


No.D-31021/01/2016-Genl.
Government of India
Ministry of Corporate Affairs

A-Wing, 5th Floor, Shastri Bhawan,
New Delhi dated the 2nd February, 2016.

INVITATION OF BIDS FOR RUNNING CANTEEN

The Ministry of Corporate Affairs, Government of India, invites bids under two bids system (Technical and Financial bids) from reputed, financially sound and firms having experience in running Canteen / Cafeteria for providing catering services in its cafeteria in Shastri Bhawan, New Delhi as per the following schedule: -

S. No.	Items	Description
1.	Scope of work	Providing catering and related services for running Cafeteria of the Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
2.	Availability of Bid Document	Room No.511, B-Wing, 5 th Floor, Shastri Bhawan, New Delhi. The bid document can also be down loaded from the websites: www.mca.gov.in and www.eprocure.gov.in .
3.	Pre-bid Meeting Date and Time	15.02.2016 at 3:00 P.M.
4.	Earnest Money Deposit	Rs.30,000/- in the form of Demand Draft drawn in favour of "Pay & Accounts Officer", Ministry of Corporate Affairs, payable at New Delhi.
5.	Last date for submission of bids	22.02.2016 upto 11:00 A.M.
6.	Date of opening of Technical Bids	22.02.2016 at 3:00 P.M.
7.	Date of opening of Financial Bids	Will be communicated to technically qualified bidders.
8.	Address for submission and opening of bids.	The Under Secretary(Genl.), Ministry of Corporate Affairs, Room No.526, A-Wing, 5 th Floor, Shastri Bhawan, New Delhi.


(Riazul Haque)
Under Secretary to the Govt. of India

A. GUIDELINES FOR SUBMISSION OF TENDER

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given at **Annexure-I** of the Tender Document.
3. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender. Duly filled in tender form should be supported by "Letter of Transmittal" as at **Annexure-II** of the Tender Document.
4. MCA reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of food and services provided by the Tenderer. Decision of MCA with regard to award of the contract will depend upon the feedback received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the MCA in this regard will be final and binding on all bidders.
5. Tender shall be submitted in MCA's official tender form only. If submitted in any other manner, the same shall be summarily rejected.
6. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees thirty thousand only) shall be rejected.
7. No paper shall be detached from the Tender Document.
8. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the Tender is liable to be rejected.
9. The bids are to be submitted in two parts -
 - i) Sealed Technical Bid (as per format at **Annexure-III**), along with a Demand Draft for Rs.30,000/- (Rupees thirty thousand only), drawn in favour of PAO, Ministry of Corporate Affairs, New Delhi payable at NEW DELHI, towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed "TECHNICAL BID FOR PROVIDING CANTEEN SERVICES AT MCA, SHASTRI BHAWAN". Tender Document received without EMD will be summarily rejected.
 - ii) Sealed Financial Bid (as per format at **Annexure-IV**) placed in a separate envelop super-scribed: "FINANCIAL BID FOR PROVIDING CANTEEN SERVICES AT MCA, SHASTRI BHAWAN".
10. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "BID FOR PROVIDING CANTEEN



SERVICES AT MCA, SHASTRI BHAWAN, NEW DELHI". This bigger envelop, bearing the name & complete postal address of the bidder, should be addressed to the Under Secretary(General), Room No. 526-A, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi – 110001 and deposited in the Tender Box kept at R&I Section (Facilitation Center), Ministry of Corporate Affairs near Gate No 3, Shastri Bhawan, New Delhi or can be deposited in General Section (Room No. 511-B), MCA on or before **11.00 AM on 22.02.2016**. Tenders received after due date & time shall not be accepted.

11. The Financial bid and EMD submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
12. Person signing the bid or other documents connected with tender must clearly write his/herself name and also specify the capacity in which signing.
13. The MCA reserves the right to reject any or all the tenders without assigning any reason.
14. Before submitting the filled-in Tender Document to the MCA, the bidders may seek clarification(s), if any, during the pre-bid meeting.
15. The MCA reserves the right to change any condition of the tender before opening of the Technical Bids.
16. The successful bidder will have to enter into an agreement with the MCA before taking charge of the Canteen and commencement of the canteen work.
17. Canvassing in any form will make the tender liable to rejection.
18. Conditional tender will not be accepted and will be rejected outright.

B. PRE-BID MEETING AND OPENING OF BIDS

1. A pre-bid conference will be arranged to brief about the facilities available in the MCA Cafeteria, 5th Floor Shastri Bhawan, New Delhi on **15th February 2016 at 03:00 PM**. All Firms, intended to apply for this tender shall attend the pre-bid meeting.
2. The Technical Bids will be opened on **3.30 PM on 22.02.2016** in Room No. 526-A, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
3. The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of the MCA in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the MCA.
4. EMD of the unsuccessful bidders will be returned to them, without interest, within a period of three months from the date of award of contract to the successful bidder.
5. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfil any of the following conditions:

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- (i) An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;
- (ii) The Contractor does not commence canteen services within 21 days of the award of contract.

6. The Contract for award of Canteen Services through this Tender is likely to come into effect from 1 April, 2016. Hence, the Financial Bids submitted by the bidders should be valid to become operative from 1st April 2016. In view of this, no change in the financial bid will be allowed. If the successful bidder withdraws or alters the terms of the tender during this period, the Earnest Money Deposit shall be forfeited.

7. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, MCA reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

8. If any of the conditions of Tendering are not fulfilled, such Tender/Tenders will be summarily rejected outright and objections raised in this regards will neither be entertained. Ministry reserves the right to choose, accept or reject any or all requests/offer, in full or part at any stage, reduce or increase the quantity/rate of items without assigning any reasons therefore.

9. The successful bidder will be required to submit with MCA, Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original) made in favour of PAO, Ministry of CORPORATE Affairs, New Delhi for a sum of Rs.1,00,000/- (Rupees One lakh only) as Deposit on account of Performance Security. Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original), renewed from time to time, will be retained by the MCA for the entire period of the contract and on termination of the contract, the MCA will refund to the contractor the sum of Rs. One lakh without interest.

10. The successful bidder will be the lowest bidder who satisfies all the pre- qualification criteria. Following weightage shall be given for evaluation of Financial Bids.

- (a) Lunch- 40% (averaging of rates of items)
- (b) Snacks-30% (averaging of rates of all items will be done)
- (c) Juice/Ta/Coffee- 20% -do-
- (d) Deserts/Sweets- 10% -do-

C. ELIGIBILITY CONDITIONS

1. The applicant should be in catering business (excluding beverage and snacks services) for a continuous minimum period of three years as on 31.12.2015.
2. The firm should have on their rolls sufficient number of cooks to prepare good quality snacks/meals etc.

3. The tenderer should have ISO certificate and possess license as per Food Safety and Standards Act, 2006 (Attested copies of the certificates to be submitted).
 4. The bidder should have a valid catering license issued by the Competent Authority. Duly signed copy of catering license should be enclosed with the bid.
 5. The bidder must have registration with statutory authorities such as Labour, welfare, ESI Departments etc. (Attested copies of the certificates to be submitted).
 6. The Registered office or Branch office of the bidder should be located in Delhi/NCR Region.
 7. Experience of having continuously run the catering services during the last three years ending 31.12.2015 as per following:
 - 2 similar completed works each having not less than 100 persons on its dining strength. Or
 - 1 similar completed works each having not less than 200 persons on its dining strength or Similar nature of work like running of the Canteens / mess of government departments/ institutions / organizations / companies / guest houses.
- Note: Copies of documents in support of each of the above Eligibility condition should be enclosed with the Technical Bid.
5. The bidder's average annual financial turnover (gross) in catering services during the last three financial years, i.e., 2012-13, 2013-14 and 2014-15, should not be less than Rs. 30.0 Lakh.
 6. The bidders' performance, as per format at **Annexure-V** for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements. Feedback received from the previous/present clients and on the spot assessment of the MCA's designated team, will also be evaluated for technical qualification.

D. TERMS & CONDITIONS OF THE CONTRACT

1. The MCA will provide adequate space at 5th Floor of Shashtri Bhavan, Dr Rajendra Prasad Road, New Delhi to the Contractor for storing raw material, kitchen equipment for cooking and preservation of perishable items, sitting and serving, billing, etc. free of cost.
2. The MCA will provide and maintain furniture (tables and chairs) and air-conditioners in the serving area. The MCA will also provide crockery, utensils, water purifiers, water

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- coolers and other kitchen equipment. Contractor has to arrange for rest of the equipment which are not provided by MCA.
3. The MCA will pay the electricity & water charges also.
 4. Gas charges will be paid by contractor.
 5. The contractor has to start the functioning of the Canteen/cafeteria within a period of 21 days from the date of award of contract.
 6. The successful bidder will ensure that raw material used for cooking are of very good quality, safe for human consumption and conform to the standard laid down by the Govt. of India in this regard. In the event of any food poisoning/contamination, the contractor will be held fully responsible and other penal actions under the law. The contractor will ensure proper sanitation/hygienic conditions in the premises and deploy persons free from infectious diseases.
 7. The contractor shall be responsible for compliance of the labour laws in respect of the personnel employed by them. The contractor shall be the employer for his workers and the Ministry of Environment, Forest and Climate Change will not be held responsible fully or partially for any dispute that may arise between the contractor and his workers.
 8. The contractor would be responsible for verifying antecedents of the persons deployed by him and a certificate to this effect shall be provided by him to the Department in respect of each staff member.
 9. The eatables will be served in neat and clean utensils and the cafeteria staff must be in proper uniform.
 10. Cost of food & beverages must be competitive and reasonable. Prices of some basic items should be as per list enclosed.
 11. The contractor may also supply those eatable items which are not under the contract in case of any demand. The cost of such items may be fixed on MRP rates.
 12. The approved price of the eatables should be prominently displayed at the counter/Notice Board in Canteen. Tentative list of items to be provided by the contractor are listed at Annexure-IV. However the contractor can add items as per demand/consumption, etc.
 13. A canteen Management Committee will be nominated by the Ministry to inspect the functioning of the Canteen with a view to ensure hygienic and satisfactory service. In case repeated failures or lacunae are noticed by the Committee on the part of the contractor, the HoD and/or Chairman of the Canteen Management committee may impose a fine of upto Rs. 1,000/- on each occasion.
 14. In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month's notice resulting in the forfeiture of Performance Security.
 15. Cleaning of canteen shall be done by the contractor. The garbage of the canteen shall also be disposed of by the contractor on daily basis. The contractor shall ensure cleanliness of the canteen all the time.

16. For premature termination of the agreement, one month notice from the Ministry's side and three months' notice from Contractor's side shall be required in writing. The Contractor shall vacate the premises, if desired by the Ministry and shall handover the same to the Ministry along with all articles as may have been provided. The decision of the Competent Authority in the Ministry shall be final and will be binding upon the contractor.
17. The contractor shall be responsible for all damages or losses of Ministry's property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
18. It shall be the sole responsibility of the contractor to obtain and keep ready necessary license/permissions from various government bodies and/or NDMC for running catering services and produce the same before the concerned authority as and when asked for. An undertaking in this regard has to be given by the Contractor.
19. Liability/responsibility in case of any accident causing injury/death to canteen worker or any of his staff shall be of the contractor. The Ministry of Corporate Affairs shall not be responsible in any means in such cases.
20. The caterer is required to maintain the details of all his employees/workers.
21. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacture, a penalty of Rs. 500/- will be imposed for each default.
22. The contractor would be required to use ISI/Agmark/Food grade products.
23. The contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
24. The contractor shall ensure that all the canteen employees, during their working hours, wear neat and tidy uniform and use hygiene globes supplied by the Contractor. No canteen employee shall be allowed to perform his duty without proper uniform.
25. The contractor shall not stock any inflammable or otherwise dangerous material, goods, narcotics or drugs in any part of the allotted space which are fire and health hazard to the property.
26. The Contractor will have to supply breakfast/lunch/dinner in the canteen / MCA premises as per requirement and schedule drawn for the purpose by the concerned authorities of the MCA.
27. The Contractor should be in a position to cater to the North Indian, South Indian, Chinese & continental dishes.
28. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of MCA and the guests.
29. The Contract will require to provide refreshments/lunch/packed material to the officers of MCA through Swipe Cards as per monthly entitlement of the Card holder. Contract will have to install necessary Swipe Cards reader & billing machines in this regard.
30. The Contractor shall be responsible for engaging adequate number of trained



manpower required for providing good canteen services in MCA.

31. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
32. The Contractor will, prior to the commencement of the operation of contract, make available to MCA the particulars of all the employees who will be deployed at the MCA's premises for running the Canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
33. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of NCT of Delhi Government and fulfil all other statutory obligations, such as, Provident Fund, ESI, Service Tax etc. in force from time to time.
34. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
35. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
36. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
37. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the MCA by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the MCA. As a result of the acts of the Contractor, if the MCA is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the MCA or the MCA reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the MCA.
38. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
39. The Contractor shall at all times keep indemnified the principal employer, namely, Ministry of Corporate Affairs and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
40. The canteen staff shall be issued Identity Cards bearing photographs by MCA on regular basis as per the rules in force. However, verification of the antecedents of the staff will be responsibility of the Contractor.
41. The Contractor shall be personally responsible for conduct and behaviour of his staff

and any loss or damage to MCA's moveable or immoveable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by MCA. The decision of the MCA's designated officer in this regard shall be final and binding on the Contractor.

42. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.

43. The Contractor shall keep the Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of utensils, kitchen, canteen hall, floor, counter, benches, tables, chairs, etc. MCA will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.

44. The MCA reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.

45. The Contractor shall get the prices of all items approved by the MCA and no changes shall be made without prior written approval of the MCA.

46. The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure-VI.

47. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipment provided by the MCA are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by MCA at the contractor's risk and cost. In this regard, the decision of the designated officer of MCA shall be final and binding on the Contractor.

48. All work shall be carried out with due regard to the convenience of MCA. The orders of the concerned authority shall be strictly observed.

49. The Contractor shall install his electronic fly – kill / insect repellent equipment, emergency lighting / gas and fuel supply at his own cost;

50. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the MCA's campus, including Canteen. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.

51. No minimum guarantee will be furnished to the Contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of MCA personnel to avail canteen services.

52. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with Ministry of Corporate Affairs. Ministry of Corporate Affairs shall have no obligation to control/ supervise such workers or to take any action against them except as permissible

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- under the law. Such workers shall also not have any claim against MCA for employment, pension, or any other statutory claim, or regularization of their services by virtue of being employed by the Canteen Contractor, against any temporary or permanent posts in MCA. In case of any untoward incident/fire/death/injury of any employee of canteen MCA will not be liable to pay any damages.
53. The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the MCA.
54. The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen services in addition to what is provided for by MCA.
55. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
56. The payment in respect of official hospitality bills (including those of Swipe Cards) of the MCA submitted in duplicate by the Contractor shall be released on receipt basis subject to fulfilment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority of MCA will not be paid for. Income Tax, as applicable at the prevailing rates, will be deducted at source.
57. In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by the MCA for late payment.
58. All payments and receipts would be rounded off, i.e., paise 50 or above will be rounded off to the nearest higher rupee and paise less than 50 shall be ignored.
59. The contract for Canteen Services shall remain valid initially for a period of two years. However, in order to evaluate the performance and services of the Contractor, the contract will have probationary period of three months. The contract for the remaining 21 months will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the probationary period.
60. The two-year contract period is subject to renewal by the MCA on satisfactory performance on mutually agreed terms and conditions for a further period of one year or till such time mutually agreed to.
61. The Contract can be terminated by either party, i.e., MCA or the Contractor, after giving three-month' notice to the other party extendable by mutual agreement till alternate arrangements are made. However, MCA reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. MCA's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of MCA and the guests.

62. The Contractor should be in a position to cater to the North Indian, South Indian, Chinese & continental dishes.
63. The Contractor will have to supply breakfast/lunch/dinner in the canteen / MCA premises as per requirement and schedule drawn for the purpose by the concerned authorities of the MCA.
64. On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc., supplied by MCA, in good working condition, back to MCA.
65. Ministry reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by Ministry from Security Deposit or pending bill or by raising a separate claim. However, the agreement can be terminated by the Contractor by giving three months' notice in advance. If the agency fails to give three months' notice in writing for termination of the Agreement then three month's payment, etc. and any amount due to the agency from this Ministry shall be forfeited.
66. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Contractor with the MCA, the Security Deposit will be forfeited without prejudice to the MCA Management's right to proceed against the contractor for any additional damages that the MCA suffers as a result of the breach of the aforesaid terms and conditions.
67. The MCA reserves the right to impose a penalty (to be decided by the MCA authorities) on the Contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the Contractor or his staff or for any adulteration.
68. If the MCA is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the MCA will be at liberty to take appropriate necessary steps as deemed fit.
69. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Delhi courts only.

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ANNEXURE-I

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

1. Demand Draft for Rs.30,000/- towards EMD
2. Assessment Certificate for the last three years
3. PF, ESI, Insurance under Personal Accident Insurance Scheme, Licence (photocopies)
4. Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.
5. Documentary evidence in support of the following:
 - (i) Number of years of having run canteens in the offices / organizations / hospitals / places of public utility / institutions / educational institutions along with number of persons availing the services offered by the contractor;
 - (ii) List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing canteen services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated;
 - (iii) Work Plan – indicating the requirement of staff and deployment pattern of staff proposed and other details for smooth, efficient and satisfactory performance of the contract.

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LETTER OF TRANSMITTAL

From: (Name & Complete Postal Address of the Applicant)

To

Under Secretary, (General)
Ministry of Corporate Affairs
New Delhi

SUBJECT: Submission of Prequalification Application for the Catering Services at Ministry of Corporate Affairs.

Sir,

Having examined the details given in invitation for prequalification published in the newspapers and prequalification document for the above work we hereby submit the prequalification documents.

2. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
3. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.
4. We submit the requisite certified *solvency certificate* and authorize the MCA to approach the Bank issuing the solvency certificate to confirm the correctness thereof. We also authorize MCA to approach individuals, employers, firms and corporation and to visit the works completed by us in the past or are in progress at present, to verify our competence and general reputation
5. We submit the following certificates in support our suitability trained know-how & capability for having successfully completed the following works

Sr. No.	Name of Work	Certificate from

Signature of Applicant
Name & Designation
Contact No

Date of Submission

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TECHNICAL BID

ANNEXURE-III

NAME OF THE TENDERER (as per Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE TENDERER (as per Registration Certificate)	
Earnest Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs. 30,000/- (Rupees thirty thousand only) drawn on _____ (name of the Bank) in favour of PAO, Ministry of Corporate Affairs, New Delhi (To be enclosed with Technical Bid)
Company Profile	
1. Name of the Company/Firm and Complete registered address	
1(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)	
1 (b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
1(c) Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof.	
1(d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
2. Name, Designation and Tel. No(s) of the Contact Person, -Fax No(s) and email address	
3. Year of commencement of business	
4. Statutory details (photocopy to be attached) Registration No. of the Firm- PAN- EPFO Reg No. - ESI Reg. No.- Service Tax Reg. No.-	

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Food Safety (FSSAI) Reg. No. -					
5. Income Tax Assessment Completion Certificates for the financial years 2014-15, 2013.-14 and 2012-13.					
6. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid:					
Format for details of present and past clients:					
Sr. No.(1)	Name of Organization with complete postal address(2)	Name and Designation of contact person with Tel. No. /Mob. No.(3)	Date from which the contract was awarded and till when (4)	No. of persons deployed by your firm (5)	Annual sale/turnover during last three financial years (6)
Note: Above information should be certified by the authorized representative of the client on his/her letter head.					
7. Volume of business done during the last three years (please submit documentary evidence like audited balance sheets and Profit & loss accounts etc).					
Details of Annual financial turn-over for the financial years (Rs. in lakhs):			2012-13	2013-14	2014-15

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FINANCIAL BID

ANNEXURE-IV

S.No.	Name of Items	Unit	Quantity	Rate (in words/figure)
I.	BEVERAGE			
1.	One Cup tea (Readymade)	ML	125	
2.	One Cup tea readymade (Special)	ML	125	
3.	One Cup tea (Taj Mahal Bags)	ML	125	
4.	Half set tea (Ordinary)	ML	2 cups	
5.	Full set tea (Ordinary)	ML	4 cups	
6.	Half set tea (Special)	ML	2 cups	
7.	One Cup coffee (readymade)	ML	125	
8.	One Cup coffee (espresso)	ML	125	
II.	SNACKS			
1.	One Samosa	GMS	70	
2.	One Bonda	GMS	70	
3.	One Dal Vada	GMS	70	
4.	One Chana Vada	GMS	70	
5.	One Gobhi Pakora	GMS	70	
6.	One Bread Pakora	GMS	Half piece	
7.	One Bread Pakora	GMS	Full piece	
8.	One piece Sambhar Vada	GMS	70	
9.	Two piece Sambhar Vada	GMS	70 * 2 = 140	
10.	One Vegetable Cutlet	GMS	70	
11.	One piece Bread slice	GMS	Big size	
12.	Two Bread Slice	GMS	Big size	
13.	Egg Boiled	GMS	1 piece	
14.	One Egg Omelette			
15.	Two pieces Vegetarian Sandwich	GMS	Big size	
III.	LUNCH			
1.	One Roti Tandoori	GMS	100	
2.	One Plate Dal	GMS	200	
3.	One Plate Chhole	GMS	200	
4.	One Plate Rajma	GMS	200	
5.	One Plate Kadhi Pakora (with 2 pc pakoras)	GMS	200	
6.	One Plate Seasonal Vegetable	GMS	200	

7.	One Plate Kofta Curry (with 2 pc Kofta)	GMS	200	
8.	One Plate Aalu Matar	GMS	200	
9.	One Plate Mixed Vegetable	GMS	200	
10.	One Plate Raita	GMS	200	
11.	One Plate Matar Paneer	GMS	200	
12.	One Plate Palak Paneer (with 2 pcs of Paneer)	GMS	200	
13.	Half Plate Rice (Basmati)/ Pulao	GMS	200	
14.	Full Plate Rice (Basmati)/ Pulao	GMS	400	
15.	One Plate Egg Curry		2 Eggs	
16.	Half Plate Mutton Curry		02 pcs	
17.	One Plate Chicken Curry		02 pcs	
18.	One Plate Butter Chicken		02 pcs	
19.	One Plate Mughlai Chicken		02 pcs	
IV.	SWEETS/ICE CREAM			
1.	Gulab Jamun (One piece)	GMS	60	
2.	Burfi (One piece)	GMS	60	
3.	Rasgulla (One piece)	GMS	60	
4.	One Plate Gulabjamun		2 pcs	
5.	Ice-Cream (Standard Brand and weight)		1 Scoop	
V.	FRUITS			
1.	Fresh Cut-Fruits		1 Plate	
2.	Fruit Cream		1 Plate	
3.	Fresh Fruit Juice		1 Glass	
VI.	LUNCH (Combo/Thali)			
1.	Ordinary Lunch (Dal, 1 vegetable, Rice, 4 Roti, Salad)		1 Plate	
2.	Special Lunch(Dal, 1 Ordinary Vegetable, 1 Paneer Dish, Rice, Sweet, 2 Naan/Parantha, Curd, Salad)		1 Plate	
VII.	MCA OFFICIAL MEETINGS/PROGRAMMES			
1.	Vegetarian Lunch (Soup, Pulao. Fried Rice, Roti/Poori/Naan/Parantha, Dal Makhani/Rajma/Chhole, Seasonable Veg. Malai Kofta, Shahi Paneer/ Palak Paneer/ Kaju Korma/ Matar Paneer,		Per Plate	

Day

	Dahi Vada/Raita/Dahi Plain/ Green Salad/Plain Salad, Achar/Papar/ Chatni, Ice-Cream/Sweet Dish/ Custard/Fruits)			
2.	Non- Vegetarian Lunch (Soup, Pulao/ Fried Rice, Roti/Poori/Parantha/Naan, Dahi Vada/Raita/Plain Dahi, Butter Chicken/Masala Chicken/Muglai Chicken, Shami Kabab/Fish Fried, Salad, Achar/Papar/Chatni, Ice-Cream/Fruit/Sweet Dish/Custard)		Per Plate	
3.	High Tea (with Cookies, Cashewnuts, Sweets/Pastry.)			
4.	Tea/Coffee with one Samosas/Bondas/Cutlets and one sweet			
5.	Tea/Coffee with biscuits		2 types	
6.	Tea		1 cup	
7.	Coffee		1 cup	
8.	Pastry/Sweet		1 piece	

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ANNEXURE-V

FORMAT FOR PERFORMANCE CERTIFICATION REFERRED

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location
2. Agreement no.
3. Scope of Contract
4. Contract Cost
5. Date of start
6. Period
7. Amount of compensation levied, if any
8. Performance Report
 - (i) Quality of Food - Excellent/Very Good/Good/Fair
 - (ii) Resourcefulness - Excellent/Very Good/Good/Fair
8. Compliance of all statutory requirements- Yes / No

(Seal of the Organization)

(Signature of the authorized representative)

Date:

Page

PERMISSIBLE BRANDS OF CONSUMABLES

ITEM	BRAND
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Mother's or Priyaor Tops
Atta	Aashirvad, Pillbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest/Britania make
Jam	Kissan, Nafed
Milk	Toned milk of Mother Dairy, Delhi Milk Scheme
Paneer	Amul/Mother Dairy
Tea	Brook Bond, Lipton, Tata
Coffee	Nescafe, Rich Bru
Biscuits	Britania, Parle, Good Day
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell – all varieties
Mineral Water	ISI marked Kinley/Bisleri/Ganga
Besan, Dal	Rajdhani
Rice	Basmati
Cold Drinks	Pepsi, Coke etc.
Packed Juices	Real, Tropicana
Lemon Water	Hello
Sweet	Bikaner, Haldiram

The Contractor may use any other equivalent brand after obtaining prior approval from MCA.

Play