



राष्ट्रीय पुस्तक न्यास, भारत

मानव संसाधन विकास मंत्रालय, भारत सरकार

NATIONAL BOOK TRUST, INDIA

Ministry of Human Resource Development, Govt. of India

Nehru Bhawan, 5 Institutional Area, Phase-II,

Vasant Kunj, New Delhi – 110 070

Phone: +91 11 2670 7700

Email: office.nbt@nic.in

Web: www.nbtindia.gov.in

Tender Notice

National Book Trust, India (NBT), Ministry of Human Resource Development, Government of India invites sealed Tender from approved food and beverages vendors who are authorized by the ITPO to provide food and beverages services within the ITPO premises at Pragati Maidan during NDWBF 2016 from 7 January to 18 January 2016 or can be downloaded from NBT website www.nbtindia.gov.in.

Tender form can be obtained from Dy. Director (C&F), National Book Trust, India on any working day till 4.00 P.M. from 11 to 15 December 2015.

Issue of Tender documents	11 to 16 December 2015
Last date of receipt of Tender	18 December 2015 up to 1.00 P. M.
Date of opening of tender	18 December 2015 at 2.00 P. M.
Place of opening of tender	National Book Trust, India, Nehru Bhawan, 5, institutional Area, Phase-II, Vasant Kunj, New Delhi-110070

Director, NBT reserves the right to accept/reject any or all the tenders without assigning any reason whatsoever.



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Tender document

Food and beverages NDWBF 2016

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.
- The bidder should have experience of handling of food and beverages service at ITPO Pragati Maidan atleast 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.
- Bidder must have at least 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 2016.

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 or other additional items (i.e. table with frills, serving dishes, man power, crockery and cutlery and tent age & at inaugural function for food and bereaves service only), if any, should be inclusive of all taxes and statutory levies.

(Terms & conditions accepted)

Signature of vendor

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.

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. If deemed necessary, the bidder may be required to give presentation on the proposed bid.

7. Technical Inspection and Performance Evaluation

NBT reserves its right to carry out a 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.

(Terms & conditions accepted)

Signature of vendor

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.

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 2016 at Pragati Maidan as on an ongoing basis:-

- To provide food and beverage services to NBT staff and guests from 7 to 18 January 2016, 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. 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.

(Terms & conditions accepted)

Signature of vendor

- 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 at 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.

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 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. Broadview of items and work is at Annexure-IV

(Signature with stamp & full address)

(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 2016
at Pragati Maidan**

Sir/Madam,

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 2016 at 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.

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.....and Service tax 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	
10	Service Tax Registration Number	
11	NEFT/RTGS detail of the firm for payment	

Signature (Name & Designation) with stamp

Date:

Place:

Annexure-III**Rates for catering arrangement during
New Delhi World Book Fair 2015
09 – 17 January 2016**

S.No.	Items (with detailed Menu/Item)	Rates (Rs.)
1	Hi Tea (Inaugural Function) including Tent age	
2	Vegetarian Packed Lunch	
3	Non-Veg. Packed Lunch	
4	Vegetarian Buffet	
5	Non-Vegetarian Buffet	
6	Children Refreshment Packets (quantity of content with brand)	
7	Tea/Coffee Vending machine (per cup rate including all be provided)	
8	Water Dispenser	
9	Water Jar Kinely 20ltr	
10	Water Bottle 200ml. (Kinley) (with brand option)	
11	Water Bottle 1 ltr.+ ½ ltr. for Prog.(with brand option)	
12	Disposable water glasses	
13	Tea with Biscuits	
14	Continental Buffet	
15	Package Buffet – for Right Table for two days/for whole days	
16	Hi Tea for meeting/conference	

Signature (Name & Designation) with stamp



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BROAD VIEW OF MENU

Hi Tea

1. Tea/coffee (with option of with/without milk, with/without sugar, with lemon)
2. Water bottle of 200 ml. (approved brand only)
3. Soft drink
4. Sand witch
5. Cocktail samosa
6. Branded assorted Cookies
7. Wafers
8. One sweet (approved)

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.



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Vegetarian Packed Lunch

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

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.



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Non-Vegetarian Packed Lunch

1. Lachha Parantha 2 nos.
2. Rice
3. Dal
4. Veg.
5. Non-veg.
6. Achaar
7. Sweet
8. Spoon
9. Tissue paper
10. Salad

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.



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VEG BUFFET

1. Soup	one variety
2. Salad	two variety
3. Papad	
4. Achaar	
5. Dahi item	one variety
6. Dal	one variety
7. Paneer item	one variety
8. Veg. dises	two variety
9. Roti	Assorted
10. Rice	one variety
11. Dessert	one ice cream one sweet dish
12. Water bottle	200 ml. packing

NON-VEG BUFFET

1. Soup	two variety (one veg. and one non-veg.)
2. Salad	two variety
3. Papad	
4. Achaar	
5. Dahi item	one variety
6. Dal	one variety
7. Veg. dises	one variety
8. Roti	Assorted
9. Rice	one variety
10. Dessert	one ice cream one sweet dish
11. Non-Veg. (chicken/mutton)	one variety
12. Water bottle	200 ml. packing

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.



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Package Buffet for two day's conference

Day -1

1. Morning at Inaugural Function - Hi Tea.
2. Full day tea and coffee with cookies/water bottle and soft drink should be available at the venue for continuous two days.
3. Lunch: Non-veg. buffet with a mix of Indian and Continental dishes.

Soup	two variety (one veg. and one non-veg.)
Salad	two variety
Papad	
Achaar	
Dahi item	one variety
Dal	one variety
Veg. dishes	one variety
Roti	Assorted
Rice	one variety
Noodles	one variety
Manchurian	one variety
Dessert	one ice cream one sweet dish
Non-Veg. (chicken/mutton)	one variety
Non-Veg. (Fish grilled/Crum fry)	one variety
Water bottle	200 ml. packing

Day- 2 The menu will be in same pattern except the Hi Tea will be shifted at the evening at valedictory function.

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. Items should not be repeated.



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Children Refreshment Packets

1. Real Juice - 200 ml. tetra pack
2. Britannia cake slice pack - MRP of Rs.20.00
3. Haldiram Alu bhujia - MRP of Rs.5.00
4. Britannia glucose biscuit - MRP of Rs. 5.00
5. Tissue paper - one

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



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Tea/coffee vending machine

1. Vending machine - 8 nos. (tentative may increase)
2. Vending machine operator – 8 (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)

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 Bislery / 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.



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Water vending machine

1. Water vending machine – 8nos. (tentative quantity may increase)
2. Disposable water glasses of 100 ml.
3. Water jar of 20 Litre. Company sealed of Bislery/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.



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Tea with cookies

- 1. Tea/coffee (with option of with/without milk, with/without sugar, with lemon)**
- 2. Water bottle of 200 ml. (approved brand only)**
- 3. Branded assorted Cookies**

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.

ANNEXURE-V

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: