

GOVERNMENT OF NCT OF DELHI  
DELHI SANSKRIT ACADEMY,  
PLOT NO-5, JHANDEWALAN, KAROL BAGH, NEW DELHI -110005  
Ph. 23635592, 23555676,

File No: F1 (50) / D.S.A2019-2020/ 904-905

Dated: 25/09/2019

**TENDER FOR THE AWARD OF CATERING SERVICES FOR 2019-2020**

E-tenders are invited from the reputed person/contractors for running catering services for a period of one year for the programmes for Delhi Sanskrit Academy so as to reach the undersigned up to **2.30 p.m. 25-10-2019** and will be opened on the same day at **3.30 p.m.** tenders submitted after due date and time will not be accepted under any circumstance. The tenders must be submitted through e-tendering only with clear marking "**TENDER FOR CATERING SERVICES**" The bidders or their authorized representative may be present at the time opening of the tenders.

The undersigned reserves the right to accept or reject any e-tenders without assigning any reason.

Terms and conditions for award of contract can also be downloaded from the Delhi Govt. web site [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in) File No: F1(50)/ D.S.A2018-2019/

  
(Dr. Jeet Ram Bhatt)  
Secretary

File No: F1( ) / D.S.A2019-2020/

Encl.:- As Above.

Dated:- :

Copy forwarded for information and necessary action to.

1. ✓ Secretary, Art & Culture Deptt., Govt. of Delhi.
2. Listed Contractors.
3. Notice Board of Delhi Sanskrit Academy, Jhandewalan, Karol Bagh, New Delhi-110005
4. Academy G-mail, delhisanskritacademy@gmail.com

  
(Dr. Jeet Ram Bhatt)  
Secretary



**TERMS AND CONDITIONS FOR THE AWARD “ CATERING SERVICES FOR A PERIOD OF ONE YEAR IN DELHI SANSKRIT ACADEMY, PLOT NO. 5, JHANDEWALAN, KAROL BAGH, NEW DELHI- 110005**

Terms and Conditions:-

- 1- The contract will be awarded by the secretary by means of lowest bid offered.
- 2- The secretary, Delhi Sanskrit Academy reserves the right to accept or reject any e-tender or all the e-tenders without assigning any reason. The contractor will have to deposit **contract bid money of 15,000/ as FDR in favour of Delhi Sanskrit Academy** - along with the hard copy of the bid documents to be submitted in the office of Delhi Sanskrit Academy before the last date of tender i.e. **25-10-2019**
- 3- A panel of at least two bidders shall be made based of the lowest bid made by L-1, from amongst the other bidders who abide by all the terms and conditions of contract and ready to work on the same rate as offered by L-2. In case the rate L-1 is not found economical or reasonable. The Secretary, **Delhi Sanskrit Academy** reserves the right to reject the rate of any bidder or all the bidders without assigning any reasons.
- 4- The contract shall provide the items ordered in the premises of **Delhi Sanskrit Academy** or any other place as mentioned by the **Secretary Delhi Sanskrit Academy** without any extra cost.
- 5- The contract will be operative for a period of 12 month from the date of award but it can be extended for another period of 2 years by the secretary in the same terms and condition, however bid money will be hiked by 10% every extension.
- 6- The following documents are mandatory for bidders to be submitted along with the bid documents:
  - (i) GST registration certificate.
  - (ii) Pan Card.
  - (iii) Experience of minimum of last three years in the same line.
  - (iv) Certificate of registration ( Form 'B' Trade and Taxes Department)
- 7- The bidder should submit the above mentioned self-attested documents along with EMD.
- 8- The contractor will be evaluated on the basis of least price for each item as listed in Annexure 1 and fulfilment of the terms and conditions of tender documents.
- 9- The contractor shall serve only such items as approved by the **Secretary, Delhi Sanskrit Academy** in advance.
- 10- The successful bidder shall have to deposit a sum of **Rs. 15,000/- (Fifteen Thousand only)** as performance security within a week of award of the contract. In case the quality and hygiene of the items to be served by the contractor are found to be unsatisfactory or the contractor fails to fulfil his obligations of the contracts at any time during time of the contract, **secretary, Delhi Sanskrit Academy** shall have the power to reassign/cancel the contract & in that case the performance security of **Rs. 15,000/-** of the contractor shall be forfeited.
- 11- The authorized representative of the academy shall inspect the preparation from time to time & reject such preparations which are not considered wholesome or hygienic without any compensation.
- 12- The contractor will be bound to maintain sanitary conditions in and around the place where arrangement has been made for each program. No staff member of this institute will be engages for the purpose and it will be entire responsibility of the contractor.
- 13- In case of any disputes arising between the contractor and **Secretary, Delhi Sanskrit Academy**, the decision of the **Secretary, Delhi Sanskrit Academy** shall be final and binding on the contractor. In no case **Secretary, Delhi Sanskrit Academy** will be responsible for any license fee/M.C.D. Fitness etc., if any.
- 14- The contractor will bound to pay necessary license fee according to the rates prescribed by the M.C.D., if any.

- 15- The contractor shall run the contract himself and shall in no case enter into the partnership or sublet the contract to any other individual or party.
- 16- The electricity and water charges, if any, used in the programmes shall be the sole responsibility of the contractor only.
- 17- In case the contractors is found serving items on unapproved rates, or the items not already approved by the **Secretary, Delhi Sanskrit Academy** the contract can be terminated without notice.
- 18- The contractor will provide his own crockery for the programmes at his own cost and conveyance, and the quality & quality of which will be approved by the Secretary in advance the contractor will make his own arrangements for the purchase of gas and coffee plant at this own expenses, if required.
- 19- The Govt. shall in no case be responsible for any accident, loss, or damage to the staff employee or article equipment furniture etc. used the contractor.
- 20- The contractor must not employ any child labour.
- 21- The contractor has to maintain hygienic/sanitary condition at all time. If unhygienic condition etc. found by any govt. authority the contractor shall be solely responsible for same and any penalty imposed by authority will be borne by the contractor.
- 22- Contractor, in no case, will use unbranded/unhygienic eatable items; if found, contractor shall be cancelled and all the penalties imposed are enforcing Govt. authorities will be borne by the contractor.
- 23- Contractor will be responsible for deduction & deposit of statutory deductions as per provisions of ESIC, CPF/EPF as per law/Wages act, if any. This institute will not be responsible for any mishappening occurred on the part of the contractor for the violation of rule.
- 24- The **Secretary, Delhi Sanskrit academy** may call for the advice of medical office/food inspector on matters of hygiene in canteen/quality of food being served.
- 25- The successful bidder will sign the contract agreement on Rs.100/- Non Judicial Stamp Paper before Start of Contract.
- 26- If tthe contractor fails to fulfill the obligation/order given by the **Delhi Sanskrit Academy** then **Delhi Sanskrit Academy** is free to arrange the same from other person/third party and the contractor is liable to pay the difference between the approved rates and rates paid by the **Delhi Sanskrit Academy** to other person/ third party .
- 27- forfeiture of EMD/Security Deposited:
  - i. If the successful tender refuse to enter into an agreement of fails to remit the performance security of **Rs. 15,000/-** within seven days of acceptance of tender of EMD will be forfeited.
  - ii. If the approved bidder abandons the contract Security deposit will be forfeited.
  - iii. If the contract is terminated by **Secretary, Delhi Sanskrit Academy** due to poor performance/variation/violation of any clause of agreement or any bad act of contractor, security deposit will be forfeited.

Signature of the contractor,

Name:-

Address:-

Witness:-

1-Name: -

Signature: -

Address: -

2- Name:-

Signature:-

Address:-

**LIST OF ITEMS TO BE PROVIDED**

<b>S.NO</b>	<b>NOMENCLATURE OF THE ITEM</b>	<b>QUANTITY</b>	<b>RATE (inclusive all taxes)</b>
1.	Biscuits cookies (Per Pkt 400 gm.)	Per Pkt.	
2.	Tea Per Bone China Cup (Aprox.150 ml.)	Per Cup	
3.	Coffee Per Bone China Cup (Aprox.150 ml.)	Per Cup	
4.	<u>On Buffet Break Fast</u> Chole with 2 Big Bhature with Aachar & Salad	Per Head	
5.	<u>On Buffet Break Fast</u> Badmipuri With Aachar&Salad	Per Head	
6.	<u>On Buffet Lunch</u> Dal+Subzi+Roti+Puri+Rice+Salad+Achar& Sweets	Per Head	
7.	<u>On Buffet Lunch</u> Dal+DrySubzi(Mix Veg.)+PaneerSubzi+ Rice +Puri +Roti+ Pickel+Raita+ Salad& Sweets.	Per Head	
8.	<u>Lunch</u> Dry Subzi (Mix Veg.) +Dal+Roti+Puri+Rice+Salad+Achar& Sweets In PackingBox Plastic Thali.	Per Head	
9.	6Puri+Chole In Packing	Per Head Per Box	
10.	Samosa/Kachori with Sauce+PaneerPakoda+Burger with Sauce+BreadPakoda/Pattieswith Sauce+Imarti/Balusahiln Packing	Per Head Per Box	
11.	Water Jar 20 ltr with dispenser	Per Jar	
12.	Water Bottle 500ML (Bisleri/Aquafina/Kinley) etc. (Box of 24 Bottles)	Per Box	

\*The cold drink of Standard Brand must be made available as per order on MRP Basis or less than MRP.

**CONDITION:-**

1. A good quality of Chutney/Sauce has been provided and standard quality of oil/ghee has to be used.

2. Any other item may be included later on with the approval of **Secretary, Delhi Sanskrit Academy.**

Signature of the Tender

Name of the Tender (Block Letters)

An Undertaking for payment of the Contract bid money/tender money for 12 month in **Delhi Sanskrit Academy**, Plot NO.5, Jhandewalan, Karol Bagh, New Delhi-110005

**UNDERTAKING**

Tenderer of catering services at Delhi Sanskrit Academy, Plot NO.5, Jhandewalan, Karol Bagh, New Delhi-110005 agree to pay to the secretary Rs. .... (Rupees.....only) as contract/bid money for the total period of 12 months.

If contract is awarded to me/firm, the EMD money will be deposited immediately.

The rate list duly accepted by me is also enclosed. The terms & conditions enclosed are acceptable.

Signature of the Tender

Name of the Tender (Block Letters)

Address (Photo Copy of /Adhar/Election Card be attached)

Encls: Conditions of the contract signed by me

Rate list is signed by me and is duly accepted.

Witness:-

1. Name:-

Signature:-

Address:-

2. Witness:-

Name:-

Signature:-

Address:-