delivery Period.** The successful tenderer must be able to start the canteen within 30 days from the date of issue of Supply Order. Delay will attract the levy of penalty/liquidated damages.

5. **Penalty/Liquidated Damages:** If the suppliers fail to start the service by the specified date, penalty at the rate of Rs.1,000.00 per week subject to the maximum of Rs.5,000/- will be imposed.

6. **Performance Security Deposit.** The successful tenderer shall deposit within 07 days of issue of supply order @Rs.1,00,000.00 (Rupees One Lakh only) as Performance Security Deposit with the Institute in the form of Bank Guarantee in the prescribed form as mentioned at **Annexure-III** with validity up to 02 months after the contract period. The performance security deposit shall remain with the Institute till the completion of contract.

7. **Tender Opening:** Tender shall be accepted till 1500 hrs. on 28/08/2024. The tenders shall be opened as per following schedule: -

| Bid | Date | Time | Place | Remarks |
|---------------|---|-------------|-----------------|----------------|
| Technical bid | 29/08/2024 | 1500 hrs. | NIPFP New Delhi | |
| Financial bid | To be advised to the successful tenderers of Technical Bids through CPP portal. | | | |

Financial bids of only those tenderers whose technical bids will be found suitable in accordance with the extant procedure, tender terms and conditions shall be opened. The firms who have submitted the bids and whose offers are found technically suitable shall be informed of the opening date of the second cover i.e., Financial Bid through www.eprocure.gov.in portal.

8. **Evaluation of Bids:**

- (a) The Purchaser will examine the bids to determine whether:
- (i) They are complete,
 - (ii) Required documents etc. have been furnished,
 - (iii) The documents have been properly signed with proper numbering on all documents
- (b) Evaluation of bids shall be carried out based on the information furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined.

During technical evaluation a committee from the Institute will visit the existing base kitchen/facilities of the bidders for inspection and evaluation of services under different parameters. Evaluation during site visit/inspection of their base kitchen/existing facility will be as per the following criteria:-

| <u>Sl. No.</u> | <u>Criteria</u> | <u>Marks (Max. 25 for each criteria)</u> |
|----------------|--|--|
| (i) | Food quality/presentation/variety of cuisines and taste | |
| (ii) | Cleanliness and hygiene of cooking area, service area, dining area etc. | |
| (iii) | Staff: trained/experienced, clean uniform, behaviour, appearance, feedback from the institution etc. | |
| (iv) | Garbage disposal etc. | |

Financial bids in respect of only those bidders will be opened who score a minimum of 60% marks in the above technical parameters besides other technical criteria.

(c) The Institute will examine the bids to determine the correctness of the information furnished by the bidder in its bid. In case any information is found to be incorrect/false, the bid shall be considered as non-responsive.

(d) The Institute may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.

(e) The Institute reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of intent/ Notification of Award of supply.

(f) The Institute may waive off any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any bidder.

(g) The Institute may seek clarification in writing from bidder. Bidder shall be promptly reply within the time limit specified in the clarification from the purchaser.

9. Purchaser's right to accept or reject any or all bids.

(a) The Purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

(b) The acceptance of tender will rest with the Director, NIPFP New Delhi who does not bind himself to accept the lowest bid and reserves himself the right to reject any or all the tenders received without the assignment of any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

(c) Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected.

10. Selection of successful bidder:

(a) Eligible Bidder quoting the least (L1) for all items together will be declared as the Successful Lowest Bidder and his offer will be processed further.

(b) In the event of receiving more than one bid quoting the same amount, the final selection of successful bidder shall be made in the following manner: -

(i) The one with the highest turnover during the last 3 years put together;

(ii) If more than one bid having the same total turnover, then the earliest one registered with the Registrar of Companies/Partnership Firms/date of license under the Shops & Establishment Act;

11. **Settlement of Disputes.** In the event of any dispute or difference(s) between the NIPFP New Delhi and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Director, NIPFP New Delhi who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties. All disputes shall be subject to Jurisdiction of Courts at New Delhi only.

(C) SPECIAL CONDITIONS OF THE CONTRACT:

1. The food shall be good, wholesome and of best quality as approved by the Institute. Before using the raw materials and other ingredients for cooking, the Contractor shall ensure their quality having reputed brand and wholesomeness. Tea, Tea pouches, coffee etc. are to be used of reputed brand by the contractor. The Institute through its authorised representatives shall have the authority to carry out test checks at their convenience of the raw materials, ingredients used for cooking, cooking arrangements and the finished eatables and will have absolute right to reject the cooked or raw items if do not meet the required standard at its sole discretion and the same would be destroyed at the cost of the Contractor. All cooking work should be done at the Institute's canteen and nothing ready-made eatables are to be outsourced without prior approval of the Institute. All materials required by the Caterers for preparation of food, meals, tea, coffee, other beverages and snacks etc. will be procured by the Caterers at their cost.

2. The caterers shall ensure their quality having reputed brand and wholesomeness i.e. Wheat flour- Aashirvad or its equivalent, Basmati Rice –India gate/Daawat/Kohinoor, Biscuit- Bisk Farm/Britannia, Masala- MDH, Everest or its equivalent, Oil- Fortune/Saffola or its equivalent, Tea- Tata Tea/Taj Mahal, Coffee- Nescafe etc., Chicken/Fish/Meat- Government approved and veterinary doctor authorized shop. If any brand is not available the prior approval will be taken from the Institute's canteen committee.

3. The meals / snacks to be supplied by the Contractor shall be of the type and in quantities with fixed prices as approved by the Institute inclusive of all taxes. The Contractor shall not prepare or serve any other item without the prior approval of the Institute. A schedule of daily menu with alterations or additions in the service items decided based on the recommendations of the Canteen Committee and communicated to the Contractor, shall be strictly followed by the Contractor.

4. Contractor shall purchase and keep the raw materials stock of minimum 07 days required for the preparation of various items, including the controlled items of good quality at his own cost. Contractor shall abide by the local Government laws relating to stocking of food grains, sale of food etc. and shall obtain the necessary licenses from the Competent Authority at his own cost, wherever applicable. The Institute at its discretion through its authorised representative may check the stock position of all the items to see that the above is being complied by the Contractor.

5. The Contract will be initially for a period of one year. The rates quoted for various items will not be enhanced during the period of the contract. If for any unexpected reason, the rates have to be enhanced, prior permission should be obtained from the appropriate sanctioning authority. Based on the performance and mutually agreed rates, terms & conditions, the contract may be extended for further period.

6. Canteen premise will be provided free of rent. Furniture in the canteen will be provided by the Institute. A refrigerator, deep freezer, water cooler and fly catcher are also provided in the canteen. The

contractor would be responsible for keeping the things in perfect working order. If any damage is made to the same, the contractor will be required to bear the cost of repair and replacement.

7. The crockery, cutlery and vessels will not be provided by the Institute. The contractor shall provide the necessary good quality crockery, cutlery, glassware, service gloves, linen, utensils, kitchenware and other modular kitchen equipment and any other item as required, when serving for snacks, High Tea, Breakfast, Lunch & Dinner.

8. The cost of gas consumption will be borne by the contractor.

9. The cost of electricity consumed will be borne by the contractor as per readings recorded by the separate meter installed in the canteen.

10. No residential accommodation will be provided to the contractor or his staff. However, during the period of training courses/seminars, where the contractor will be required to serve the dinner and breakfast to the participants of the training programmes, permission will be given to stay at night in one room in the campus for two workers of Canteen.

11. The team must wear neat & tidy uniform, shoes, socks and gloves while on duty. The kitchen staff will wear apron and chef cap. The cost of uniform will not be borne by the Institute.

12. Menu and its rates may be decided for foreign delegates with mutual consent.

13. Room services may also be required to be provided. No extra charge will be paid for meals served in the rooms of the Institute and hostel.

14. The contractors should ensure the cleanliness in the canteen, the kitchen and surrounding areas.

15. Quality of canteen food will be monitored from time-to-time.

16. Dishes will be kept neat and clean and the items served must be healthy and hygienic.

17. Menu should not be repetitive in nature. Advance menu should be displayed in the canteen notice boards.

18. The service boys should be in proper uniform.

19. If the services are not found satisfactory, the Institute will have a right to terminate the contract by giving one month's notice.

20. If for any reason the contractor desires to discontinue the contract, he will be required to serve one month's notice failing which security deposit of Rs.1,00,000/- will stand forfeited.

21. Contractor having Diploma/Degree in a Catering will be given preference to run the Canteen.

Prices and Taxes & Duties:

Prices shall be firm and inclusive of all cost of labour and all applicable taxes & duties. All taxes & duties mentioned in the Price Bid shall be paid/ reimbursed against proper invoice as per rules/documentary evidence and restricted to the total amount of Taxes & Duties mentioned in Price Bid.

Termination. The Institute may terminate this Contract with at least ten (10) working days prior written notice to the Contractor after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:

- (a) If the Contractor does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Institute may have subsequently approved in writing;
- (b) If the Contractor becomes insolvent or bankrupt;
- (c) If the Contractor, in the judgment of Institute, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or in performing the Contract.
- (d) If the Institute, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

SERVICE POINTS & TIMINGS: The Contractor shall be required to provide canteen services in the Canteen/Institute premises on all the working days and further on Saturdays/Sundays/holidays as and when specifically required due to administrative exigencies.

The Contractor shall if requested to provide services for meetings, interviews and other official occasions at such places as may be at the same rates as would be finalised.

If at any time during the contract period, the Institute desires to utilise the services of the Contractor for any special parties, catering to the participants of the training programmes in the Institute, the Contractor shall arrange the same at the rates to be mutually agreed upon (in case the items are from outside, the rate of items already agreed) and provide necessary services at the time and places to be decided by the Institute.

Notwithstanding anything hereinafter contained, the Institute will have the right to use the Canteen Hall at any time on all days including holidays at any time, as may be required.

CONTRACTOR'S OBLIGATIONS

The Contractor shall be responsible for the proper upkeep and maintenance of the canteen premises, furniture and fixtures, Refrigerator, Deep Freezer etc. When materials supplied by the Institute becomes unserviceable and if these are to be replaced by the Institute, the same would only be replaced against the return of the unserviceable materials by the Contractor; otherwise the cost of such materials shall be borne by the Contractor. No other electric equipment will be allowed without prior approval of the Institute.

For any damage, breakage or loss of any equipment of property of the Institute, the Contractor shall make the loss good at his own cost failing which the amount will be recovered from his security deposit or from other dues as payable to him by the Institute or otherwise recovered.

The Contractor shall keep a proper inventory of the items placed at his disposal by the Institute and the same shall be verified by the Contractor along with the representatives of the Institute.

The Institute reserves the right of free access through its authorised representative(s) to inspect the Canteen, Stores, Equipment and food for ensuring their wholesomeness, cleanliness, quality and quantity at all times without any prior notice.

The Contractor shall keep the entire premises, utensils, crockery etc. clean, neat and hygienic. He shall use and provide at his own expenses the prescribed detergents and other requisites for this purpose. He will ensure that furniture of the canteen premises, crockery and cutlery, utensils, kitchen pantry, wash basins, lavatory urinals, drainage system are washed and cleaned in hygienic way.

It shall be the responsibility of the Contractor to maintain the canteen and keep the floors clean, neat and hygienic. For the purpose, he is required to engage adequate staff.

The Contractor shall not use or allow to be used the Canteen premises for dwelling purposes and shall not allow any outsiders to loiter in and around the building without valid authority.

The Contractor shall not assign or sublet the contract or any part thereof to any other party.

CONTRACTOR'S OBLIGATION – FOR COMPLIANCE OF PROVISIONS OF ALL LABOUR LEGISLATIONS

The Contractor shall make regular and full payment of wages / salaries and other payments to his employees and furnish necessary proof, as and when demanded by the Institute/ concerned department of Central, State and local government agencies.

The Contractor shall be responsible for the compliance with applicable laws or which might become applicable, rules and regulations relating to Contract Labour (Regulations & Abolition) Act, 1970, Shops & Establishments Act, Factories Act, 1948, Employees Provident Funds & Misc. Provisions Act, 1952, Payment of Gratuity Act, 1972, Payment of Bonus Act, 1965 etc.

The contractor shall comply with the provisions of all labour legislations including the requirements of Wages Act, 1936, Minimum Wages Act, 1948, Workmen's Compensation Act 1923, ESI Act 1948 or such other Acts, laws or regulations passed by the Central/States, Municipal & Local Government, agency or authority from time-to-time in present or in future.

Proper records shall be maintained by the Contractor with respect to the above Acts, and such other Acts as may be applicable to Contractor's working and his workmen which would be subject to check from time-to-time, by the Institute.

The optimum requirement in the canteen may vary from time-to-time for efficient and timely catering covering all categories of personnel required to be provided for canteen services, for which the contractor must, at all times maintain the needed manpower on shift basis. For any increase in manpower for efficient running of the canteen services, the Contractor shall not be entitled to additional remuneration.

The Contractor shall maintain a register showing names and addresses of the persons engaged along with KYC papers, photographs of each person and shall produce the same for inspection on demand by the Institute.

The Contractor shall issue identity cards bearing photographs of the canteen employees for gate entry and shall exhibit prominently during working hours. The canteen staff shall also be liable for search on entry / exit.

The employees of the Contractor should be subjected to medical examination twice in a year at Contractor's cost by the Medical Officer. The employees should be free from all communicable, contagious infections and other diseases. In the event of any employee of the Contractor being found

medically unfit, the Contractor shall arrange to replace him. Contractor has to submit medical certificate as and when required.

Nothing contained herein shall be construed to create a monthly tenancy or create any such interest in favour of the Caterers or their partners / representatives / employees in respect of Canteen or the premises used by the Contractor in connection with or for the purpose of this agreement.

On termination of this agreement, the Contractor shall discontinue to use and handover vacant and peaceful possession of the Institute Premises of the said Canteen or other premises together with the fixtures, equipment and articles in good condition to the Institute.

The Contractor shall be solely and exclusively liable for the payment of any and all taxes in vogue or hereafter imposed, increased or modified from time-to-time.

MISCELLANEOUS

Contractor shall maintain the canteen and all pantries in clean and hygienic conditions. If the Contractor fails to engage sufficient staff for this purpose, the Institute will engage the staff on behalf of the Contractor at his risk and cost.

Contractor shall not exhibit or cause to be exhibited in the canteen premises any printed or written notices or advertisements of any kind, whatsoever except notices related to the working of the canteen, without the prior permission of the Institute.

The Institute reserves the right to deduct any amount that becomes payable by the Contractor in respect of the labour being employed by him for executing the job awarded, under any Act, or rules framed there under and in force from time-to-time. The same shall be recovered from bills payable to the Contractor as debt recoverable.

Contractor shall ensure that peace and order is maintained in the canteen and if peace and order in the canteen is disturbed due to lapse on the part of the contractor, a penalty of Rs.1,000/- per occasion for such lapse leading to disturbance of peace/order may be imposed by the Institute.

If the Institute finds that the Contractor is misusing the facilities provided by the Institute for running the canteen for any other purpose not covered under the contract, the Institute will be free to levy penalty which may extend to Rs.5,000/-or more per occasion.

If, on inspection, it is found that that the quantity / quality of meals/snacks served is not as per the norms laid down by Institute, a penalty up to Rs.1,000/-may be imposed by the Institute for every such occasion and/or eventuality.

Contractor would ensure that all the canteen staff employed by him would behave courteously and decently with employees of the Institute and also ensure good manners.

In the event of the Contractor suspending or abandoning catering services without giving prior notice to the Institute, without handing over charge of the canteen materials entrusted to him by the Institute, the whole of security money and other dues payable to him shall stand forfeited to the Institute and he shall also be liable for such legal action deemed fit and proper for breach of contract and towards the loss of various accessories and furniture entrusted to the contractor.

GENERAL

Contractor shall adhere to safety practices and avoid hazardous and unsafe working conditions and shall comply with the safety rules in force from time-to-time.

The canteen premises will be in possession of the Institute and the contractor is permitted to enter the premises to run the canteen only. If at any time the contract is terminated or the contract comes to an end or if the Institute decides that the contractor should not be allowed to run the canteen, in that event, the Institute will be entitled to restrain the contractor from entering the building premises as well as the canteen premises. The contractor is only permitted to make use of the canteen premises which is in possession of the Institute and the contractor will have no right or interest in the canteen premises and other items given by the Institute because of the permission being granted to the contractor to supply articles as per the terms of the contract.

Contractor shall use the canteen only for the purpose of this agreement / contract and he shall not make or permit it to be made, any structural additions or alterations to the same without the prior approval in writing of the Institute.

Contractor shall work under the supervision of the Administration Department and such other authorized officers of the Institute as may be nominated from time-to-time.

The contractor and his workmen will be subject to police verification regarding their antecedents.

The offer containing erasures or alterations will not be considered. There should be no hand written material, corrections or alterations in the offer. Technical and financial details must be completely filled up.

The canteen contractor and all other employees will have no rights and privileges for employment or any other benefits in the Institute. In other words, the employees of the contractor will be the exclusive responsibility of the contractor himself with no liability or responsibility of the Institute.

Secretary

TECHNICAL BID PARTICULARS

1. Name of the Tenderer :
2. Full Address of the tenderer :
3. Contact details of tenderer :
 - (a) Telephone No. :
 - (b) Mobile No. :
 - (c) Fax No. :
 - (d) E-mail id :
4. List of Documents enclosed:

| Sl. No. | Name of the document | Information to be filled in this column | | Whether photocopies of the documents enclosed (pl. tick) |
|---------|---|---|-----|--|
| (a) | License/Registration (Number) | | | Yes / No |
| (b) | Dealership/Distributorship Certificate (Number) | | | Yes / No |
| (c) | Supply order completion certificate (Name of the organization, value, supply completion date) | | | Yes / No |
| (d) | Income Tax Return (Annual Income during last 03 Financial Years) | 2021-22 | Rs. | Yes / No |
| | | 2022-23 | Rs. | |
| | | 2023-24 | Rs. | |
| (e) | Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years | 2021-22 | Rs. | Yes / No |
| | | 2022-23 | Rs. | |
| | | 2023-24 | Rs. | |
| (f) | Bank Account (Bank Name, Branch & Account No.) | | | Yes / No |
| (g) | PAN (Number) | | | Yes / No |
| (h) | GSTIN (Number) | | | Yes / No |
| (i) | TAN (Number) | | | Yes / No |

7. Validity period of the Bid:
8. Warranty/Guarantee period:
9. Additional information, if any proposed to be furnished by the tenderer.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date:
Place:

Signature of Authorised person
Full name:
Designation:
Seal:

DETAILS OF FOODS

| Ser. | Item with specification | Quantity |
|-------------|---|-----------------|
| 1. | Tea with milk (standard sized cup) per cup | 1 Unit |
| 2. | Tea without milk (standard sized cup) per cup | 1 Unit |
| 3. | Herbal tea (standard sized cup) per cup | 1 Unit |
| 4. | Black Coffee Per Cup (standard sized cup) | 1 Unit |
| 5. | Coffee with milk (standard sized cup) | 1 Unit |
| 6. | Lassi (Sweet) 200 ml. | 1 Unit |
| 7. | Lassi (Salted) 200 ml. | 1 Unit |
| 8. | Hot Milk with Horlicks/Bournvita 200 ml. | 1 Unit |
| 9. | Soup per bowl (Tomato/Sweet Corn etc.) 200 ml. | 1 Unit |
| 10. | Veg Cutlet (each) standard size | 1 Unit |
| 11. | Samosa (each) standard size | 1 Unit |
| 12. | Bread Pakora (each) standard size | 1 Unit |
| 13. | Assorted Pakoras (Palak, Onion and Paneer) 100 gms. | 1 Unit |
| 14. | Egg Boiled (Each) | 1 Unit |
| 15. | Egg Half Fry (Each) | 1 Unit |
| 16. | Omlet (Single) | 1 Unit |
| 17. | Omlet (Double) | 1 Unit |
| 18. | Bread Omlet (02 slice bread and one egged omlet) | 1 Unit |
| 19. | Butter Toast (2 Pcs) | 1 Unit |
| 20. | Hara Kabab (4 Pcs) | 1 Unit |
| 21. | Veg Spring Rolls (5 Pcs) | 1 Unit |
| 22. | Chhole Bhature (02 bhature) | 1 Unit |
| 23. | Poori Subji (4 Pooris) | 1 Unit |
| 24. | Sambar Vada (With 2 standard size Vada) | 1 Unit |
| 25. | Idli Sambar (2 Idlis) standard size | 1 Unit |
| 26. | Dosa (Plain) standard size | 1 Unit |
| 27. | Masala Dosa standard size | 1 Unit |
| 28. | Upma per plate | 1 Unit |
| 29. | Uthappam (Onion) standard size | 1 Unit |
| 30. | Sandwiches (With Butter & Vegetables) | 1 Unit |
| 31. | Poha/plate | 1 Unit |
| 32. | Kachori 2 Pcs With Subji | 1 Unit |
| 33. | Burfi Khoya (Per Pc) standard size | 1 Unit |
| 34. | Gulab Jamun (Each) standard size | 1 Unit |
| 35. | Rasgulla (Each) standard size | 1 Unit |
| 36. | Carrot Halwa (per plate 50gms) | 1 Unit |
| 37. | Vegetable Pulao per plate | 1 Unit |
| 38. | Plain Rice per plate | 1 Unit |
| 39. | Chapati (Each) | 1 Unit |
| 40. | Dal Per Plate (Fried) | 1 Unit |
| 41. | Dal Per Plate (Non-Fried) | 1 Unit |
| 42. | Kadai Sabji per plate | 1 Unit |
| 43. | Seasonal Vegetable Per Plate | 1 Unit |
| 44. | Roasted Papad each | 1 Unit |

| | | |
|-----|--|--------|
| 45. | Green Salad (Per Plate) | 1 Unit |
| 46. | Fish Curry Per Plate (Two pcs.) | 1 Unit |
| 47. | Chicken Curry (Two Pcs.) | 1 Unit |
| 48. | Paneer Curry Per Plate | 1 Unit |
| 49. | Malai Kofta Per Plate | 1 Unit |
| 50. | Palak Paneer Per Plate | 1 Unit |
| 51. | Veg. Kofta Per Plate | 1 Unit |
| 52. | Mutton Curry (02 pcs.) | 1 Unit |
| 53. | Dam Alu per plate | 1 Unit |
| 54. | Chhole/Rajma per plate | 1 Unit |
| 55. | Parantha Plain each | 1 Unit |
| 56. | Parantha Lachha each | 1 Unit |
| 57. | Parantha (Aloo/Gobi) each | 1 Unit |
| 58. | Parantha Egg each | 1 Unit |
| 59. | Parantha Paneer each | 1 Unit |
| 60. | Thali Veg. (Raita, Dal, Veg. curry, Salad, Rice, 2 Chapati) | 1 Unit |
| 61. | Chicken Biryani (Two pcs.) | 1 Unit |
| 62. | Mutton Biryani (Two pcs.) | 1 Unit |
| 63. | Boondi Raita per plate | 1 Unit |
| 64. | Breakfast (Buffet): Tea/Coffee, Veg. Cutlet/Besan Chila/Idli/Moong Dal Chila/Stuffed Paratha (2 pcs.) Corn Flakes, Bread slice with Omelet & Sauce, seasonal fruits and fruit juice (tetra packs) | 1 Unit |
| 65. | Lunch/Dinner Veg. (Buffet):Soup, Paneer Gravy, Seasonal Vegetable, Raita/Curd, Dal Makhini, Veg Pulao (Basmati Rice)/Plain Rice, Green Salad, Assorted Roti (Naan/Parantha/Puri), Sweet Dish (Two pcs.) papad, pickle, packaged drinking water (250 ml) | 1 Unit |
| 66. | Lunch/Dinner Non-Veg. (Buffet) :Soup, Chicken, Paneer Gravy, Seasonal Vegetable, Raita/Curd, Dal Makhini, Veg Pulao (Basmati Rice)/Plain Rice, Green Salad, Assorted Roti (Naan/Parantha/Puri), Sweet Dish (Two pcs.), papad, pickle and packaged drinking water (250ml) | 1 Unit |
| 67. | Lunch/Dinner Non-Veg. (Buffet) : Soup, Mutton/Fish, Paneer Gravy, Seasonal Vegetable, Raita/Curd, Dal Makhini, Veg Pulao (Basmati Rice)/Plain Rice, Green Salad, Assorted Roti (Naan/Parantha/Puri), Sweet Dish (Two pcs.), papad, pickle and packaged drinking water (250ml) | 1 Unit |
| 68. | Lunch/Dinner Non-Veg. (Buffet) : Soup, Chicken, Mutton/Fish, Paneer Gravy, Seasonal Vegetable, Raita/Curd, Dal Makhini, Veg Pulao (Basmati Rice)/Plain Rice, Green Salad, Assorted Roti (Naan/Parantha/Puri), Sweet Dish (Two pcs.), papad, pickle and packaged drinking water (250ml) | 1 Unit |
| 69. | Tea/Coffee with Cookies (02 pieces) | 1 Unit |
| 70. | Tea/Coffee with Sweet, (Burfi/Gulab Jamun-Haldiram/Bikaner/Evergreen), Samosa/Cutlet, Cookies (01 piece each) | 1 Unit |
| 71. | Tea/Coffee with Assorted Pakoda/Samosa/Dhokla/Veg. Cutlet and cookies | 1 Unit |
| 72. | Tea/Coffee with Assorted Pakoda/Samosa/Dhokla/Veg. Cutlet | 1 Unit |

(Signature)
Name & Address of the Firm

Dated:

Note: Event based buffet with a firm order for a minimum of 15 Pax will be placed.

Rate to be quoted in BOQ format in CPP Portal only.

Form of Performance Guarantee / Bank Guarantee Bond

(to be submitted in the non-judicial stamp paper of Rs.100/- to be purchased in the name of the issuing bank)

In consideration of the National Institute of Public Finance and Policy New Delhi (hereinafter called "NIPFP, New Delhi") having offered to accept the terms and conditions of the proposed agreement between NIPFP, New Delhi and having its registered office at (hereinafter called "the said Supplier") for the Supply of Nos. of equipment of Make (hereinafter called "the said agreement") vide NIPFP, New Delhi Supply Order No. dated having agreed to production of an irrevocable Bank Guarantee for **Rs..... (Rupees only)** as a security/guarantee from the Supplier for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, _____ (hereinafter referred to as "the Bank") hereby undertake to pay to NIPFP, New Delhi an amount not exceeding Rs..... (Rupees only) on demand by the NIPFP, New Delhi.

2. We, _____ (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from NIPFP, New Delhi stating that the amount claimed as required to meet the recoveries due or likely to be due from the said Supplier. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... /- (Rupees only).

3. We, the said bank further undertakes to pay NIPFP, New Delhi any money so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Supplier shall have no claim against us for making such payment.

4. We, _____ (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of NIPFP, New Delhi under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Director on behalf of the NIPFP, New Delhi certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Supplier and accordingly discharges this guarantee.

5. We, _____ (indicate the name of the Bank) further agree with NIPFP, New Delhi that NIPFP, New Delhi shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Supplier from time to time or to postpone for any time or from time to time any of the powers exercisable by NIPFP, New Delhi against the said Supplier and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Supplier or for any forbearance, act of omission on the part of NIPFP, New Delhi or any indulgence by NIPFP, New Delhi to the said Supplier or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier.

7. We, _____ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of NIPFP, New Delhi in writing.

8. This guarantee shall be valid up to unless extended on demand by NIPFP, New Delhi. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupeesonly) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

9. Dated the _____ day of _____ for _____ (indicate the name of the Bank).

Signature of the bank.....

CERTIFICATE & DECLARATION
(to be given on Agency's letterhead)

1. I/We have downloaded/obtained the tender documents (s) for the above-mentioned tender/work from e-procurement website as per your advertisement.
2. I/We hereby certify the I/We have ready the entire terms and conditions of the tender documents (including all documents like Annexure(s), Schedule(s) etc., which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of SD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further NIPFP, New Delhi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
6. I / We assure the Institution that neither I / We nor any of my / our workers will do any act(s) which are improper / illegal during the execution in case the tender is awarded to us.
7. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institution.
8. Our Firm/ Company/ Agency has not been blacklisted or banned by any Govt. Department (Central/State), PSU, University/Autonomous Institute (Central/State).
9. I/We certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your institution shall without giving notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Date:
Place:

Signature of the Tenderer
Stamp