



## MMTC Limited

Core-I, SCOPE Complex, 7 Lodi Road, New Delhi-110 003,  
Tel.: 24362200, E-mail: [mmtc@mmtclimited.com](mailto:mmtc@mmtclimited.com) Website: [www.mmtclimited.gov.in](http://www.mmtclimited.gov.in)

### NOTICE INVITING TENDERS (NIT) FOR CANTEEN SERVICES

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#### TENDER DOCUMENT

#### Sub: Tender enquiry for providing canteen services in MMTC

MMTC Limited (MMTC), a Government of India Enterprise, invites '**Bids**' for canteen services for around 400 employees at its office located at Core-1, SCOPE Complex, Lodhi Road from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at Annexure-II. The job specifications and scope of work are given in Annexure-I. The format for Financial Bid is at Annexure-III. The contract will initially be awarded for period of one year, which shall commence from the acceptance of letter for award of work. The agreement may be renewed by MMTC on such terms and conditions as mutually may be agreed between the parties.

#### Time schedule of Tender related events:

<b>Tender No.</b>	<b>:MMTC/Wel/Canteen/2018/01</b>
<b>Date of Issue</b>	<b>:31.10.2018</b>
<b>Last Date &amp; Time for Bid submission</b>	<b>:26.11.2018, 1430 Hours</b>
<b>Eligibility &amp; Technical bids Opening Date &amp; Time</b>	<b>:26.11.2018, 1500 Hours</b>
<b>EMD Amount</b>	<b>:Rs.1,00,000/-</b>

- The bidders are requested to quote their most competitive rates as are offered to other Government/ Private Organizations. The Bids are to be submitted in a sealed cover addressed to Shri Dharam Singh, General Manager(P), MMTC Limited, containing the following :
  - Earnest Money in a separate sealed cover super subscribing "Earnest Money", Tender No. & Bidder Name.
  - Technical Bid in a separate sealed cover super subscribing "Technical Bid", Tender No. & Bidder Name.
  - Financial Bid in a separate sealed cover super subscribing "Financial Bid", Tender No. & Bidder Name quoting unit rate of items.
- The above bid(s) are to be dropped in Tender Box marked with Tender Number and placed at 2<sup>nd</sup> Floor, MMTC Limited, Core 1, SCOPE Complex, Lodhi Road, New Delhi-110003 on or before due date and time specified in Tender Notice. Any bid received after the prescribed deadline shall be rejected outright. No alternative offer shall be considered.

3. The eligibility & technical bids will be opened on the same date i.e. 26.11.2018 at 15:00 Hours in the presence of the authorized representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed eligibility criteria will be notified separately.

4. Earnest Money (EMD) of Rs.1,00,000/- (Rupees One Lakh only) should accompany the Eligibility Criteria Bid document (Annexure-II). The EMD shall be paid in the form of a Demand Draft/Banker Cheque issued by a nationalized bank/Scheduled commercial bank in favour of MMTC Limited payable at New Delhi. RTGS/ E-payment mode is also acceptable and Bank account details of MMTC are as follows:

*State Bank Of India, CAG Branch, Parsvnath Towers, Bhai Veersingh Marg,  
Gole Market, New Delhi  
Ifsc Code: SBIN0017313  
A/C. No. 10813608375*

Copy of the transaction details for e-payment made may be submitted as proof of EMD payment.

Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be summarily rejected by MMTC.

4.1 Small scale units registered with National Small Industries Corporation (NSIC) shall be allowed the facilities of exemption from payment of EMD initially and price preference of up to 15% over the large scale units as per directives of Ministry of Micro Small and Medium Enterprise. The bidder should enclose a copy of registration with NSIC. However, on selection of such units in the tender process an amount of Rs.1,00,000/- shall have to be furnished as security deposit in the form of a Demand Draft/Banker Cheque issued by a nationalized bank/Scheduled commercial bank in favour of MMTC Limited payable at New Delhi. Such security deposit shall not carry any interest during the period of the contract.

5. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity.

6. The EMD of successful bidder shall be retained towards security deposit for the performance of the contract and shall only be refunded after satisfactory completion of the contract period. However such security deposit shall not carry any interest. The EMD of unsuccessful bidders will be returned after award of work to the successful bidder.

7. The bid shall remain valid for a period of 3 months from the date of opening of the technical bid.

8. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

9. The contractor will have to employ the required staff at his own cost and bear all the

statutory and all other liabilities for running the canteen. The contractor will have to pay the minimum wages to the engaged staff, as per minimum wages Act, notifications issued from time to time, EPF and Bonus etc. as per Employees Provident Fund Act and Bonus Act amended from time to time.

10. MMTC 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 these employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these shall be communicated to MMTC also, categorically and in writing, and their acceptance of these terms shall be communicated to MMTC also along with their ID proof/ police verification report.

11. The contractor shall obtain license under the Contract Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the Contract Labour Act) and all other requisite licenses at his own cost from the Appropriate Authorities and comply with the terms and conditions of the license(s) and all other relevant and necessary provisions of the Contract Labour Act and the Rules framed there-under/ all such other provisions of laws in any enactment or otherwise laid down by an appropriate 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. Contractor must adhere to the health and safety regulations prevalent as per the local rules, deploy personnel who are medically fit to carry out the work, properly qualified, trained and adequately experienced and supervised.

12. Under no circumstances any of the contractor's employees will stay in the canteen premises beyond canteen hours after closing the canteen. He will ensure that the canteen rooms are properly locked and secured during closed hours. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by MMTC from time to time which will be binding on him and his employees. MMTC reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.

13. Under exceptional circumstances MMTC reserves the right to change any term and condition as and when warranted at its sole discretion.

14. The contractor shall not in any circumstance take on or sub-contract any work / contract from or to any other party. In case the contractor is found having sub-contracted this contract, the contract will be automatically terminated without any notice and security deposit will be forfeited.

15. MMTC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder and shall not be under any obligation to inform the affected bidder(s) regarding its action.

16. MMTC reserves the right to accept and/or reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability. This Tender Document is being issued with no financial commitment and this office reserves the right to change or vary any part thereof at any stage. MMTC also reserves the right to withdraw the Tender Document should it be so necessary at any stage.

17. RATES AND PRICES

17.1 Bidders should quote the rates in the format given at Annexure-III. Incomplete bids will be summarily rejected.

17.2 Rates quoted shall be inclusive of all statutory duties and taxes including GST etc. if applicable and MMTC shall not entertain any other claim on any account during the pendency of the contract. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of the EMD.

17.3 No additional freight or any other charges, etc., would be payable by MMTC to the contractor.

17.4 The bidder shall charge the competitive rates for branded items of snacks / cold drinks, juice, biscuits etc. not in any case exceeding the MRP printed on the item.

17.5 The prices of articles can only be revised during the operational period of contract including the extended period if any with the prior approval of MMTC. Changes can be made in pre-approved menu with the written permission of the MMTC.

18. TERMS OF PAYMENT

18.1 The Canteen will be operated on “cash and carry basis”, for supply to MMTC employees.

18.2 For supply of lunch to MMTC on special occasions like meetings and trainings, payment will be released on monthly basis after deduction of TDS at applicable rates. This will be subject to receipt of proper bills and certification by authorized MMTC Officer that the services provided were satisfactory.

18.3 Supply of items on credit basis to any personnel would be purely on the risk of the Contractor and MMTC will not be responsible in any manner for realisation of dues from any worker/personnel using the services of the canteen. Any problem in this regard may be however reported to Canteen Management Committee for feasible help. No altercation or manhandling of the personnel is to be resorted to by contractor or his personnel in this regard.

19. ELIGIBILITY CRITERIA (in the format at Annexure-II)

19.1 The Bidder must have minimum Average Financial turnover of Rs.30 lakhs during

the last three financial years, year ending March 2018 (Bidder to submit documentary proof in support of this claim and also submit ITR copy for last three financial years).

19.2 Bidder must have a valid GST, PAN Number, applicable PF/ESI and Labour Contract registrations.

19.4 Bidder should be in the field of catering / hotel business and should provide evidence of having smoothly run a hotel for past three full financial years or smoothly run an office canteen for Public Sector Undertaking / Government establishment or a reputed private establishment for minimum 200 employees in the last three years.

19.5 The firm should be in existence for a minimum period of last 3 years.

19.6 The bidder should enclose copies of documentary evidence in support of all above failing which the bid will be summarily rejected.

19.7 The Bidder should have a team of sufficient experienced cooks, bearers and supervisors to ensure best quality of food/eatables, service and shall furnish the details to support this claim.

19.8 The Bidder must adhere to the health and safety regulations prevalent as per local rules.

19.9 The Bidder cannot take up assignment for supplying food items from MMTTC Canteen premises to outside customers.

19.10 Qualification of tender will be based on proof of past experience, performance, financial capability, resource availability, which should form the technical bid. The technical bid of the bidder would be qualified by a Committee formed for this purpose. The commercial offers of technically qualified tenderer only will be opened and the selection will be based on lowest bid. The bidder selected thereof would have to enter in to a contract for running of the canteen.

## 20. EVALUATION OF BIDS

The minimum evaluation criteria of offers will be as follows:

20.1 The bids will first be evaluated on the parameters fixed for eligibility criteria and the bids of such bidders who do not fulfill the eligibility criteria conditions listed at 19.1 to 19.10 will not be considered for opening of financial bid.

- (a) Only those offers shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the tender.
- (b) MMTTC reserves the right to accept any tender or reject any tender or all tenders without assigning any reasons whatsoever.
- (c) The technical assessment of the bid will be carried out by a Committee which would involve past experience documents / credible balance sheet of the firm. The Committee shall have the right to qualify/disqualify the bids as per its/their analysis.
- (d) The evaluation of the offers shall be made as a package covering all the items based

on the unit rates quoted for the quantities listed in Appendix-II. Financial bid evaluation of L1 bidder shall be determined based on the unit rates of all items.  
(e) The Lowest 'Acceptable' tender shall only be considered,

## 21. LIQUIDATED DAMAGES

21.1 MMTC 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 the contractor who is awarded the work contract in the first place and any excess expenditure incurred on account of this will be recovered by MMTC from Security Deposit or pending bill or by raising a separate claim on the contractor.

21.2 The MMTC will have the right to forfeit the security deposit amount, whole or part thereof or deduct whole/part of the security deposit against payment of amount due to MMTC, by way of any loss or damage caused to or would be caused to /suffered by the MMTC by reason of any breach of contract or if any of the terms or conditions contained in the agreement or by reason of contractor's failure to perform the agreement. The decision on the amount of penalty would be that of MMTC and cannot be contested by the contractor.

21.3 Any damage to the existing structures / property, appliances, furniture, fixture & fittings etc. during running of canteen shall be made good immediately on the spot by the Contractor at his own expense.

### 21.4 Deductions for Exception

Standard of quality of food cleanliness and hygiene in canteen should be of the highest order, failing which penalties will be levied on the contractor as under:-

- |                      |   |                           |
|----------------------|---|---------------------------|
| (i) First Occasion   | - | Written Warning 1         |
| (ii) Second Occasion | - | Written Warning 2         |
| (iii) Third Occasion | - | Rs 1,000/- penalty        |
| (iv) Fourth Occasion | - | Rs 5,000/- penalty        |
| (v) Fifth Occasion   | - | Cancellation of Contract. |

However, if the exceptions become general practice, action will be initiated as per clause 21.1 above.

## 22. CLEANLINESS

22.1 The contractor shall be fully responsible to keep the premises of the canteen like dining hall, kitchen, in canteen premises and surroundings clean and neat. The contractor also should engage their employees for removal of wet & dry wastes at least twice a day. The Contractor shall keep the premises of the canteen, canteen hall, kitchen, all the furniture, utensils, fixtures, roof/wall, ceiling fans, exhaust fans, windows and ventilators including net and its glass, and any other fittings in clean, healthy and hygienic and sanitary conditions to the satisfaction of the MMTC. The canteen hall

tables, kitchen slabs, wash basins and other areas of the Canteen should be cleaned daily at end of day using perfumed disinfectant. Mopping of all these locations should be done after each meal. Entire canteen area shall be washed on alternate days in a week (Monday, Wednesday and Friday). Surroundings areas have to be swept once in a week, especially on Fridays. All inside/outside drainages connected with canteen, in the canteen compound premises shall be cleaned using disinfectant/phenol by the contractor. Cold storage and refrigerators are to be defrosted and cleaned once a week by the contractor. Rat proofing regularly and other pest control is to be done with care once in six months.

22.2 The employees on duty in the canteen shall always wear clean and neat uniform (minimum 02 sets to be provided by contractor) with name tally and designation for easy identification. Torn uniform, chappals, unkempt looks will be considered as breach of contract. They should be familiar with usage of fire extinguisher and other safety equipment. The age of employees should not be below 18 and above 55. The contractor is responsible for behaviour and conducts of his personnel and should ensure that no one is roaming outside canteen premises in working hours.

22.3 The Contractor shall prepare the canteen premises for sanitary rounds by designated officials of MMTC.

23. RATES

23.1 The rates as per the Order shall be fixed during the contract period of one year, but can be reviewed on mutually agreeable terms between the Canteen Management Committee and the Contractor.

24. DAILY TIMING OF SERVICE

24.1 The approx. daily timings of serving food/eatables shall be as under:-

<b>Breakfast:</b>	1000 – 1100 hrs.
<b>Tea &amp; snacks:</b>	1000 – 1100 hrs. in morning & 1500-1600 hrs. in evening
<b>Lunch:</b>	1330 – 1400 hrs.

25. CONTRACTOR'S GENERAL RESPONSIBILITIES AND LIABILITIES

25.1 MMTC shall have no liability to the employees or members of Contractor whatsoever.

25.2 The workers employed by the contractor should be medical fit and should be subjected to routine medical examination every six months at the contractor's expense.

25.3 The contractor has to employ the canteen staff after due verification of their character and antecedents. Personnel having been involved in any civil / criminal cases

are not to be engaged for employment in the canteen. Any of the contractor's personnel working in the canteen is found to have been / being involved in civil / criminal cases would entail termination of contract as well as forfeiture of security deposit. The contractor will bear the responsibility and cost of police verification of all canteen staff from local police authorities.

The labourers engaged by the contractor shall be the employees of the contractor and there shall not at any point of time any relation of employer and employee between MMTC and the contractor or its agents/ labourers engaged by him.

25.4 The contractor / his representatives or his supervisory staff and employees are required individually to be in possession of security pass / identify card issued by contractor/firm which shall be issued after police verification.

25.5 The contractor shall be required to visit canteen at least once in every week and meet the Canteen management Committee.

25.6. The contractor shall be liable to maintain all necessary books of accounts/ records as required in applicable Rules/ Act. MMTC may at its discretion, check and verify all these records. However in the event of any default/ non-compliance, the contract shall be solely responsible.

25.7 It shall be the sole responsibility of the bidder to obtain and to adhere by all necessary licenses/ permissions from the concerned authorities, as provided under the various Labour Legislations. Also the contractor shall discharge obligations as provided under various statutory enactments including the Employee's Provident Fund and Miscellaneous Provisions Act, 1952, the Employees State Insurance (ESI) Act, 1948, the Contract Labour (R&A) Act, 1970, the Inter-State Migrant Workmen (Regulation of Employment & Conditions of Services) Act, 1979, Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workmen Compensation Act, 1923 and other relevant Acts, Riles and Regulations enforced from time to time.

## 26. SOLE ARBITRATION

26.1 Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by Chairman and Managing Director (CMD) of MMTC. The provisions of Arbitration and Conciliation Act-1996 shall apply to such arbitration proceedings. The seat of arbitration shall be New Delhi.

## 27. CONCILIATION/ ARBITRATION

27.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the MMTC and Contractor, both the Parties shall negotiate with a view to reach an amicable resolution and settlement through a committee appointed by CMD, MMTC.



27.2 Notwithstanding the existence of any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and in a professional manner and the payment due to the Contractor shall not be withheld on account of such dispute or difference unless such payment is a subject matter of the arbitration.

27.3 The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

28. INDEMNITY

28.1 The contractor shall keep MMTC indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature brought or instituted against them by any of contractors' employees or any other third party in connection with, relating to or arising out of the performance of the services or non-compliance, deficiency, non-implementation of various provisions of statutory requirements.

28.2 The contractor shall keep the company and its officials indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature or kind including costs and expenses, injuries to any person, damages to any property.

29. FORCE MAJEURE

29.1 If at any time during the existence of this contract either party is unable to perform in whole or in part any obligations under this contract because of war, hostility, military operations, civil commotion, sabotage, quarantine, restrictions, acts of God and acts of Government (including but not restricted to prohibitions of exports and imports), fires, floods, explosions, epidemics, strikes, or any other labour trouble, embargoes, then the date of fulfillment of any obligations engagement shall be postponed during the time when such circumstances are operative. Any waiver/extension of time in respect of the delivery of any installment or part of the goods shall not be deemed to be waiver / extension of time in respect of the remaining deliveries.

29.2 The party which is unable to fulfill its obligations under the present contract, must within 15 days of occurrence of any of the causes mentioned in clause 29.1 shall inform the other party of the existence or termination of the circumstances preventing the performance of the contract. Certificate issued by Chamber of Commerce or any other competent authority connected with the case shall be sufficient proof of the existence of the above circumstances and their duration.

29.3 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

30. PEACEFUL HANDING OVER OF POSSESSION:

30.1 The canteen premises shall be the sole property of the MMTC and the Contractor

will have no claim / control over the canteen premises at any point of time. All rights with regard to ownership of the property shall vest in MMTC at all times.

30.2 On completion/termination of the contract, it shall be the duty of the contractor to handover the premises in a peaceful and vacant state and peacefully handover all equipment/appliances, furniture, fixture & fittings and remove all the persons deployed by him and ensure that no person creates any disruption/ hindrance/problem of any nature.

31. TRANSFER OF LIABILITIES:

31.1 In the event of exigency of death, infirmity, insolvency of the contractor or for any other reason or circumstances, all liabilities shall be borne by the following on such terms and conditions, as the CMD, MMTC may think proper in public interest.

- a) Legal heirs in case of sole proprietor;
- b) The next partners in the case of company or firm.

32. APPLICABLE LAW AND JURISDICTION

32.1 All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

33. Any clarification on the documents may be obtained from:-

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Shri Dharam Singh  
GM (Personnel),  
MMTC Limited,  
Core-1, SCOPE Complex,  
**NEW DELHI-110 003.**  
Telephone No: 2438 1221

Ms. Venita Solomon  
Manager (Welfare)  
MMTC Limited,  
Core-1, SCOPE Complex,  
**NEW DELHI -110 003.**  
Telephone No: 2438 1229

**Scope of work and terms and conditions**

**A. Coverage of Canteen services**

- i) Providing and serving of tea / beverages / snacks / lunch services at MMTC office premises at Core-1, Scope Complex (on all 7 floors) - About 400 employees

**B. Providing Canteen / catering services for MMTC meetings, conferences etc. as per rough estimation given in Appendix-I.**

**C. Facilities provided by MMTC:**

- i) Canteen space with furniture on First Floor at Scope office together with cooking space equipped with cooking counter, chimney, exhaust fan, wardrobes etc.
- ii) Water cooler with RO system, refrigerator
- iii) Electrical fittings including CFL lamps / tube lights
- iv) Water supply
- v) Electric supply shall be provided by MMTC.
- vi) Empty gas cylinders.
- vii) Kitchen appliances includes, all burners, tilting bracing pan 90 ltr., tilting bulk cooker 90 ltr., chapatti plate with puffer, dosa making place, drain through grating with basket, SS wall shelves, SS work table with sinks, SS exhaust hood, renovated dish wash area including wash table with double stake, renovated serving area including bain marie with sneeze guard, renovated air distribution area including fresh air inlet and exhaust arrangements, newly installed gas pipeline, high pressure regulator, gas bank etc.  
The Contractor shall be responsible for maintenance and upkeep of the kitchen appliances provided.

**D. Broad details of Scope of work Contract**

- i. Servicing of tea / snacks/ breakfast for around 150-200 employees at 1<sup>st</sup> Floor Canteen.
  - ii. Lunch\* for about 100 employees at 1st floor canteen
  - iii. Tea / coffee at canteen for other SCOPE area offices employees
  - iv. Arrange for servicing of cooked / snacks to all the employees of the Corporation at Scope office. An illustrative menu of lunch /snacks etc is enclosed(Appendix-II)
- (\* ) The number may vary depending upon the option exercised.

- Cooking gas/PNG only can be used as a cooking medium. Cooking gas/PNG will be arranged and paid for by the contractor.
- The contractor is expected to mobilize his equipment for the execution of the scope of work including deep freezers, soft drink chillers etc. Cooking equipment, utensils, and cutlery available in the canteen premises will be handed over to the contractor. Balance cooking equipment utensils, serving vessels, plates, spoons, glasses etc. are to be arranged by the contractor. Any items issued by MMTC are to be returned at the

end of contract, in working condition. In case of any damage/deficiency/ discrepancies to these items, costs for the same would be recovered from the contractor.

- Provision of food stuff, provision and other items for running canteen is entirely the responsibility of the contractor. All beverages and eatables shall be supplied or prepared from good and pure raw material, maintaining healthy and hygienic standards. In case any item is found substandard or of inferior quality or unhygienic, MMTC shall have the right to prohibit the catering /supply thereof at the canteen and make alternate arrangements at risk and cost of the Contractor. Selling of alcohol or tobacco products is strictly prohibited in the canteen.
- The Contractor shall prepare and display the menu and rate list of items prominently in the canteen. The designated officials of MMTC will be responsible for monitoring work of contractor and will have right to inspect store rooms, gallery, dining hall etc. The contractor shall adhere to the decision of MMTC and he will attend any meeting on call. The designated officials of MMTC will have the right to inspect any time and find out quality and quantity of items supplied by the contractor. The contractor shall also provide a weighing balance and weights (to be kept in store) for this purpose.

**SUMMARY OF EXPECTED MONTHLY CONSUMPTION OF  
LUNCH, SNACKS, TEA, COLD DRINKS ETC. IN MMTC**

<b>S.No.</b>	<b>Venue</b>	<b>Monthly estimated consumption (In Nos.)</b>
<b>A.LUNCH</b>		
	a) Serving lunch to employees (Veg/ Non-Veg)	1000
	b) Packed special lunch for meetings etc. (Veg/ Non-Veg)	200
<b>B.BEVERAGES</b>	a) Tea / Coffee	10000
	b) Packaged Juice / Cold drink	2000
<b>C.SNACKS</b>	a) Samosa	1500
	b) Kachori	1500
	c) Bread Pakora	1500
	d) Idli/ Vada/ Dosa with sambar	1000
	e) Omette with Bread Toast	500
	f) Poha/ Upma with Chutney	1000
	g) Chole Bhature	500
	h) Parathe	1500

**ILLUSTRATIVE LUNCH MENU**

**1. (a) LUNCH for employees**

- Rice (about 100 gms)
- Chapati (Atta tava roti) – 02 nos
- Vegetable/ Paneer (about 100 gms)
- Dal (about 100 gms)
- Curd/Raita (about 100gms gms)
- Sweets
- Complimentary Salad

Dal and Vegetables to be selected day wise in consultation with Canteen Management Committee

**2. (b) Menu for Packed Special Lunch for meetings/Trainings**

In addition to above, one more item of vegetable, special salad, papad and achar would be supplied. The same shall be decided in consultation with Canteen Management Committee

## CANTEEN SERVICES – TECHNICAL BID

## ELIGIBILITY CRITERIA

## 1. THE AGENCY

A) **Name** \_\_\_\_\_B) **Type** Limited Company/Partnership/SSI/NGO/Proprietor  
(Please enclose copy of registration)C) **Regd. Address** \_\_\_\_\_D) **Address of Office at Delhi / NCR** \_\_\_\_\_E) **Contact Person's**

a. Name &amp; Designation \_\_\_\_\_

b. Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_

c. Email ID \_\_\_\_\_

2. PAN/GIR No. \_\_\_\_\_

3. EPF Registration No. \_\_\_\_\_

4. ESI Registration No. \_\_\_\_\_

5. GST Regn. No. \_\_\_\_\_

(Attach copy of documentary evidence for S. No. 2 to 7)

6. Annual Turnover for the last 3 years;  
(Average should be more than Rs. 30 lakh)

1 2017-18 \_\_\_\_\_

2 2016-17 \_\_\_\_\_

3 2015-16 \_\_\_\_\_

Total turnover:

Average Turnover:

Please attach copies of documentary proof (Viz. P&amp;L A/c /CA certified documents and ITR copies)

7. Experience of similar work in the field during the last four years

I(i)The bidder must have experience of smooth running of canteen for minimum 200 employees of reputed organization or should have provided at least 20 catering services of 200 persons or more.

I (ii) The catering staff should have experience in servicing in office complexes.

(Please attach copies of documentary evidence in respect of experience and a certificate to the effect that the catering staff deployed will have experience in servicing in office complexes).

8. Earnest Money Details

Amount                      Rs.1,00,000/-  
DD No. \_\_\_\_\_ date \_\_\_\_\_ Bank \_\_\_\_\_

In case of RTGS/ E-payment, Copy of the transaction details for payment made may be submitted as proof of EMD payment.

Signatures of authorized signatory

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal



## CANTEEN SERVICES – FINANCIAL BID

	Rate Per Unit (inclusive of Taxes)
<b>A. LUNCH</b>	
<p>a) Serving lunch to employees ie. Combination of buffet/packed lunch/thali</p> <p><b>Veg:</b></p> <ul style="list-style-type: none"> <li>i) Two Chapatis</li> <li>ii) One vegetable/ Paneer</li> <li>iii) Boiled rice</li> <li>iv) One dal</li> <li>v) One sweet</li> <li>vi) Curd/raita</li> <li>vii) Salad (complimentary)</li> </ul> <p><b>Non-veg:</b></p> <ul style="list-style-type: none"> <li>i) Two Chapatis</li> <li>ii) One vegetable</li> <li>iii) Boiled rice</li> <li>iv) Chicken(gravy item), or</li> <li>v) Mutton(gravy item), or</li> <li>vi) Fish (gravy item)</li> <li>vii) One sweet</li> <li>viii) Curd/raita</li> <li>ix) Salad (complimentary)</li> </ul>	
<p>b) Packed Special Lunch for meetings / Trainings:</p> <p><b>Veg :</b></p> <ul style="list-style-type: none"> <li>a. Two Chapatis</li> <li>b. Paneer Section (one item)</li> <li>c. One seasonal vegetable</li> <li>d. Jeera rice/pulav</li> <li>e. One dal</li> <li>f. One sweet</li> <li>g. Curd/raita</li> <li>h. Special Salad</li> </ul> <p><b>Non-Veg :</b></p> <ul style="list-style-type: none"> <li>a. Two Chapatis</li> <li>b. Paneer Section (one item)</li> <li>c. One seasonal vegetable</li> <li>d. Jeera rice/pulav</li> <li>e. Chicken(gravy item) or</li> <li>f. Mutton(gravy item) or</li> <li>g. Fish (gravy item)</li> <li>h. One sweet</li> <li>i. Curd/raita</li> <li>ii. Special Salad</li> </ul> <p>(Papad/Achar/tissue papers/mouth freshener/tooth picks complimentary)</p>	

<p><b>B. BEVERAGES</b></p> <p>a) Tea b) Coffee</p>	
<p><b>C. SNACKS</b></p> <p>a)Samosa b)Kachori c) Bread Pakora d)Idli/ Vada/ Dosa with sambar e)Omette with Bread Toast f) Poha/ Upma with Chutney g) Chole Bhature h) Parathe</p>	

The terms and conditions in the Tender Documents are acceptable to us.

Signature of authorized person

Name \_\_\_\_\_

Designation\_\_\_\_\_

Seal

7. Under exceptional circumstances MMTC reserves the right to change any term and condition as and when warranted at its sole discretion