



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India

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CATERING RATE CALLING TENDER DOCUMENT

No.F.NBT/Catering/NDWBF-2025/2024-25

Date:13/01/2025

M/s. _____

Sir/ Madam,

As you are aware that National Book Trust, India is an apex organization of the Govt. of India, Ministry of Education, Department of Higher Education is organizing New Delhi World Book Fair 2025 from 1st to 9th February, 2025 at Bharat Mandapam, ITPO, Pragati Maidan, New Delhi. As per list provided by ITPO, you are approved vendor for providing catering arrangement site of ITPO. You are therefore, requested to kindly furnish rates for our catering requirements latest **20/01/2025 itself by 4:00PM** in sealed cover in the Proforma enclosed herewith along with the following requisite documents:

1. Copy of PAN
2. Copy of GST registration
3. Vendor certificate/ license for providing catering arrangement at ITPO.
4. Complete menu card along with available options.
5. Please Sign from page no. 1 to 19

Thanking you,

Yours faithfully

**Accounts Officer
National Book Trust, India**

Terms and Conditions of the Tender

1. Eligibility Criteria

- ... The bidder should have valid licence / authorisation from ITPO for providing food and beverages services inside the premises of ITPO at Pragati Maidan. Kitchen etc. will be sole responsibility of vendor.
- ... The bidder should have experience of handling of food and beverages service at ITPO Pragati Maidan at least of three events.
- ... Bidder should not have defaulted on any bank/financial institute loans in the past. There should not be any statutory dues or disputed liability and not black listed by any Govt. / Corporate or Semi Govt.
- ... Bidder must have enough supervisory staff, in addition to the requisite number of subordinate staff, efficient in managing the provision of food and beverages services to NBT during NDWBF 2025.

2. Documentation

The bidder shall furnish, as part of his tender, documents establishing his eligibility to participate in the tender and his competence to perform the contract.

3. Costs

Rates of the menu items show include additional items i.e. table with frills, serving dishes, man power, crockery, cutlery and cloth partition at venue if required at inaugural function or at other venue at ITPO.

4. Rates Quoted

The bidders should quote rates only in **Annexure-III**

5. Preliminary Scrutiny

NBT will scrutinize bids to determine whether they are complete, whether any errors have been made in the bid, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. NBT may, at its discretion waive off any minor nonconformity or inconformity in a bid provided such waiver does not affect relative ranking of other bidders. The decision of NBT in this regard will be final & binding.

(Terms & conditions accepted)

Signature of vendor

6. Clarification of offers

To assist in the scrutiny, evaluation and comparison of bids, NBT may, at its discretion, ask some or all vendors for clarification on their bids. The request for such clarifications and the response will necessarily be in writing.

7. Technical Inspection and Performance Evaluation

NBT reserves its right to carry out inspection and performance evaluation (benchmarking) of the bids made by short listed bidders. This may also include site visit of the current engagement of the bidders.

8. Verification

NBT reserves the right to verify any or all statements made by the bidder in the tender document and to inspect the bidder's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.

9. No commitment to accept lowest or any Tender

NBT shall be under no obligation to accept the lowest or any bid received in response to this tender notice and shall be entitled to reject any or all bids including those received late or incomplete bids without assigning any reason whatsoever.

10. Short listing of Bidders

NBT will make a list of technically qualified bidders. The financial bids of only such bidders will be opened.

11. Cancellation of Contract

- ... NBT reserves the right to cancel the contract/tender process without assigning any reason. However, some of the grounds on which contract can be cancelled are detailed below. (This list is only illustrative and not exhaustive.)
- ... Serious discrepancy, in the providing of the required services by the contractor.
- ... Breach by the contractor of any of the terms and conditions of the tender.

12. Legal Jurisdiction

The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

(Terms & conditions accepted)

Signature of vendor

13. Income Tax

Income Tax as applicable will be deducted at source.

14. Catering Arrangements

The contractor shall provide, inter-alia, the services during NDWBF 2025 at Bharat Mandapam, ITPO Halls 1 to 6, Pragati Maidan, New Delhi as on an ongoing basis:-

- ... To provide food and beverage services to NBT guests from 1st to 9th February 2025, as per work order / instruction given to them.
- ... The cleanliness and deodurance of the working and serving area before, during and after will be responsibility of the contractor. The contractor will also ensure that the manpower engaged will maintain requisite standards of personal hygiene. All the contractor staff including the stewards/bearers will wear distinct uniform show always wear hand gloves and cap. All the staff employed by the contractor should be medically fit for the work assigned to them as per statutory guide lines of Municipal Corporation of Delhi.
- ... Contractor shall ensure to arrange the cooking fuel, utensils (both cooking and serving), and other material required for serving. The contractor shall also arrange for good quality cutlery.
- ... Contractor shall equip the kitchen with cooking stoves, refrigerators, insect repellents and other gadgets required for smooth provision of services in the site during the event.
- ... The contractor shall use cooking raw material of reputed brands only. The chicken/mutton should be in variably of halal process.
- ... The contractor will be responsible for removal and proper disposal of waste material, garbage etc. from the site during event.
- ... During an event, when for an event NBT guarantees number of PAX none of the item from the menu should fell short till the last person turns up. If this happens penalty will be imposed on total bill of event as per rate specified in the penalty clause.
- ... When for an event NBT guarantees number of PAX and subsequently number of persons do not turns up, it is the responsibility of the contractor to get the unused food out of guaranteed number of persons packed in a silver foil containers and deposit the same to the catering team of NBT at Camp Office only.
- ... When the order for a programme is confirmed by NBT to the vendor all the arrangement should be in place at least 30 minutes before the schedule time. It is the responsibility of the vendor to get all the items checked with respect to quality, quantity, taste and display / presentation to the catering committee of NBT.

(Terms & conditions accepted)

Signature of vendor

15. Penalty clause

If during the event in a particular programme from the approved menu, if any item fell short or not up to the mark till last guest & turn out of guaranteed number of PAX turns up, straight away penalty at the rate of 30% of the bill of that particular programme will be imposed. If two items fell short or not up to the mark the rate of penalty will be increased up to 50% and if more than two items fell short the rate of penalty will be up to 70% penalty on failure more than that will be decided by the Competent Authority of NBT.

16. Broad view of items and work is at Annexure-IV

17. Payment of Bills

Bills payment will be made as per counting of coupons only which has been collected by vendor at the time of services including all expects. No rental will paid for Tea/ Coffee vending machines.

18. Covered Kitchen Area

Contractor should have sufficient covered kitchen area at ITPO, Pragati Madan, New Delhi.

19. Contract Period

The contract will initially be for the period of NDWBF-2025.

(Terms & conditions accepted)

Signature of vendor

Annexure-I

The Director

National Book Trust, India
Nehru Bhawan,
5, Institutional Area, Phase-II
Vasant Kunj
New Delhi-110070

Subject: Submission of tender for food and beverage during NBWBF 2025 at Bharat Mandapam, ITPO, Pragati Maidan, New Delhi

Sir,

With reference to the above tender, having read and understood the instructions, terms and conditions forming part of the tender, we hereby enclosed our bid for provision of service during NDWBF 2025 at Bharat Mandapam, ITPO, Pragati Maidan as per the terms and conditions.

We undertake that we have never been black listed by any agency. We further confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred tender. The furniture & other items will be arranged by the vendor himself. We also understand that the NBT is not bound to accept the offer either in part or in full and that the NBT has a right to reject the offer in full or in part without assigning any reasons whatsoever.

My/our PAN is.....GST No. is.....

A copy of cancelled cheque is enclosed herewith for RTGS/NEFT.

Thanking you,

Yours faithfully,

(Signature with stamp & full address)

Date:

Place:

Annexure-II

Company Profile

**Details filled in this form must be accompanied by sufficient documentary evidence,
in order to verify the correctness of the information.**

| S.No. | Item | Details |
|-------|---|---------|
| 1 | Name of Firm | |
| 2 | Owner/Partner | |
| 3 | Mailing Address | |
| 4 | Telephone, mobile & Fax number | |
| 5 | Year of commencement of business | |
| 6 | Name & Designation of the key person authorized to make commitments to NBT, India | |
| 7 | Contact details of key person | |
| 8 | PAN | |
| 9 | Manpower Details | |
| 11 | GST Registration Number | |
| 12 | NEFT/RTGS detail of the firm for payment | |

Signature (Name & Designation) with stamp

Date:

Place:

Annexure-III



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Rates for catering arrangement during New Delhi World Book Fair -2025 (1st – 9th February 2025)

| S.No. | Items (with detailed Menu/Item) | Rates (₹) |
|-------|--|-----------|
| 1 | Hi Tea | |
| 2 | Vegetarian Packed Lunch | |
| 3 | Non-Veg. Packed Lunch | |
| 4 | Vegetarian Buffet | |
| 5 | Vegetarian Buffet + Chicken dish + non veg soup | |
| 6 | Vegetarian Buffet + Mutton dish + non veg soup | |
| 7 | Vegetarian Buffet + fried/grilled fish + non veg soup | |
| 7 (a) | Extra Variety of Non Veg (Mutton) | |
| 7 (b) | Extra Variety of Non Veg (Chicken) | |
| 7 (c) | Extra Variety of Non Veg (Fish) | |
| 8 | Children Refreshment Packets (specification enclosed) | |
| 9 | Veg Sandwich | |
| 10 | Tea/Coffee from Vending machine (per cup rate including manpower) | |
| 11 | Packed Water Jar 20ltr not more than MRP | |
| 12 | Packed Water Bottle 1 Ltr. not more than MRP | |
| 13 | Packed Water Bottle 500 ml. not more than MRP | |
| 14 | Packed Water Bottle 200ml./250ml. not more than MRP | |
| 15 | Disposable water glasses Per 100 glasses | |
| 16 | Tea with Cookies to be served in crockery (per pax rate) | |
| 17 | Readymade Tea in container/flask to be served in disposable glasses (per pax rate) | |
| 18 | Snacks Box (specification enclosed) | |
| 19 | Tea/ Coffee with crockery at Protocol near Gate No. 1 | |
| 20 | Biscuits (Salty/Sweet) small pack of Rs.5/- (MRP) rates should be below MRP of good brand like Good day, Monaco, Britannia | |
| 21 | Taxes, if any | |

Before quoting rate, we have checked the broad view of menu and other specification annexed in the tender and accept the same.

Authorized Signatory _____ With Seal/Stamp

Date:

Place:



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A. Hi Tea

1. Tea/coffee (with option of with/without milk, with/without sugar, with lemon)
2. Water bottle of 200 ml./250ml.(approved brand only)
3. Soft drink
4. Fruit Juice
5. Sandwich
6. Pastries
7. Branded assorted Cookies
8. Wafers
9. Assorted Pakora/ Peas Samosa
10. Gulab Jamun

Note: The vender must give variety of options for each and every item and day before serving get the items approved from the Catering Committee of NBT.

(Terms & conditions accepted)
Signature of vendor

B. Vegetarian Packed Lunch/Dinner

1. Lachha Parantha 3 nos.
2. Rice
3. Dal
4. Veg. (Sabji)
5. Paneer
6. Pickle (Achaar)
7. Sweet
8. Spoon
9. Tissue paper
10. Salad
11. Water bottle (500 ml)

Note: The packing should be invariably leak proof and vender must give variety of options for each and every item and day before serving get the items approved from the Catering Committee of NBT. Items should not be repeated.

C. Non-Vegetarian Packed Lunch/Dinner

1. Lachha Parantha 3 nos.
2. Rice
3. Dal
4. Veg.
5. Chicken
6. Pickle (Achaar)
7. Sweet
8. Spoon
9. Tissue paper
10. Salad
11. Water Bottle (500 ml.)

Note: The packing should be invariably leak proof and vender must give variety of options for each and every item and day before serving get the items approved from the Catering Committee of NBT. Items should not be repeated.

(Terms & conditions accepted)
Signature of vendor

D. VEG BUFFET

- | | |
|--------------------|---------------------------------|
| 1. Soup | One variety |
| 2. Salad | Two variety |
| 3. Papad | |
| 4. Pickle (Achaar) | |
| 5. Dahi item | One variety |
| 6. Dal | One variety |
| 7. Paneer item | One variety |
| 8. Veg. dishes | Two variety |
| 9. Roti | Assorted |
| 10. Rice | One variety |
| 11. Dessert | One ice cream or One sweet dish |
| 12. Water bottle | 500 ml. packing |

Neat & Clean, Good Bone china crockery and cutlery. If demand arises we can replace any dish with continental/Chinese dish.

E. VEG BUFFET with Non-veg item

- | | |
|-------------------------|---|
| 1. Soup | Two variety (one veg. and one non-veg.) |
| 2. Salad | Two variety |
| 3. Papad | |
| 4. Pickle (Achaar) | |
| 5. Dahi item | One variety |
| 6. Dal | One variety |
| 7. Veg. dishes | Two variety |
| 8. Roti | Assorted |
| 9. Rice | One variety |
| 10. Dessert | One ice cream or One sweet dish |
| 11. Chicken/Mutton/Fish | One variety |
| 12. Water bottle | 500 ml. packing |

If demand arises we can add any non-veg item as additional for which rate has been called in the prescribed format.

Note: The vender must give variety of options for each and every item and day before serving get the items approved from the Catering Committee of NBT.

(Terms & conditions accepted)
Signature of vendor

F. Children Refreshment Packets

1. Real Juice - 200 ml. tetra pack
2. Britannia cake (Veg.) slice pack- MRP of ₹20.00
3. Haldiram Aaloo bhujia - MRP of ₹10.00
4. Britannia glucose biscuit - MRP of ₹10.00
5. Tissue paper - one

Note: All the items should be packed in a leak proof box and items should have at least one month expiry date.

G. Tea/Coffee vending Machine

1. Vending machine - 8 nos. (Tentative may increase) or decrease.
2. Vending machine operator (In Uniform) – 8 (on 1st February 2025, the time is 8.00 a.m. to 8.30 p.m. and from 2nd February 2025 onwards from 9.30 a.m. to 8.30 p.m.) and one operator out of this may have to stay late at camp office to attend our newsletter section who works late upto 10.30 p.m.)

Note:

NBT will pay only per cup rate basis. The operator always should have buffer quantity of disposable cups coffee/tea powder premix and company sealed water jars of Bisleri /Kinley only. Hence, per cup rate considering all the aspects may be quoted there will be no payment towards machine, operator, cups and water. The operator should serve tea/coffee only on the basis of authorised slips issued by NBT officers without which bill could not be processed. Vending machine should be leak proof. Usage may vary from on machine to another.

(Terms & conditions accepted)
Signature of vendor

H. Water vending Machine

1. Water vending machine – 8nos. (tentative quantity may increase or decrease) with operator and disposal glass
2. Water bottle (Kinley, Bisleri, Aquafina)
 - a. 200/250ml
 - b. 500ml
 - c. 1 litre
3. Water jar of 20 Litre. Company sealed of Bisleri/Kinley make with visible date of packaging as per requirement.

Note: These jars should not be used in tea/coffee vending machine as operator has to arrange their own. Vending machine should be leak proof.

I. Tea with cookies

1. Tea/coffee (with option of with/without milk, with/without sugar, with lemon) to be served in good crockery.
2. Water bottle of 200 ml. (approved brand only)
3. Branded assorted Cookies

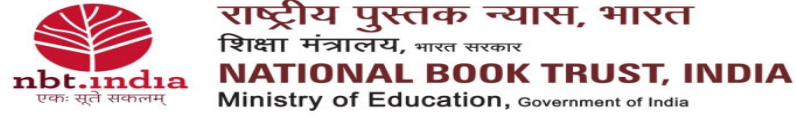
J. Snacks Box

Readymade tea in container with disposal cup Veg Cutlet, sauce, Patty, Laddoo, Tissue Paper in packets.

Note: The vender must give variety of options for each and every item and day before serving get the items approved from the Catering Committee of NBT.

(Terms & conditions accepted)
Signature of vendor

ANNEXURE-V



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Experience/details of operation at present and in the last 3 years

Name of the
Firm _____

| S.No. | Name of the client | Period of contract | Details (including name, email, phone, fax no. and address | Value of the contract (in terms of billing per annum) | Remarks |
|-------|--------------------|--------------------|--|---|---------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Signature (Name & Designation) with stamp

Date:

Place:



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No.F.NBT/Catering/NDWBF-2025/2024-25

Date:

The Manager
F&B Manager
F&B Department
ITPO, Pragati Maidan
New Delhi

Sir,

National Book Trust, India is an autonomous organization of the Govt. of India, Ministry of Education, Department of Higher Education is organizing New Delhi World Book Fair from 1st to 9th February 2025 at Pragati Maidan, New Delhi. You are requested to forward the enclosed tender document to the approved vendor for providing catering arrangement site of ITPO during our Book Fair.

Thanking you,

Yours faithfully

**Accounts Officer
National Book Trust, India**

Encl: As above.