



NATIONAL DISASTER MANAGEMENT AUTHORITY  
Government of India

“NDMA Bhawan”, A-1, Safdrjung Enclave

New Delhi –110 029



No. D-13023/1/2010-C&G

Dated: 13<sup>th</sup> August, 2010

To

*As per list enclosed*

**TENDER NOTICE**

**Subject: Limited Tender for Contract for running the Canteen at the NDMA Bhawan.**

National Disaster Management Authority (NDMA) invites sealed quotations for Contract for running the Canteen at the NDMA Bhawan. The quotations in sealed covers superscribed “**Tender for Contract for running Canteen at the NDMA Bhawan**” addressed to the undersigned by name by **1500 hrs on 6<sup>th</sup> September, 2010.**

2. The terms and conditions of the tender will be as under:-

- i) The National Disaster Management Authority (NDMA), Govt. of India is functioning from the NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi – 110029. Currently over 190 employees are functioning from this office. Canteen arrangements have been made in the NDMA Bhawan for its employees. However there is a requirement for an impeccable canteen service to serve the employees working in NDMA in the form of lunch, snacks, tea etc. for the next one year atleast.
- ii) It is expected that the caterer should be able to serve both vegetarian and non-vegetarian food.
- iii) The caterer is expected to provide manpower for service with his own crockery or provided with crockery of the NDMA.
- iv) The caterer will have to provide Room Service to the officers and staff of the NDMA and adequate manpower will be employed by the firm for catering services.
- v) NDMA will provide only Canteen space, and non-consumable items/equipments such as Refrigerator, Water cooler, Hot plate, Hot Case,

Intercom Service, Electronic Kettles, Toaster, Boiler (Electronic), Microwave Oven, RO System in Canteen, electricity, water, gas stove with two cylinders and some utensils, crockery etc.

- vi) In addition a subsidy of Rs.4600/- per month towards (a) Rs.1600/- per month for running of vending machine on rental basis (b) Rs.1500/- each for two service providers per month (total Rs.3000/-) will also be paid to the selected firm for smooth running of the Canteen and keeping the rates reasonable.
- vii) Proper dress code will be observed by the employees while working in the Canteen.
- viii) Canteen will be kept open on Saturdays, Sundays and other holidays as per the requirement of the NDMA and on working days the Canteen will be kept open till such time as stipulated by Administration.
- ix) Canteen will meet the requirement of Hon'ble VC/Members office, Secretary's office, Joint Secretary's office and also cater to the requirement of meetings in the Conference hall like providing snacks and any other items as per the requirement.
- x) The firm will provide tea, snacks and lunch in the official meetings as per the rates finalized by NDMA.
- xi) The firm will maintain the cleanliness in the entire canteen area.
- xii) Bills of the firm will be settled on monthly basis and no advance payment will be made to the firm.
- xiii) If the services of the firm are found unsatisfactory, the EMD/Performance Security will be forfeited. In addition, the firm will be liable to pay for penalty in case services are found to be unsatisfactory.
- xiv) Any kind of damage to the Govt. property caused by the firm will be recovered.
- xv) The caterer should give a write-up mentioning the clients who have used his services previously indicating period (preferably Govt. clients), location of the base kitchen, and other details the caterer. The caterer should quote his rates in the statement enclosed (Annexure-I) for each category specifically.
- xvi) It may be borne in mind that the criterion for selection will be a technical evaluation as to the quality, competence and capability of the caterer to be assessed.

xvii) Interested parties can collect Tender form personally from Section Officer (G), NDMA on all working days or download the same from NDMA's website [www.ndma.gov.in](http://www.ndma.gov.in)

xviii) Quotation in sealed cover superscribed " Quotation for **Contract for running Canteen at the NDMA Bhawan**" should be sent by Speed Post/Registered Post, alongwith a DD/Pay order for Rs. 5,000/- (Rs. Five Thousand only) in favour of DDO, NDMA as Earnest Money (Refundable), addressed to Sh. S.K.Prasad, Under Secretary, NDMA. The schedule of receipt and opening of quotations is as under.

Last Date and Time for receipt of : 6<sup>th</sup>September, 2010  
Upto 3.00 PM

Date & Time for opening of Quotations : 6<sup>th</sup> September, 2010  
At 3.30 PM

xix) All quotations must be addressed to Under Secretary (G), NDMA Bhawan, A-1 Safdarjung Enclave, New Delhi-110029.

xx) Copy of this Notice can be viewed at website [www.ndma.gov.in](http://www.ndma.gov.in)

xxi) The rate(s) quoted will be valid for one year from the date of issue of supply order. However, the rates will be valid for another six months on the same terms and conditions and subject to satisfactory performance. In case deficiency in service found, the contract can be terminated on a month's notice.

xxii) This Authority reserves the right to reject any or all the quotations including the lowest one, either in part or in full without assigning any reasons therefor.

xxiii) The quotation should be accompanied by an earnest money of Rs.5,000/- (Rupees Five thousand only) in the form of a demand draft in favour of DDO, NDMA, failing which the tender will not be considered. The earnest money will be refunded soon after a decision is taken by NDMA on the bids received, except to the tenderer whose tender has been accepted. In their case, the earnest money will be refunded on receipt of Performance Security.

xxiv) In case the tenderer whose tender is accepted, withdraws from the tender process, the earnest money of Rs.5,000/- deposited by them is liable to be forfeited.

- xxv) The contractor shall have to deposit a performance security of Rs.10,000/- (Rupees ten thousand only) in an acceptable form in favour of DDO, NDMA in the form of a fixed deposit receipt at any scheduled bank, valid for a period of one year, within 7 days from the date of issue of the letter awarding the contract. The Performance Security will remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations .
- xxvi) The quotations will be opened on 6<sup>th</sup> September, 2010 at 3.30 PM in the Ground Floor Auditorium, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029 in the presence of such tenderers who may like to be present.
- xxvii) This authority reserves the right to forfeit the security money of Rs.10,000/- (Rs. Ten thousand only) in full or in part in case the contractor fails to follow the agreed terms and conditions during the period of the contract.
- xxviii) In case of any dispute the decision of the Secretary, National Disaster Management Authority will be final and binding on both parties. Further, dispute, if any, will be settled in the Court of Law at New Delhi jurisdiction only.
- xxix) The bidder may sign below at the specified place in token of having accepted the terms and conditions above and submit alongwith the quotation for the above work. Also, the bidder has to sign on each page of this notice in token of having accepted the terms and conditions.

**Yours faithfully,**

**(S.K.Prasad)  
Under Secretary (G)**

**I agree to abide by the above-said terms and conditions.**

**(SIGNATURE & SEAL OF THE TENDERER)**

## ANNEXURE – I

**PROFORMA FOR QUOTING RATES FOR VARIOUS ITEMS FOR RUNNING  
CANTEEN IN NDMA**

| Sl.No. | Item                    | Rate in Rs. with own<br>Crockery | Rate in Rs. with<br>NDMA Crockery |
|--------|-------------------------|----------------------------------|-----------------------------------|
|        | <b>TEA &amp; SNACKS</b> |                                  |                                   |
| 1.     | Tea (Dip)               |                                  |                                   |
| 2.     | Coffee                  |                                  |                                   |
| 3.     | Burger Veg              |                                  |                                   |
| 4.     | Patties Veg             |                                  |                                   |
| 5.     | Veg. Sandwich           |                                  |                                   |
| 6.     | Boiled Egg              |                                  |                                   |
| 7.     | Omlette two eggs        |                                  |                                   |
| 8.     | Butter Sandwich         |                                  |                                   |
| 9.     | Biscuits Good Day       |                                  |                                   |
| 10.    | Biscuits Fifty-Fifty    |                                  |                                   |
| 11.    | Biscuits (Marie Gold)   |                                  |                                   |
| 12.    | Cold Drink              |                                  |                                   |
| 13.    | Gulab Jamun             |                                  |                                   |
| 14.    | Burfee (Khoya)          |                                  |                                   |
| 15.    | Burfee (Besan)          |                                  |                                   |
| 16.    | Ladoo                   |                                  |                                   |
| 17.    | Bread Pakora            |                                  |                                   |
| 18.    | Paneer Pakora           |                                  |                                   |
| 19.    | Samosa                  |                                  |                                   |

|     |   |  |  |
|-----|---|--|--|
| 20. | Mathi   |  |  |
| 21. | Bakery Biscuit loose  |  |  |
| 22. | Bread Slice   |  |  |
| 23. | Sambhar Vada  |  |  |
| 24. | Idly with sambhar   |  |  |
|     | <b>LUNCH ITEMS</b>  |  |  |
| 25. | Dal   |  |  |
| 26. | Rice  |  |  |
| 27. | Seasonal Veg.   |  |  |
| 28. | Shahi Paneer  |  |  |
| 29. | Veg :Pulav  |  |  |
| 30. | Raita   |  |  |
| 31. | Chapati   |  |  |
| 32. | Full Thali (Dal, Veg., Raita, Rice, four Chapati and salad) |  |  |
| 33. | Kheer   |  |  |
| 34. | Masala Dosa   |  |  |
| 35. | Chholey Bhature (2 piece)                                   |  |  |
| 36. | Puri Sabji (5 pieces)                                       |  |  |
|     |   |  |  |