TENDER NOTICE

Subject: Invitation of quotations for providing catering services on 31.01.2018 on reception for Tribal Guests and Tableau Artist on the occasion of Republic Day Celebration, 2018 held by Hon’ble Minister of Tribal Affairs at is residence 01, Moti Lal Nehru Marg, New Delhi on 31.01.2018 – regarding.

I am directed to say that this Ministry intends to organize a reception for Tribal Guests and Tableau Artist on the occasion of Republic Day Celebration, 2018 which require services of catering at 01, Moti Lal Nehru Marg-110001 which is scheduled to be held on 31.01.2018. There will be tentative 800 guests will attend the function. The strength of the guests may be increased or decreased by 15%. The item of snacks, dinner and items to be included will be as under:

**Items of Snacks:**

**Time of Snacks:** 6.00 pm

i. Veg Snacks: 03 types for 300 persons
ii. Non-Veg Snacks: 02 types for 500 persons

**Items for Dinner**

i. Number of requirement: 800 approx (may increase or decrease 15% of 800 nos)
ii. Timing of Dinner: 8.00 PM

a. **Soup**

i. Chicken Hot & Sour Soup
ii. Veg. Soup
Main Course

a. Three Vegetables items
b. Two Non-Veg items
c. Dal Makhni
d. Plain Tandoori Roti/Lachcha Parantha/Puri/Naan
e. Rice (Pulao/Plain)
f. Papad, Achar etc.
g. Green Salad

Deserts

a. Gulab Jamun
b. Gajar Ka Halwa
c. Tea & Coffee
d. Soft Drinks

2. You are requested to furnish the quotation of above items. The terms and conditions for above said purpose are as follows:-

a. All bidders are requested to deposit an Earnest Money Deposit of Rs.30,000/- (Rupees Thirty thousand only) in the form of demand draft in favour of DDO, Ministry of Tribal Affairs, New Delhi, payable at New Delhi/Delhi failing which their bids will not be considered. The Earnest Money Deposit shall be forfeited if the successful bidder withdraws his/her offer in due course. The amount will be refunded to unsuccessful bidder without any interest on completion of the tender process.
b. The bidders are requested to submit the following authenticate documents along with the bid:-

(i) A copy of Pan No.
(ii) A copy of GST No.
(iii) A copy of Sales Tax number issued
(iv) EMD of Rs.30,000/-
(v) Experience of working in the filed/Satisfactory report of users.

c. The prospective bidders should have experience of 2 years (previous two financial years) in the field and have proven performance duly certified by the respective agencies.
d. Rate to be quoted on all inclusion basis i.e. for Crockery, Cutlery, Glassware, uniformed service boys and all buffet related items transportation etc.
e. All the snacks and dinner will be provided at the said venue before 30 minutes of scheduled time.
f. The number of persons may be increased or decreased up to 15%. Hence there should be arrangement to meet the exigency.

g. All the crockery items and other things should be standard quality.

h. If there is delay in providing of services or quality being up to required standards, no payment shall be released to the selected vendor.

i. The payment shall be made on completion of the work to the satisfaction of the Ministry. The decision of the Head of the department of Ministry shall be final and binding in this regard. The disputes against the bidding process/resultant contract shall be subject to the sole arbitration of Head of Department and as per India Law. All other things being equal, the contract shall be awarded to the lowest evaluated bidder

j. The responsibility for maintaining cleanliness/hygienic and supply of equality shall be solely of the vendors.

k. The Contract will be awarded to overall lowest bidder.

3. Rates for each item should be quoted in typed for on company’s letter head duly signed and having company’s stamp/seal including details of taxes, if any, in a sealed envelope clearly superscribing “Quotations for providing the services of catering on the occasion of Republic Day Celebrations, 2018 and addressed to “The Under Secretary (General Administration), M/o Tribal Affairs, Room No.217 D-Wing, Shastri Bhawan must reach in this Ministry by 1.00 PM upto 09/01/2018. This will be opened at 11.00 AM on i.e. 10.01.2018 in Room No.400-B Wing, Shastri Bhawan. The quotations may be dropped in the Tender Box at Gate No.5, Shastri Bhawan. An authorized representative of the bidders may participate in the tender opening process if so desired. The site can be inspected with prior appointment of at any working day between 3.00 PM to 4.00 PM upto 8.01.2018.

(Nadeem Ahmad)
Under Secretary to the Govt. of India
Tel:23073708

Copy to:-

1. All Ministries/Departments for circulation among their contract holders.

2. Director, NIC with the request to upload the above information on Ministry’s web site as well as Central Public Procurement Portal.

3. Notice Board.
<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of items</th>
<th>Required Qty</th>
<th>Rate per person (Including all taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Providing of dinner with required</td>
<td>800 persons</td>
<td></td>
</tr>
<tr>
<td></td>
<td>items</td>
<td>(approx.)</td>
<td></td>
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<tr>
<td>2.</td>
<td>Providing of Snacks</td>
<td>800 persons</td>
<td></td>
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<tr>
<td></td>
<td>Veg. Snacks</td>
<td>(approx.)</td>
<td></td>
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<tr>
<td></td>
<td>Non-Veg Snacks</td>
<td></td>
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<tr>
<td>3.</td>
<td>Crockery, Cutlery, Glassware etc</td>
<td>800 persons</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>(approx.)</td>
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</tbody>
</table>

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