

F. No. 56-8/2018- G.S.
Government of India
National Archives of India
Janpath, New Delhi- 110001

Dated.....

NOTICE INVITING TENDER

On behalf of Director General, National Archives of India, sealed Tenders (Two bid system: Technical & Financial bids) are invited from reputed, experienced and financially sound firms for providing cafeteria Services (Hot & Cold Beverage with Snacks) in the premises of National Archives of India, New Delhi for a period of one year initially. The period of contract may be extended for a further period of two years (maximum for three years) with mutual acceptance as per the existing terms and conditions.

2. Validity of Tender

The tender shall remain valid for a period 30 days after the deadline specified for submission of bids.

3. Location of the Tender box

Bidders can submit their bids to ADA (Admin.), NAI Annexe Building (3rd floor), National Archives of India, Janpath, New Delhi-11001. The last date for submission of duly filled bids is 23.07.2018 by 12.30 p.m. No Tender Bids will be accepted after last date of submission as specified above.

4. Place of opening of Bids

The Technical Bids will be opened on 23.07.2018 at 03.30 p.m. in the Conference room, 3rd floor of NAI Annexe building, New Delhi. The Bidders may depute their authorized representatives to attend the opening of Bids on the said date and time. The Financial bids of only those bidders, who have been declared technically qualified, will be opened on 24.07.2018 at 11.30 a.m. The authorized representatives of the qualified bidders may attend the financial bid opening in the same place as specified above.

5. Clarification regarding contents of the Bids

During evaluation and comparison of bids, the Committee constituted by this department for the said purpose may ask the bidders for any kind of clarification on bids submitted by the firms. For any clarification in regard to this Bid Document, the firms may contact Assistant Director of Archives (Admin.), National Archives of India,

Janpath, New Delhi at Tel. No. 011-23385000. Clarification on Bid Document should be obtained prior to the submission of bids.

6. Rejection of Bids

Canvassing by the Bidder in any form, unsolicited letter and post-tender corrections may invoke summarily rejection with forfeiture of EMD (Rs. 5000/-). Any kind of Conditional tenders will be rejected.

7. Evaluation of Tender

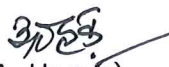
The Committee constituted by this department will evaluate both technical and financial bids as per the term and conditions set out for this bid and will award the contract to the most qualifying firm. It is also not mandatory on the part of this department to award the contract to the L-1 bidder.

8. Bid Forms

Sealed bids are required to be submitted in the prescribed format enclosed with this tender notice [Annexure-I (Technical Bid) and Annexure-II (financial Bid)]. The tender form along with terms and conditions may be downloaded from website www.nationalarchives.nic.in .

9. Financial Aspect

The Bid should be submitted along with Demand Draft of Rs. 5000/- (Rupees Five Thousand Only) as Earnest Money, in favour of Drawing and Disbursing Officer, National Archives of India, Janpath, New Delhi in a sealed envelope. Both the Technical and Financial bid along with EMD should be submitted in separate sealed envelopes and should be put together in one sealed envelope super-scribed with "**Tender for Cafeteria: National Archives of India, New Delhi**". The Earnest Money will be refunded to the unsuccessful bidder with in fifteen days of final award of the contract to the qualified firm.


(Dr. M.A. Haque)
Dy. Director of Archives
National Archive of India

General Terms & conditions

1. The Tendering firm must have at least five years of experience of running Tea/Coffee kiosk/shop with Snacks, out of which at least three years experience with Central Govt./ State Govt. /PSU /Autonomous bodies/ Educational institutions /Hospitals/ Private Companies of repute.
2. (a) Space: Accommodation for running Tea/Coffee Kiosk/shop with snacks will be provided by the Department free of cost.

(b) Electricity: Electricity will be provided free of cost for the use of power consumption only for refrigerator, hot-case/Micro-Oven/Sandwich Maker/Toaster, etc.

(c) Water will be supplied to the contractor free of cost.
3. The Contract will be initially for a period of one year and further extendable for a period up to two years. After the expiry of the first twelve months, the Committee so appointed by this department will evaluate the performance of services provided by the firm. If the services are found satisfactory, the NAI reserves the right to extend the contract for period of another two years on the same terms & conditions. The NAI also reserves the right to terminate the contract, at any time during the period of contract by giving 30 days notice to the firm.
4. The firm has to ensure that the space provided by this department are used only for the purpose of running Tea/Coffee Kiosk/shop with snacks for the National Archives of India and not for other purpose in any manner. The firm should not use the said premises of any other business purpose. The firm shall not be authorized for any kind of sub-letting the premises in any manner.
5. The firm will be provided Tea/Coffee Kiosk/shop with snacks for the National Archives of India with required amount of furniture as available in the NAI. The maintenance/upkeep and cleanness of the premises, furniture and fixtures will be the sole responsibility of the contractor. In case any damage is caused to any of the items which are provided by this department due to mis-handling, the item of the same quality/quantity shall be replaced by the firm.
6. The firm shall be responsible for running Tea/Coffee Kiosk/shop with snacks as per the rules applicable and ensure the compliance of the provisions of the Government of India for the said purpose. The firm shall obtain necessary license if any from the appropriate authorities to run the Tea/Coffee Kiosk/shop with snacks in the NAI premises.
7. The firm shall engage his own Staff, provide them clean uniform at his own cost and shall be responsible for timely payment of their wages/salary directly in their

bank accounts. The firm will also be responsible to deduct and pay EPF as per rules and also extend medical facilities etc. as per statutory rules in force from time to time. National Archives shall not be responsible in any manner.

8. The NAI will form a committee for the monitoring and smooth functioning of cafeteria services.

9. The firm shall procure and use all fresh and standard/good quality food material, eatables, etc. necessary for Tea/Coffee Kiosk/shop with snacks at his own costs. The quality of food shall be maintained in consultation with the above referred Committee and the decision of the committee in respect of quality of food shall be final.

10. The firm shall provide Tea/Coffee & Snacks services normally on six days a week (Monday to Saturday) and will also provide the said services on holidays or late hours in the office, if so required. The department will give advance notice for services on holidays and during late hours.

11. The successful bidder shall have to deposit Rs. 20,000/- as Security Deposit/Performance Guarantee at the time of award of contract which shall remain valid for the entire period of the engagement and no interest shall be paid upon the same. If the firm withdraws his services and/or fails to discharge his services up to the satisfaction of the Committee, the said security deposit shall be forfeited.

12. EMD of all bidders will be returned without interest after the completion of tender process and award of contract.

13. The firm or his manager must be available in the cafeteria at all times to attend the complaint, if any.

14. The firm will be responsible for maintaining cleanliness inside and around the cafeteria.

15. The tentative list of items (with cost) to be provided by the firm should be attached along with the Financial bid Format. However, the NAI may add/delete any item on mutually agreed terms.

16. The selected firm will not cook any food in the premises of the NAI except Tea and Coffee. Only warming up of precooked foods will be allowed in the premises given to the firm.

17. The contractor will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.

18. It will be obligatory on the part of the firm to sign the offer and other documents for all the component's & parts. After the work is awarded, the firm has to enter

into an agreement for work awarded on a non-judicial stamp paper of required value at his own cost within ten working days from the date of receipt of acceptance order or before the work is undertaken.

19. The firm should verify the character and antecedents of all the persons employed, through local police and shall submit a certificate to this effect.

20. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the NAI. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi/New Delhi.

21. The NAI reserves its right to get outside caterers for specific occasions.

22. Items mentioned in the financial bid are tentative and NAI may add or delete the items as per actual requirements.

Special Conditions of Service:

- a) The firm will ensure that its staff maintains cleanness while serving of the items/eatables to the customer.
- b) The firm should ensure no re-use of leftover items from the previous day. The leftover items should be disposed-off appropriately, within one hour from the completion of the relevant service hours.
- c) Items such as sandwiches, burgers, French fries etc., which can be consumed outside the cafeteria premises shall be served in appropriate and convenient packing.
- d) Ensure all employees of the firm are free of any contagious diseases or ailments.
- e) Ensure all employees of the firm are well mannered and display courteous behavior.
- f) Ensure pest control administration periodically (rats/mice/flying insects, crawling insects), but not with aerosol based anti-pest sprays that could get in the items served by the firm.
- g) Operation of Tea/Coffee Kiosk/shop with snacks is subject to regular (every week) inspections by the committee appointed by the NAI to ensure all term and conditions are adhered to. Periodic checking/ performance audit by the appointed monitoring committee shall also be carried out to evaluate the performance of the firm on standards of hygiene, cleanliness and health.

h) Any violation to the terms and conditions of the contract shall attract penalty on the firm, which shall be decided by the Committee/competent authority of this department and the firm shall be bound to accept such penalty.

Criteria for Eligibility

1. The Bidder must have at least five years of experience of running Tea/Coffee kiosk/shop with Snacks, out of which at least three years experience with Central Govt./ State Govt. /PSU /Autonomous bodies/ Educational institutions /Hospitals/ Private Companies of repute.
2. Bidder should have valid GST Number.
4. Bidder should have a valid PAN Number.
5. The Bidder should provide relevant experience certificate from the earlier/existing clients as specified at para-1 above.
6. Bidder must have office/branch office at Delhi/NCR.
7. Bidder must submit the Income Tax return for the last two years.

TECHNICAL BID
ANNEXURE-I

Name of the Bidder/Firm (as per Registration Certificate)	
Complete Postal Address of the Bidder/Firm (as per Registration Certificate)	
Company Profile	
Name of the Bidder/Firm and Completer registered address	
Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)	
Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
Were you or your company ever required to suspend Tea/Coffee Kiosk/shop with snacks services for a period of more than 06 months continuously after you commenced such services? if so, give the name of the contract and reasons thereof.	
Name, Designation and Tel. No. (s) and e-mail address of the contact person	
Year of commencement of business	
Statutory details (photocopy to be attached) Registration No. of the Firm- PAN- GST No.-	
5. income Tax Assessment Completion Certificates for the financial years 2016-17 and 2017-18	

Signature with seal of the firm:

FINANCIAL BID
ANNEXURE-II

NAME OF BIDDER _____

S. No.	Name of Items	Unit	Measure	Rate (in words/figure)
1.	One Cup Tea (Ready-made)	ML	120	
2.	One Cup Tea (Tea Bag)	ML	120	
3.	One Cup Tea (Lemon)	ML	120	
4.	One Cup Tea (Green)	ML	120	
5.	One Cup Tea (without sugar)	ML	120	
6.	One Cup coffee (Plain)	ML	120	
7.	One Cup coffee (Cappuccino)	ML	120	
8.	Tomato soup	ML	120	
9.	Hot & Sour Soup	ML	120	
10.	Plain Sandwich	Full	As per standard size	
11.	Plain Sandwich	Half	As per standard size	
12.	Grilled Sandwich	Full	As per standard size	
13.	Cold Drinks			On MRP
14.	Water Bottle			On MRP
15.	Packed Juice			On MRP
16.	Flavoured Milk (any variety)			On MRP
17.	Curd			On MRP
18.	Chocolate, Biscuit, Namkeen and Chips (any variety)			On MRP

Signature with seal of the firm: