TENDER NOTICE

Subject: Invitation of quotations for providing catering services on 31.1.2019 on reception for Tribal Guests and Tableau Artist on the occasion of Republic Day Celebration 2019 held by Hon’ble Minister of Tribal Affairs at residence 1, Moti Lal Nehru Marg, New Delhi on 31st January, 2019 – regarding.

I am directed to say that the Ministry intends to organise a reception for Tribal Guests and Tableau Artist on the occasion of Republic Day Celebration, 2019, which require services of catering at 01, Moti Lal Nehru Marg, New Delhi – 110001 which is scheduled to be held on 31.1.2019. There will be 800 guests (tentative) who will attend the function. The strength of the guests may be increased or decreased by 15%.

2. The item of snacks, dinner and items to be included will be as under :

Items for Snacks

Time of snacks : 6.00 p.m.

(i) Veg Snacks : 5 types for 300 persons.
(ii) Non-Veg Snacks : 2 types for 500 persons.

Items for Dinner

(i) Number of requirements : 800 persons (approx..) may increase or decrease 15% of 800 persons.
(ii) Timing of Dinner : 8.00 p.m

Soup :

(i) Chicken hot and sour soup.
(ii) Veg Soup.

Main course :

(i) Three vegetable items
(ii) Two Non-Veg items.
(iii) Dal Makhni
(iv) Plain Tandoori Roti / Lachha Parantha / Puri / Naan
(v) Rice (Pulao / Plain)
(vi) Papad, Raita., Achar, etc.
(vii) Green Salad.
Deserts

(i) Gulab Jamun
(ii) Gajar Ka Halwa
(iii) Tea and Coffee
(iv) Soft Drinks.

3. You are requested to furnish the quotation for above items. The terms and conditions for the above are as under:

a) All bidders are requested to deposit an Earnest Money Deposit of Rs. 30,000/- (Rupees thirty thousand only) in 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 authenticated documents, along with the bid:

   (i) Copy of PAN Card
   (ii) Copy of GST Number
   (iii) Copy of Sales Tax number issued.
   (iv) EMD of Rs. 30,000/-
   (v) Experience of working in this field / 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) Rates to be quoted on “All Inclusive Basis” i.e. for crockery, cutlery, glassware, etc. uniformed service boys and all buffet related items, transportation, etc.

e) All snacks and dinners will be provided at the said venue before 30 minutes of scheduled time.

f) The number of persons may be increased or decreased upto 15% or in an unlikely event, the event may be cancelled. Hence, there should be arrangement to meet this exigency.

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

h) If there is any delay in providing of services or quality not being up to the 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 this bidding process / resultant contract shall be subject to the sole arbitration of Head of Department and as per Indian Law. All other things being equal., the contract shall be awarded to the lowest evaluated bidder (L-1).

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

k) The contract will be awarded to overall lowest bidder.

4. Rates for each item should be quoted in typed letter on company’s letter head duly signed and having company’s seal and stamp 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, 2019” and addressed to “The Under Secretary (General Administration), Ministry of Tribal Affairs, Room No. 400-B, (Near Madhuri Canteen), Shastri Bhawan, New Delhi - 110001 to reach latest by 1.00 p.m. up to 10.12.2018. This will be opened at 11.00 a.m. on 11.12.2018 in Ministry of Tribal Affairs, Room No. 400-B, (Near Madhuri Canteen), Shastri
Bhawan, New Delhi-110001. The quotations may be dropped in the Tender Box in Gate No. 5, Shastri Bhawan, New Delhi. An authorised representative of the bidders may participate in the tender opening process, if so desired. The site can be inspected with prior appointment on any working day between 3.00 to 4.00 p.m. upto 7.12.2018.

(P.K. Sahoo)
Under Secretary to the Govt. of India

Copy to:

1) All Ministries / Departments for circulation among their contract holders.
2) Director, NIC, with request to upload the above information on Ministry’s website as well as Central Public Procurement Portal.
3) Notice Board.
## PROFORMA OF FINANCIAL BID

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Items</th>
<th>Required Quantity</th>
<th>Rate per person (including all taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Providing dinner with required items</td>
<td>800 persons (approx.)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Providing snacks veg and non-veg snacks</td>
<td>800 persons (approx.)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Crockery, Cutlery, Glassware, etc.</td>
<td>800 persons (approx.)</td>
<td></td>
</tr>
</tbody>
</table>

(P.K. Sahoo)
Under Secretary to the Govt. of India