



(A Government of India Undertaking)
(भारत सरकार का उपक्रम)

IFCI LIMITED
Regd. Office: IFCI Tower, 61 Nehru Place, New Delhi-110019
Website: www.ifcilt.com
Telephone- 011-26487444/41732000

IFCI INTRODUCTION

IFCI Ltd., (IFCI) is the first Development Financial Institution of India (DFI), was set up in 1948, having its Registered Office at IFCI Tower, 61 Nehru Place, New Delhi-110019 with pan-India presence. IFCI is a Government of India Undertaking organization, under the Ministry of Finance.

INSTRUCTIONS TO BIDDERS (ITB)

- 1. Name of Work:** Award of Contract for running Canteen at IFCI Tower, Nehru Place, New Delhi.
- 2. IFCI Ltd. (IFCI)** invites bids from experienced and reputed Canteen Contractor/ Caterer for running Canteen at IFCI Tower, Nehru Place, New Delhi having minimum 2/3 years experience in the field, as under:-

S. No.	Tender No.	IFCI/Services/Canteen/2017-18/01 dated July 27, 2017
1.	Name of Work	Award of Contract for running Canteen at IFCI Tower, Nehru Place, New Delhi
2.	Period of contract	Two year extendible by one year subject to satisfactory performance on same terms & conditions.
2.	Earnest Money Deposit (EMD)	Rs. 10,000/- (Demand draft in favour of IFCI Ltd., New Delhi)
3.	Pre Bid Meeting	On 09.08.17 at 10:30 HRS at IFCI Tower, Nehru Place, New Delhi.
4.	Last date and time of submission of bid	On 18.08.2017 upto 14:30 hours
5.	Opening of bid	On 18.08.17 15:00 hours at IFCI Tower, Nehru Place, New Delhi
6.	Address for Submission of quotation	General Manager (Services) IFCI Limited, IFCI Tower 61 Nehru Place New Delhi-110 019 The sealed envelop should be dropped at Tender Box kept at Ground Floor, IFCI Tower, Nehru Place, NEW DELHI.

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3. The Tender Document along with terms and conditions can be downloaded from IFCI website www.ifcilttd.com. The quotation received after last date and time will be rejected. **IFCI reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.**
4. **Site Inspection:** Before submission of offer, the interested parties are advised to inspect the canteen for lunch to IFCI Staff members, etc./ car parking area (lunch, tea/ coffee, snacks for maintenance staff) and various floors of IFCI (for Tea/ coffee vending machine) and be well acquainted with the actual working and other prevalent conditions, facilities available, etc. No claim will be entertained later on the grounds of lack of knowledge of any of these conditions.
5. Before submitting the tender documents, it should be ensured that all the tender papers are duly stamped and signed by the authorized representative of the firm. The bidder will have to deposit Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/Pay Order (PO) drawn on any Nationalized/Schedule bank in favour of "IFCI Ltd. " payable at New Delhi.
6. Only one bid would be considered from one firm.
7. In case, no bid or single bid is received, the date of submission of bid will be extended at the discretion of IFCI. The exact date and time of Tender will be displayed on the website of IFCI.
8. **Validity of bids:** Tender submitted by Bidders shall remain valid for acceptance for a minimum period of 90 (ninety) days from the last date of submission of Bid.
9. Conditional bids shall be summarily rejected.
10. **Contact Person:** In case of any query, you may contact any of the following officials:

For queries related to Tenders

- a) Shri Inderjeet Singh, AGM, at New Delhi (011-41732146, mobile no.9990725965)
- b) Shri PC Godyal, Manager, at New Delhi (011-41732103, mobile no 9990725649)

EMAIL ID: services.dept@ifcilttd.com



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IFCI LIMITED

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Website: www.ifcilt.com

Telephone- 011-41792800/26487444

**Name of work: SHORT TENDER FOR RUNNING CANTEEN AT IFCI TOWER,
NEHRU PLACE, NEW DELHI**

Tender No. IFCI/Services/Canteen/2017-18/01

Dated: 27.7.2016

TENDER

1 TENDER : Award of Contract for running Canteen at IFCI Tower, Nehru Place, New Delhi.

IFCI Ltd. invites sealed bids **superscribed on the top of envelope 'Tender for Selection of Vendor for running Canteen at IFCI Tower, New Delhi'** addressed to The General Manager (Services) IFCI Ltd., IFCI Tower, 61-Nehru Place, New Delhi-110 019". The offer should accompany a Demand Draft/Pay Order of Rs.10,000/- (payable at Delhi) towards Earnest Money Deposit (EMD) in favor of IFCI Ltd (may be referred to as "IFCI") to be put in the tender box kept at Ground Floor of the building, subject to the following conditions:-

- (a) The contractor/agency/firm (hereinafter referred to as "Contractor/Bidder") should have experience of running canteen/ providing catering services to reputed Companies/ MNCs or in the business of catering atleast for more than 2/3 years. It is desirable that it has experience in running canteen in Public Sector Undertakings (PSUs)/ Public Sector Banks (PSBs/ Multi National Companies (MNCs)/ Corporates.
- (b) The Contractor should submit detailed profile of its firm (giving list of works in hand and carried out during the last 2 years, names & addresses of the clients, value of work, (completion/performance certificate from the concerned agencies with name of the concerned person, contract mobile/telephone no. and e-mail ID), number of manpower deployed and such other details in respect of works, along with testimonials and other relevant documents, i.e. Proof of Firm, ESI/PF Registration Code, if any, Company Registration No., Service Tax, TIN No., Income Tax Clearance Certificate and PAN etc. i.e. including but not limited to all statutory requirements.
- (c) **It is mandatory that the Contractor should be registered with Food Safety & Standards Authority of India (FSSAI) and should have a valid license. The Contractor should attach a copy of license issued by FSSAI. The successful bidder shall submit FSSAI License for IFCI Tower separately and submit a copy of the same within reasonable period.**
- (d) The contractor should also intimate its official E-mail address and telephone no. for all communication in order to avoid loss of time. All communications from IFCI shall be sent by E-mail/speed post.
- (e) Offers of the bidders who are under suspension/banned/black-listed by any PSU/Govt. Department /PSU Banks/ or otherwise shall not be considered. Further, if any of the partners/directors of the contractor's organization /firm is blacklisted or having any criminal case against him, their tender shall not be considered.
- (f) **The Canteen bidder shall be selected based on lowest rates quoted on Normal Thali Lunch, Special Thali Lunch, Tea, Coffee, Bread & Butter, Omlettee, slice, Snacks. The weightage has been mentioned against each item.**

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- (g) **The Vendor should be registered under GST Act. IFCI shall accept bids from vendors registered under GST Act only. The bidders shall enclose GSTN details and certificate/communication received from the GST Authorities along-with quotation.**
- (h) The contractor shall have to enclose a Checklist (Annexure-6) along with the supporting documents.

1.1 INTRODUCTION

At present, Lunch is served during lunch hours at Executive Dining Hall (EDH) situated at 1st Floor of IFCI Ltd., (IFCI) IFCI Tower, 61 Nehru Place, New Delhi-110019 against payment through Sodexo Meal Card / cash. This tender is intended for the running canteen and serving tea/ coffee snacks at various floors for the staff and authorized visitors in the Executive Dining Hall (EDH) and tea coffee, etc. at various floors of IFCI Tower, 61 Nehru Place, New Delhi -110019 and also at IFCI Car Parking Area.

The day-to-day working of the canteen will be watched by the desk officer and/ or Canteen Committee duly constituted by the IFCI for this purpose.

1.2 SCOPE

There are approx. 200 employees in IFCI. The Contractor is required to run the canteen at Executive Dining Hall (EDH) from 9.00 am till 7.30 / 8.00 pm. All the employees of IFCI and its subsidiaries of IFCI who has offices in Tower, shall use canteen facility. **Under no circumstances the minimum guarantee for buffet lunch shall be given.** Bidder should supply tea, coffee, lunch and snacks etc. as per requirement. As explained above, the canteen will also cater to the needs of the authorized visitors of the IFCI and its subsidiaries for official work as well as to the visitors. Tea, Coffee, Snacks, Cold Drinks and lunch shall also be supplied for meetings or other purposes, whenever and wherever required in the premises. Further, tea/coffee, etc. at IFCI Car Parking Area shall also be supplied to the Maintenance/ Contractual staff. However, during lunch time only lunch to be served at EDH of IFCI.

IFCI provides Lunch/ Tea Subsidy to its employees in the form of Sodexo Meal Cards. Therefore, the contractor shall accept Sodexo Meal Card for lunch as well as cash payments at the same rates. If any tea/ snacks/ lunch is supplied for official meetings, the contractor shall submit the bill at the end of the month to the authorized officer of IFCI for payment.

IFCI Tower is a high rise building, therefore, gas cooking is not allowed. The contractor shall serve only pre-cooked lunch and snacks.

2 GENERAL CONDITIONS OF THE CONTRACT (GCC):

TERMS AND CONDITIONS

- (a) **Licence Fee:** Space shall be provided to run the canteen as given in Annexure-I will be provided for the canteen after entering into a Leave and Licence Agreement with the successful bidder.
- (b) **Electricity :** Free electricity shall be supplied to run the electric gadgets. **Under no circumstances, electric heater shall be allowed for cooking purpose.**

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The contractor would use power consumption only for refrigerator, hot-case, micro-oven, induction plate, etc.

(c) **Water:** The bidder shall use RO water only for drinking and for making tea, etc. which shall be arranged by contractor at their own expenses. The raw water for washing and hand wash shall be provided by IFCI. However, the contractor shall ensure that there is no wastage of raw water.

2. Exiting furniture for use within the Executive Dining Hall (EDH)/ Canteen will be provided by IFCI except almirahs /racks required for storage purpose etc.
3. The bidder will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the IFCI. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
4. The bidder shall arrange for items like, crockery, utensils, boilers, juice machine, cooking store etc. and items of similar nature of good quality as approved by IFCI at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
5. The bidder will have to provide employees in proper uniforms for service in the canteen and also for the service on other floors of IFCI/ official meetings.
6. The timings of the canteen will be as prescribed by IFCI from time to time subject to change. Skeleton services will also be provided beyond office hours.
7. Snacks & Tea should be provided by the Canteen as and when required from morning till evening against payment through sodexo meal cards/ cash and/or during official meetings.
8. **Service** The bidder is required to provide canteen service in the canteen premises and also at other floors of IFCI, if required.
9. The bidder shall employ only such persons as are declared medically fit as certified by the Govt. hospital in Delhi. No such employee will be under the age of 18 years. Documentary evidence will be provided by the contractor.
10. The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by IFCI for the purpose of serving lunch, tea and coffee. Furniture provided to the contractor will be maintained properly. Any loss/damage (including repairs) to the same will have to be made good by the Contractor, at his cost.
11. Daily sweet item and salty items (viz. samosa, sandwich, butter slice, bread pakora etc.) should be prepared daily. (List of items to be provided is enclosed as Annexure-2). However this list is subject to modification by IFCI from time to time.
12. Materials to be used for tea, coffee, spices, food stuffs, vegetable, vegetable oil, etc. should be of good quality edible oil only. IFCI through **Canteen Committee** reserves the right to inspect the materials at any time without any prior notice and share the details of the inspection with regulatory authorities.

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13. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of IFCI.
14. The rate list and menu as approved by IFCI should be displayed conspicuously daily. The contractor may sell other food items at prevailing market rates only. The rates shall be fixed with the approval of IFCI.
15. The size, weight and quality of the various items shall be approved by IFCI. The vendor can introduce new items in the menu after obtaining prior approval from Committee of management of Canteen of IFCI. No rate will be revised without the approval of IFCI.
16. The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen. The contractor will have to pay the minimum wages as per Delhi Admn. Notifications issued from time to time, EPF and Bonus etc. as per Employees Provident Fund Act and Bonus Act amended from time to time.
17. IFCI shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the contractor and such persons as will be employed by him. While engaging his employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to IFCI also.
18. The bidder shall obtain licence under the Contractor Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the contractor labour Act) and all other requisite licences at his own cost from the Appropriate Authorities and comply with the terms and conditions of the licence(s) and all other relevant and necessary provisions of the contractor labour Act and the Rules framed thereunder all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.
19. Under no circumstances any of the contractor's employees will stay in IFCI premises beyond canteen hours after closing the canteen. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by IFCI from time to time which will be binding on him and his employees. IFCI reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.
20. The contractor shall not entertain any orders or supply eatables outside IFCI Tower.
21. **Contract Period : The Contract will be initially for a period of Two years with a provision of one year extension subject to evaluation of the performance of service provider by IFCI before end of second year contract. The rates for the 3rd year, if renewed, shall be with 5% increase on the prevailing rates of the 2nd year quoted by the bidder. However, all other terms and conditions will remain unchanged.**
22. **IFCI reserves the right to repudiate the contract at any time after giving 15 days notice, if IFCI is not satisfied with the working / quality of the food of the said contractor. The decision of the IFCI in this regard shall be final will be binding on the contractor. The contractor, if he so desires, may seek termination of the contract by giving written notice of not less than two months duration during the agreement period.**

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23. The contractor will, at all times, ensure discipline decent and courteous behavior by his employees while they remain in premises of IFCI. In case any of his employee indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.
24. Under exceptional circumstances IFCI reserves the right to change any term and condition as and when warranted.
25. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Executive Director/ Dy.Managing Director/ CEO & MD, IFCI, will be final and binding.
26. The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.
27. The contractor will have to deposit Rs.10,000/- as security in the form of D.D./ Bank Guarantee from Scheduled Commercial Bank (for 27 months) drawn in favour of IFCI Ltd., New Delhi. No interest will be paid on this amount. The same will be refunded when the contract is over and canteen premises are handed over to IFCI and all dues from the contractor have been settled.
28. The contractor to whom the above terms and conditions are acceptable, shall submit the completed tender forms to this office by **02.30 A.M** in sealed cover on or before **August 18, 2017**. The tenders will be opened on same day at **03.00 PM** at IFCI Tower, Nehru Place, New Delhi .
29. The contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.
30. Every tender should be accompanied by a Demand Draft for Rs.10,000/- as earnest money drawn in favour of IFCI, New Delhi. This amount will be refunded after the contract is finalized . No interest will be payable on this amount.
31. If the Contractor violates the terms & conditions of the contract, then the Security Deposit will be forfeited.
32. In case of unsatisfactory performance, IFCI reserves the right to impose penalty/take action against the Contractor which may be by way of termination of contract without any notice or recourse to the Contractor.
33. In case of any damage to IFCI's property/ premises by workers of Contractor, the Contractor shall be accountable. The Contractor will be liable to pay the compensation to IFCI as may be advised by IFCI. The Contractor shall take full responsibility and reimburse and compensate IFCI for any loss/damage/break-down caused to the installation due to negligence of his workers. Amount of compensation may be recovered from the payment of the monthly bills of the Contractor if so warranted.
34. IFCI shall not be responsible for injury/death/ caused to the workers of the Contractor at site. It will be the responsibility of the Contractor to abide with all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by IFCI in this regard. The Contractor shall at all times be solely responsible and/or liable to issue and maintain adequate insurance for the life and safety of its workers and shall ensure that the said insurance policies do not lapse.

35. Details of cases pending with any Court of Law, if any, status thereof, to be submitted.
36. Food license for Catering/canteen services in Delhi, issued by appropriate authority of Delhi State i.e. License under FSS Act, 2006
37. Address and location of base kitchen for enabling Members of Catering Committee for making a visit.
38. IFCI reserves the right to reject any of the offers at any stage, if the same is not upto the expectation of IFCI/ does not meet the criteria set by IFCI.
39. Thorough checking of workers of the contractor during entry/exit would be done by security staff of IFCI.

3 DESPATCH INSTRUCTIONS:

- i) The General Conditions of Contract form part of the Tender specifications. **All pages of the tender documents shall be duly signed, stamped and submitted along with the offer in token of complete acceptance thereof.** The information furnished shall be complete by itself. The bidder is required to furnish all the details and other documents as required in the following pages.
- ii) Bidders are advised to study all the tender documents carefully. Any submission in tender shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof.

4 LANGUAGE OF BID APPLICATION:

- i) The contractor shall quote the rates in English language and international numerals. These rates shall be entered in figures as well as in words. For the purpose of the tenders, the metric system of units shall be used.
- ii) All entries in the tender shall either be typed or written legibly in ink. Erasing and over-writing is not permitted and may render such tenders liable for rejection. All cancellations and insertions, if any, shall be duly attested by the contractor.

5 EARNEST MONEY DEPOSIT:

Every tender must be accompanied by the prescribed amount of Earnest Money Deposit (EMD) in the manner described herein.

- i) EMD is to be paid in Pay Order or Demand Draft in favour of 'IFCI Ltd.' and payable at Delhi.
- ii) No other form of EMD remittance shall be acceptable to IFCI.
- iii) EMD by the bidder will be forfeited as per Tender documents if after opening the tender, the bidder revokes his tender within the validity period or increases his earlier quoted rates.
- iv) **The successful bidder (L1) shall have to commence the work within fifteen days after the receipt of letter and accepted by the successful bidder (L1). If, the successful bidder does not commence the work within the stipulated period of 15 days, then IFCI at its discretion award the contract to L2.**

- v) EMD shall not carry any interest.
- vi) EMD shall be returned to unsuccessful bidders after award of contract to successful bidder.

6 SECURITY DEPOSIT:

Upon acceptance of Tender, the successful Tenderer is required to deposit an amount of Rs.10,000/- (Rupees ten thousand only), as Security Deposit. The security Deposit should be furnished before commencement of the work by the contractor. Security Deposit may be furnished in any one of the following forms:-

- i) Pay Order/Demand Draft in favour of IFCI Ltd.
- ii) Bank Guarantee from Scheduled Banks as defined in the Companies Act.
- iii) The Security Deposit shall not carry any interest.
- iv) The validity of Bank Guarantees towards Security Deposit shall be upto the completion period as stipulated in the Letter of Intent/Award +3 Months, (i.e. 27 months) and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the Contractor, by IFCI.
- v) It is the responsibility of the bidder to get the Bank Guarantees revalidated/extended for the required period as may be advised by IFCI. IFCI shall not be liable for issue of any reminders on expiry of the Bank Guarantees.
- vi) IFCI reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the Contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contracts with IFCI.

7 RETURN OF SECURITY DEPOSIT:

Security Deposit shall be refunded/Bank Guarantee(s) released to the Contractor after deducting all expenses /other amounts due to IFCI under the contract/other contracts entered into with them by IFCI.

8 REJECTION OF TENDER AND OTHER CONDITIONS:

- i) IFCI reserves the right to accept or reject the tender without assigning any reason whatsoever.
- ii) Conditional tenders, unsolicited tenders, tenders which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the tender conditions, specifications etc., are liable to be rejected.
- iii) Tenders are liable to be rejected in case of unsatisfactory performance of the contractor with IFCI.
- iv) If a contractor who is a proprietor expires/resigns after the submission of his tender or after the acceptance of his tender, IFCI may at their discretion, cancel such tender. If a partner of a firm expires after the submission of tender or after the acceptance of the

- tender, IFCI may then cancel such tender at their discretion, unless the firm retains its character.
- v) **If the contractor gives wrong information in the tender, IFCI reserves the right to reject such tender at any stage or cancel the contract if awarded and forfeit the Earnest Money/Security Deposit/any other money due.**
- vi) Canvassing in any form in connection with the tenders submitted by the contractor shall make his offer liable to rejection.
- vii) In case the proprietor, Partner or Director of the Company/Firm submitting the Tender, has any relative or relation employed in IFCI, the authority inviting the Tender shall be informed of the fact as per specified format,(Annexure-5) along with the offer.
- viii) The successful bidder should not sub-contract part or complete work detailed in the tender specification undertaken by him.

9 LAW GOVERNING THE CONTRACT AND COURT JURISDICTION:

The contract shall be governed by the law for the time being in force in the Republic of India. The civil court having original civil jurisdiction at New Delhi shall alone have exclusive jurisdiction in regard to all claims in respect of the Contract. No other civil court shall have jurisdiction in case of any dispute, under this contract.

10 ISSUE OF NOTICE:

- i) **Service of notice on contractor:** Any notice to be given to the contractor under the terms of the contract shall be served by sending the same **by Registered Post/Speed Post/E-mail** to or leaving the same at the Contractor's last known address of the principal place of business (or in the event of the contractor being a company, to or at its Registered Office). In case of change of address, the notice shall be served at changed address as notified in writing by the Contractor to IFCI. Such posting or leaving of the notice shall be deemed to be good service of such notice and the time mentioned to the condition for doing any act after notice shall be reckoned from the date so mentioned in such notice.
- ii) **Service of notice on IFCI:** Any notice to be given to IFCI under the terms of the Contract shall be served by sending the same by post to or leaving the same at IFCI address or changed address as notified in writing by IFCI to the Contractor.

11 COMMENCEMENT OF WORK:

- a. The contractor shall commence the work as per the time indicated in the Letter of Intent or within days from receipt of letter from IFCI and shall proceed with the same with due expedition without delay.
- b. **If the contractor fails to start the work within stipulated time as per LOI or as intimated by IFCI at its sole discretion will have the right to cancel the contract and award the contract to L2. The Earnest Money and/or Security Deposit with IFCI will stand forfeited without any further reference to him without prejudice to any and all of IFCI's other rights in this regard.**

12 RIGHTS OF IFCI:

IFCI reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the contractor for any compensation.

- a) To terminate the contract or get any part of the work done through other agency or deploy IFCI's own/hired/otherwise arranged resources, at the risk and cost the contractor after due notice of a period of two weeks by IFCI in the event of:-
 - i) Contractor's continued poor performance
 - ii) Corrupt act of Contractor
 - iii) Insolvency of the Contractor
 - iv) Persistent disregard to the instructions of IFCI
 - v) Assignment, transfer, sub-letting of contract without IFCI's written permission
 - vi) Non fulfilment of any contractual obligations
 - vii) In the opinion of IFCI, the contractor is overloaded and is not in a position to execute the job as per required schedule
- b) To effect recovery from any amounts due to the contractor under this or any contract or in any other forms, the moneys IFCI is statutorily forced to pay to anybody, due to contractor's failure to fulfil any of his obligations. IFCI shall levy overheads of 5% on all such payments along with interest.

13 Failure to comply with any of the above conditions can result in termination of the contract, forfeiture of the security deposit, penalty as may be decided by IFCI and future blacklisting of the contractor.

14 General Conditions of the Contract (GCC) will form the part of the contract.

15 Annexures: The following to be submitted with bids duly signed.

- i) Annexure-1 (DETAILS OF SPACE PROVIDED)
- ii) Annexure-2 (LIST OF BEVERAGES & SNACKS- RATES TO BE QUOTED BY TENDERER)
- iii) Annexure-3 (DECLARATION BY AUTHORISED SIGNATORY OF BIDDER)
- iv) Annexure-4 (NO DEVIATION CERTIFICATE)
- v) Annexure-5 (DECLARATION FOR RELATION IN IFCI)
- vi) Annexure-6 (Checklist)



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Annexure 1

Details of space provided for the canteen of IFCI Tower, Nehru Place, New Delhi

Sr.No. **Accommodation**

1. Canteen Hall at 1st Floor (one tea vending machine to be installed) – **A WING**
2. Executive Dining Space at Mezzanine – **A WING**
3. Kitchen area at canteen hall at 1st floor – **A WING** (To be shared with tenant canteen contractor of IFCI, if any).
4. Tea vending machine with boy (5 nos.) at various floors to be determined by IFCI. (At present there are three Café Coffee Day (fresh milk tea/coffee) installed at 16th floor, 11th floor and 7th Floor)
5. Canteen space for maintenance staff at Car Parking Area

Annexure- 2

S.No	Item	Quantity	Weight	Rate for 1 st year	Rate for 2 nd year
1	Normal Lunch (Thali Lunch)	2 Chappatis/Puri, Rice, Seasonal Vegetables, Raita, Dal, Papad and salad. If rice not taken then 2 additional chapatti/Puri extra and vice versa	30		
2	Special Lunch (Thali Lunch)	2 Chappatis/Puri, Rice, Seasonal Vegetables, Paneer Vegetable, Raita, Dal, Papad, salad and one Sweet If rice not taken then 2 additional chapatti/Puri extra and vice versa	20		
3	Buffet Lunch at Mezzanine area of canteen. To be supplied on special order for specified date(s).	Seasonal veg, paneer veg., dal, raita, Rice/ Pulao, Chapati, Achar Papar Chutney, good quality sweet dish (different from normal/ special lunch) with 200 ml bisleri or good brand water bottle with bone china, Cutlery & crockery	10		
4	Hot Coffee (Café Coffee Day vending machine – fresh milk coffee)	One standard cup	5		
5	Hot Tea (Café Coffee Day vending machine – fresh milk tea)	One standard cup	5		
6	Hot Coffee (Normal boiled water)		5		
7	Hot Tea (Normal boiled water tea)		5		
8	Bread & Butter	2 Pcs.(2 Slices Big+Butter thereon)	3		
9	Vegetable sandwich		2		
10	Omelette (1 egg + 2 slices)		2		
11	Omlette (2 eggs + 2 slices)		2		
12	Samosa	Medium size	2		
13	Bread Pakora	Medium size	2		
14	Kachauri	1 piece	2		
15	Soft Drink	Bottles of		MRP	
16	Chips	Potatoes Wafer		MRP	
17	Dal/ Seasonal veg	1 plate	5		
18	Gulab Jammun	Medium size			
19	Balu Shahi	Medium size			

Packaged Drinking water and other food & Beverages items shall be sold at M.R.P only.

The Contract will be initially for a period of Two years with a provision of one year extension subject to evaluation of the performance of service provider by IFCI before end of second year contract. The rates for the 3rd year, if renewed, shall be with 5% increase on the prevailing rates of the 2nd year quoted by the bidder. However, all other terms and conditions will remain unchanged.



(A Government of India Undertaking)
(भारत सरकार का उपक्रम)



(A Government of India Undertaking)
(भारत सरकार का उपक्रम)

Annexure -3

DECLARATION BY AUTHORISED SIGNATORY OF BIDDER
(To be typed submitted in the letter Head of the Company/firm of Bidder)

To,

(Write Name & Address of Officer of IFCI inviting the Tender)

Dear Sir,

Sub: **Declaration by Authorised Signatory**

Ref: 1) Tender/Title of the work. Name of Tender Specification No.....,
2) All other pertinent issues till date

I/We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorized to represent on behalf of my company/firm for the above mentioned tender and a valid Power of Attorney to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized
Signatory of the Bidder)

Date:

Enclosed : Power of Attorney

Annexure -4

NO DEVIATION CERTIFICATE

(To be typed submitted in the letter Head of the Company/firm of Bidder)

To,

(Write Name & Address of Officer of IFCI inviting the Tender)

Dear Sir,

Sub: **Declaration by Authorised Signatory**

Ref: 1) NIT/Tender Specification No.....,
2) All other pertinent issues till date

We hereby confirm that we have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by IFCI and in case of such observance at any stage, it shall be treated as null and void and his tender shall deemed to be withdrawn.

We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

We further confirm our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact (if applicable) and acceptance to Reverse Auctioning process.

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid reference.

Thanking you,

Yours faithfully,

(Signature, Date & Seal of Authorized



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(भारत सरकार का उपक्रम)

Signatory of the Bidder)

DECLARATION FOR RELATION IN IFCI

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

To,
(Write Name & Address of Officer of IFCI inviting the Tender)
Dear Sir,

Sub: Declaration for relation in IFCI

Ref: 1) NIT/Tender Specification No. _____

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner (s)/Director(s) employed in IFCI

Tick(✓)any one as applicable:

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in IFCI

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm HAVE relation/relatives employed in IFCI and their particulars are as below:

(i)

(ii)

Signature of the Authorised Signatory

Note:

1. Attach separate sheet, if necessary.
2. If IFCI Management come to know at a later date that the information furnished by the Bidder is false, IFCI reserves the right to take suitable against the Bidder/Contractor.

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(भारत सरकार का उपक्रम)

Annexure-6

Name of work: Short Tender for running canteen at IFCI Tower, Nehru Place, New Delhi
CHECKLIST

The following are the essential requirements to be fulfilled in order to qualify for price bidding

S. No.	DESCRIPTION	Essential/ Desirable	Enclosed (Y/N)
I	TAXATION REQUIREMENT		
	(1) Income Tax Act: PAN Number Required	Essential	
	(2) GSTN No. (Hard copy of communication received from Govt.)		
	(4) Company Registration No.	Essential	
II	WORKS POLICY REQUIREMENTS		
	1. EMD Rs.10,000 in the form of Pay order/Demand Draft	Essential	
	2. Acceptance of Terms & Conditions- Signature on all pages without conditions of the contractor		
III	FINANCIAL SOUNDNESS		
	1. Income tax returns for last three 3 years.	Desirable	
IV	QUALIFYING CRITERIA		
	1.The contractor having 2 years experience in similar work, please attached documents.	Essential	
	2.The contractor should submit detailed profile of the Organization, (giving list of works in hand and carried out during the last 2/3 years, names & addresses of the clients, value of work, (completion/performance certificate from the concerned agencies with name of the concerned person, contract mobile/telephone no. and e-mail ID)) number of manpower deployed and such other details in respect of works, along with testimonials and other relevant documents.	Essential	
V	Food license for Catering/canteen services in Delhi, issued by appropriate authority of Delhi State i.e. License under FSS Act, 2006	Essential	
VI	Self Declaration that contractor has not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude	Essential	
VII	Self certificate that the contractor has not been blacklisted by IFCI or any other organization where he has worked. Further, if any of the partners/directors of the contractor's organization /firm is blacklisted or having any criminal case against him, their tender shall not be considered. An Undertaking to this effect should be submitted.		
VIII	Attached (Annexure-1 to 6) duly signed by the contractor		
IX	Communication details: (a) Official E-mail address of at least 2 concerned person (b) name and telephone and mobile nos.	Essential	
X	Address and location of base kitchen for enabling Members of Catering Committee for making a visit.	Essential	
Note : Non fulfillment of any/all of the above requirements (Essential) shall entail disqualification of the bidder.			

All the above conditions accepted

(Name, Signature, Seal of the Contractor with date)