

F.No.7/15(2)/2017-SD/S&S

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

C.V. MESS BUILDING

JANPATH

NEW DELHI-110001

TENDER DOUCMENT

Limited Tender process for Hiring of Caterer(s) services for "Lok Gatha Utsav" from
28.11.2017 to 03.12.2017

Cost of Tender Document : FREE

- | | | |
|-------|---|---|
| (i) | Last date for collection of Tender Document | :21 st Nov 2017 upto 03:00PM |
| (ii) | Date of opening of Technical Bid | :21 st Nov 2017 at 3.30 PM. |
| (iii) | Date of Opening of Financial Bid | :23 rd Nov 2017 at 04.00 PM. |

Signature of Tenderer

F.No.7/15(2)/2017-SD/S&S
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION (S&S SECTION)

Tender No.13/2017

New Delhi ,Date: 17th Nov 2017.

Subject: **Tender for Hiring of Caterers for Indira Gandhi National Centre for the Arts, New Delhi for providing of Tea, lunch, dinner etc. in Lok Gatha Utsav to be held w.e.f 28 th Nov 2017 to 03rd Dec2017.**

IGNCA intends to invite Sealed tenders under two bid system for providing of tea/lunch/dinner etc. during Lok Gatha Utsav to be held at IGNCA from 28th Nov., 2017 to 3rd December, 2017. Interested bidders who have got seven years experience in catering services should submit the tender documents latest by **21st November, 2017 up to 3:00PM.** Technical bids will be opened on the same day at 3.30PM.

The Financial bids will be opened on 23rd November 2017. The tenders of technically qualified bidders only will be opened. Technical and Financial bids should to be kept in separate envelopes and both are to be placed in one envelop which is to be addressed to The Consultant (S&S), IGNCA, C.V. Mess Building, Janpath, New Delhi-110001.

The tender documents can be obtained from S&S Section free of cost or downloaded from the IGNCA website www.ignca.nic.in.

2. **TECHNICAL BID.**

Technical bids as per details given in Annexure 1 along with requisite supporting documents should be kept in one envelope which is to be sealed and superscribed in bold as **Technical bid for catering tender the** Tender No.13/2017 No part of Financial bid is to be kept in this envelop.

Earnest money deposit (EMD) Each tenderer is to attach a Demand Draft in favour of IGNCA of Rs.60,000/- (Rupees sixty thousand only). The Earnest Money of unsuccessful bidders will be refunded after completion of the process as per rules in vogue.

3. **FINANCIAL BID.**

The Financial bid as per Annexure II duly completed in all respect is to be put in second envelop sealed and suprscribed in bold on top of the envelop **“Financial Bid for catering Tender dated for 17th Nov 2017”**.

The lowest tenderer will be decided on the basis of total rates quoted by them of all items at the rate of one unit each.

Terms & Conditions

1. In case of any doubt on tender documents, the tenderers should contact S&S Section in IGNCA.
2. The caterers should have at least seven years experience in the particular field and also have turn-over of Rs.60.00 Lakhs per annum during the last three years, alongwith copies of ITRs for the said period.
3. IGNCA reserve the right to reject or accept any offer/application without assigning any reason whatsoever. Decision of IGNCA in this regard shall be final and binding.
4. No advance payment shall be made & final payment shall only be released only after completion of event to the satisfaction of the IGNCA authorities.
5. All the tenderers are to quote rate for all the items given at Annex.II and part bidding will not be considered.
6. TDS as per applicable rates shall be deducted from the gross amount of the Bill as per rule.
7. The tenderers should quote the rates inclusive of all taxes, GST, Cartage and service personnel employed/engaged and nothing extra shall be paid on any of this account.
8. The food will have to be served by trained waiters who should be in proper uniform.
9. The crockery, cutlery including spoon and forks are to be of high quality and IGNCA will reserve the right to reject if the items provided by the caterers are of substandard. The caterer has also to provide good quality paper/cloth Napkins.
10. The quotation form can be obtained free of cost from the Office of the Consultant(Estt./S&S Section at IGNCA. Or downloaded from the IGNCA website www.ignca.nic.in..
11. It will be the firm responsibility to maintain Hygienic and cleaning at kitchen and services area.
12. The **firm** will have to keep arrangement for 15% extra to the total volume order and payment for extra will be made only when actually used.
13. The caterer shall not recycle the food in any case. If he has to provide lunch and dinner both the menu of should be different at each time.

Consultant (S&S)

Technical Bid

1. Name of the Firm/Company
2. Date of incorporation/establishment (Attach proof)
3. Address
4. Telephone No./Mob. Number
5. Type of firm : Proprietary/Limited
Company/
6. PAN Number : Attach proof.
7. Service Tax Number : Attach Proof.
8. Registration Number with statutory Authority : -do-
9. Details of EMD :
10. Details of Experience :
Attach separate sheet and supporting documents.
11. Proof of turnover during last 3 years. : Attach copy of ITR and
Balance sheet etc. **duly certified
by the
Chartered Account.**

Signature of bidder with stamp.

FINANCIAL BID

SCHEDULE OF QUANTITY

(A) TEA

S.No.	Name of Item	Unit Rate (Rs.)	Rates in words per unit.
1.	<u>Tea/Cookies</u> Tea with two biscuits and one Samosa		

Signature of tenderer with stamp

(B) LUNCH /DINNER

S.No.	Name of Item	Unit Rate (Rs.)	Rate in words per unit
1	<p><u>LUNCH/DINNER:</u></p> <p>a) One fried Dal/ Dal Makhni/ Rajma/Channa</p> <p>b) One Vegetables seasonable Aloo Gobhi/Aloo Methi/ Veg Kofta/Gobhi fried/Fried Tinda or any other seasonal veg as per choice of IGNC A.</p> <p>c) One paneer item – Palak Paneer/Shahi Paneer/Mutter Paneer/Paneer Pasanda.</p> <p>d) Raita</p> <p>e) Assorted Roti – Three types</p> <p>f) Jeera Rice/Pulao</p> <p>g) Achar, Papar and Salad</p> <p>h) One Sweet</p> <p>i) Mineral Water in Jar</p>		

Signature of tenderer with stamp

