



URDU ACADEMY, DELHI

(Govt. of Delhi)

TENDER NOTICE

Secretary Urdu Academy, Delhi invites E-Tender on Two Bid system from the reputed and experienced caterers for supply of Veg, Non Veg food and catering items for award of rate contract for two years initially further extendable for one year more by the secretary, Urdu Academy subject to satisfactory service of the contractor. Minimum value of annual catering work is Rs.25.lakhs approx.

NIT has been uploaded. Tender Forms with Terms & Conditions can be download from Delhi Govt. Website <http://govt.procurement.delhi.gov.in> or from Urdu Academy, Delhi website: www.urduacademydelhi.com

1. Last date of submission of tender 28th April, 2021 up to 5.00 p.m.
2. Date of opening of tender (Technical Bid) 29th April, 2021, at 3.00 p.m.

Technical Bid alongwith PAN No. and GST No. etc. with experience certificate and other documents scan copy will be upload on the e-procurement web site and original will be kept in a Technical Bid Envelope and submitted in the office physically before the due date and time. The technical bid without proof of above documents will not be accepted.

Tender I.D. No. 2021_URDAC_202458_1

Note: The tenderers should be registered with NIC application service providers.

Secretary Urdu Academy, Delhi

C.P.O. Building, Kashmere Gate, Delhi-110006
23865436, 23863858



उर्दू अकादमी, दिल्ली
(राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार)

निविदा सूचना

सचिव उर्दू अकादमी दिल्ली द्वारा Two Bid System के आधार पर प्रसिद्ध व अनुभवी Caterers से Veg, Non Veg खाने और कैंटरिंग सेवा के ई-निविदा आमंत्रित किये जाते हैं, निविदा की वार्षिक लागत लगभग 25 लाख रु है। निविदा का Contract पहले दो साल के लिए दिया जाएगा और यदि Contractor का कामकाज सन्तोषजनक पाया गया तो सचिव उर्दू अकादमी Contract का कार्यकाल एक साल के लिए और बढ़ा सकते हैं। NIT अपलोड कर दिया गया है। निविदा से संबंधित फार्म एवं अन्य जानकारी दिल्ली सरकार की वेबसाइट: <http://govt.procurement.delhi.gov.in> एवं उर्दू अकादमी, दिल्ली की वेबसाइट: www.urduacademydelhi.com से डाउन लोड की जा सकती है।

1. निविदा जमा करने की अंतिम तिथि 28 अप्रैल 2021 सायं 5 बजे तक है।
2. निविदा (Technical Bid) दिनांक 29 अप्रैल 2021 को दोपहर तीन बजे खोली जायगी।

निविदा (Technical Bid) तथा आवश्यक जानकारी व अन्य जानकारी जैसे कि PAN No., GST Number, अनुभव प्रमाण पत्र इत्यादि होना आवश्यक है। निविदा (Technical Bid) की Scan Copy e-procurement की वेबसाइट पर अपलोड करने के साथ देय तिथि तथा समय से पहले दस्ती उर्दू अकादमी के कार्यालय में जमा करना होगा अन्यथा निविदा रद्द मानी जाएगी।

निविदा आई. डी नं० 2021_URDAC_202458_1

नोट: निविदाकर्ता का एन.आई.सी. सेवा प्रदाताओं के साथ पंजीकृत होना अनिवार्य है।

सचिव, उर्दू अकादमी, दिल्ली

सी.पी.ओ. बिल्डिंग कश्मीरी गेट, दिल्ली.110006
फोन 23865436,23863858



اردو اکادمی دہلی
(دہلی سرکار)



ٹینڈر نوٹس

سکرٹری اردو اکادمی، دہلی کو Two Bid سسٹم کے تحت مشہور و تجربہ کار کیٹرسرز سے ویج، نان ویج کھانے اور کیٹرننگ سروس کے ٹیکنیکل و فائنانشیل ای ٹینڈر مطلوب ہیں۔ ٹینڈر کا تخمینہ تقریباً 25 لاکھ روپے سالانہ ہے۔ یہ ٹینڈر کا ٹریڈ شروع میں دو سال کے لیے دیا جائے گا جسے سکرٹری اردو اکادمی کیٹریگریٹ اطمینان بخش کارکردگی پر مزید ایک سال کے لیے بڑھا سکتے ہیں۔

این۔آئی۔ٹی اپ لوڈ کر دیا گیا ہے۔ ٹینڈر کی شرائط و ضوابط ٹینڈر مع فارم دہلی سرکار کی ویب سائٹ: <http://govt.procurement.delhi.gov.in> یا اردو اکادمی، دہلی کی ویب سائٹ: www.urduacademydelhi.com سے ڈاؤن لوڈ کی جاسکتی ہیں۔

1۔ ٹینڈر جمع کرنے کی آخری تاریخ 28 اپریل 2021 شام پانچ بجے تک ہے۔

2۔ ٹیکنیکل بڈ 29 اپریل 2021 کو شام تین بجے کھولی جائے گی۔ مطلوبہ معلومات مع انکم ٹیکس و جی۔ ایس۔ ٹی نمبر و تجربہ کے سرٹیفیکیٹ کے ساتھ اسکیمن کاپی ای پروکیورمینٹ کی ویب سائٹ پر اپ لوڈ کرنے کے ساتھ ساتھ اس کی اصل دستی معینہ مدت اور وقت سے پہلے اکادمی میں ٹیکنیکل بڈ کے لفافے میں جمع کرانی ہوگی۔ بصورت دیگر ٹینڈر منظور نہیں کیا جائے گا۔

● ٹینڈر آئی ڈی نمبر: 2021_URDAC_202458_1
سبھی ٹینڈرز دہندگان کا این آئی سی کے ایپلی کیشن سروس پرووائڈرز سے رجسٹریشن لازمی ہے۔

سکرٹری، اردو اکادمی، دہلی

سی۔ پی۔ او۔ بلڈنگ، کشمیری گیٹ، دہلی۔ فون: 23865436/23863858

TERMS & CONDITIONS OF THE TENDER FOR PROVIDING VEG, NON-VEG FOOD AND CATERING ITEMS

1. On line tenders are invited from reputed firms/caterers who are registered under GST ACT for award of catering works for supply of Veg and Non Veg food items in the various Seminars, Cultural Events etc. that shall be organized by Urdu Academy in Delhi on rate contract basis for a period of two years
2. The Bidder must have valid GST No. and PAN No. issued by I.T./GST Department.
3. The Tenderer should be registered with F.S.S.A.I(**Food Safety and Standard Authority of India**). A copy of the registration thereof shall be submitted with the technical bid.
4. Any firm who has been blacklisted by any Govt. Department is not eligible to participate in the tender.
5. The validity of the bid shall be for 120 days from the date of opening of the Bid . A bid valid for a shorter period will be rejected as non-responsive.
6. The tender is for an approximate amount of Rs. 25.00 lacs (annual) (Rs. Twenty Five Lacs only).
7. The earnest money Rs. 50,000/- (Rupees Fifty Thousand only) i.e. 2% of the value of the contract. A Bid Security Declaration is required to be signed by each bidder accepting that if they withdraw or modify their bids during period of bid validity , they may be suspended for a period of one year from bidding in Delhi Govt. Tenders.
8. The quantity shown in the tender can be increased or decreased depending upon the actual requirement and accordingly the work order will be given to the tenderer.
9. The tenderers will have to make/execute the job at the shortest notice.
10. A surprise Visit to the premises by the representative of the Urdu Academy may be made to assess the firm's capacity to execute the supply of material in the tender and its manufacturing facilities, after sales service facilities and quality control systems.
11. The tenderer is required to submit performance report(s) from other three Govt. Deptt. Organization/Company/ establishment where the firm has supplied food and catering items during last three years preceding the current year and submit the documentary evidence in this regard.
12. The average annual financial turnover of the tenderer during the last three years ending March 31st 2021 should be at 30% of the estimated cost of the tender i.e. approximately Rs. 7.50 lacs (Rupees Seven Lac Fifty Thousand only). Further during any of the last three financial years preceding the current financial year bidder must have turnover of Rs. 25.00 lacs (Rs. Twenty Five Lacs only i.e. equal to the value of tender.
13. The price must be quoted Exclusive of Taxes & FOR destination i.e. Urdu Academy, Delhi or place of Events within Delhi.
14. GST shall be paid extra wherever applicable.

15. After evaluation of eligibility requirements and fulfillment of other conditions by all tendering companies/firms. The purchase Committee will open the Financial Bids of those firms qualified in technical evaluation. The contract shall be awarded to the L-1 bidder on overall basis in all A,B,C & D category after multiplying estimated number of persons in each category as per details in Price Bid. (The Purchase Committee will have discretion to award the contract to more than one firm, if their rates are found lowest i.e. L-1.)
16. Every successful tenderer will have to execute an agreement with Urdu Academy on a non-judicial stamp paper of Rs. 50/- within a week from the date of work order .
17. Performance Security of 2% of the value of Work order in the form of Demand Draft/Pay order in favour of Urdu Academy will required to be deposited with the Urdu Academy, Delhi.
18. The Secretary, Urdu Academy, Delhi reserves the right to accept or reject any tender in whole or in part without assigning any reason in public/Govt. interest .
19. If the work is not executed to the satisfaction of the Urdu Academy and any lapse is found on the part of the contractor, Secretary, Urdu Academy, Delhi will have the right to impose penalty as deemed fit to the maximum of forfeiture of performance security and blacklist of the firm.
20. Incomplete tenders/conditional tenders/unsigned tenders will not be accepted and will be rejected.
21. The Competent Authority Reserves the Right to Relax any of the terms and conditions in govt. interest.
22. The supply of goods/services will be made at the office of the Urdu Academy or at other place (s) with written orders of Competent Authority or other subordinate offices under Urdu Academy in the jurisdiction of Union Territory of Delhi. No cartage charges/transport will be paid extra.
23. The work/contract/supply order is to be completed within the stipulated period failing which the work shall be got completed at the risk and cost of the contractor whose rates are approved.
24. The performance Security will be refunded within sixty days after completion of the contract period and after completing all contractual obligations under the contract .
25. It is mandatory to the bidder to ensure that there is no blood relation of his family member employed in Urdu Academy Delhi i.e. wife or husband son or daughters parents, brothers or sisters or any person related to any of them by blood or marriage whether they are dependant on govt. servant or not and if during any time between the contract agreement it is disclosed that this condition has been violated by the bidder the contract shall be cancelled and amount of security will be forfeited. by the Academy.
26. The Secretary shall have the power to make any alteration, omission, addition or substitution for the original specification, design during course of supply of the goods, and contractor shall supply the goods accordingly under the same contract and at the same rate as specified in the tender for the main work. And if the altered additional as substituted material includes any class of material, for which no rate is specified on this contract, the

contractor in writing shall inform the Secretary his rates for such class material, and if the Secretary does not agree to this rate, he shall be at liberty to cancel the contract. On the breach of any terms and conditions of this, contract, by the contractor, the Secretary, Urdu Academy shall be liberty to forfeit the Security Deposit.

27. The quality of food and crockery items would be checked by a Screening Committee constituted by the Secretary Urdu Academy before finalization of the financial bid
28. Any items can be added in the list of menu of food items, the rate thereof shall be decided with mutual discussions/negotiation based on prevailing cost fair market rate and the decision of the Secretary of this Academy shall be final and shall be binding for the contractor for its acceptance.
29. The tenderer shall be using fresh/good quality of grains/ingredients/spices etc. and any mishap/unhygienic conditions caused due to eating of food/supplied items shall be the solely responsibility of the supplier for which the contractor can be penalized upto the cost of contract.
30. All the items of crockery & Cutlery shall be of high quality and standard.
31. In all non veg items only Halal Meat will be used.
32. The work order shall be placed to the contractor in writing well in time for the required quantity, which can be enhanced reduced upto 10-15% only depending upon the actual number of participants/guests in the programmes.
33. Tender /work will be award initially for a period of two years to the L-bidder and can be extended for another period of one year on the same rates and terms and conditions of the contract.
34. Any dispute will be under the jurisdiction of courts of Delhi/New Delhi.

SECRETARY
URDU ACADEMY, DELHI

SIGNATURE _____
(With Rubber Stamp)

NAME _____
ADDRESS _____

Telephone No. _____
Mobile No. _____

THE TECHNICAL BID FOR FOOD & CATERING ITEMS TO BE SERVED IN THE PROGRAMME OF URDU ACADEMY, DELHI ON RATE CONTRAT BASIS FOR A PERIOD OF TWO YEARS

1. Our firm/agency is registered under GST & our GST No.is_____ and copy of the same is enclosed.
2. Our firm/agency is registered (**Food Safety and Standard Authority Deptt.** and our Licence No. is _____ and a copy thereof is enclosed.
3. I/we is/are Income Tax payer and we have been assigned Income Tax No. which is _____ and a copy thereof is enclosed.
4. Bid Security Declaration is attached as per terms & conditions of the the tender.
5. Our firm have more than three years experience as on date and proof thereof is enclosed.
6. Our firm is ready to serve the food items at different places in Delhi as per requirement of Urdu Academy and will not charge any thing extra for service/supply.
7. Our firm shall serve food items with good quality of crockery etc. for testing checking as and when ordered by the Academy.
8. Our firm shall serve good quality of items and spice etc. shall also be used by our firm of good quality and our firm is liable for any penalty imposed by the Academy in case of inferior quality of food items and will bear the penalty upto the cost of contract.
9. The good quality of crockery/cutlery shall be used in the programmes of Urdu Academy, Delhi.
10. Profit Loss and Balance Sheet for last Three Financial Year attached duly attested by Chartered Accountant is enclosed.
11. Our firm is not black listed .
12. It is certified that no person having blood relation with our family member is employed in Urdu Academy, Delhi.
13. **In all non-veg items only Halal Meat will be used.**

Encls:- **As above**

**Signature of Authorized
Signatory of Tenderer with address
(Rubber Stamp of the firm**

URDU ACADEMY : DELHI**TENDER FOR PROVIDING VEG , NON-VEG FOOD AND CATERING ITEMS****PRICE BID**

I/We hereby tender for the supply of following items for the Secretary , Urdu Academy, Delhi as described in the under mentioned menu according to the specimen within the time specified and rates specified therein subject to conditions of the contract.

A. MENU FOR NON -VEGETARIAN FOOD ITEMS

<u>Menu No.</u>	<u>Menu Item</u>	<u>Rate per head (Excluding Taxes)</u>	<u>Multiplying factor (Estimated number of persons per year)</u>	<u>Cost of the bid (Column.3 x 4)</u>
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>I</u>	Mutton Biryani, Zarda and Raita			
<u>II</u>	Chicken Biryani, Zarda and Raita			
<u>III</u>	Roti: Rumali /Tandoori , Mutton Quorma/Stew,Zarda,with Salad and Raita			
<u>IV</u>	Roti: Rumali/Tandoori, Mutton Biryani, Chicken Quorma, Zarda, with Salad and Raita			
<u>V</u>	Roti: Rumali/Tandoori, Chicken Biryani, Mutton Quorma/Stew, Zarda , with Salad and Raita			
<u>VI</u>	Roti: Rumali/Tandoori, Chicken Biryani, Chicken Quorma, Zarda, with Salad and Raita			
<u>VII</u>	Roti: Rumali/Tandoori, Mutton Biryani, Mutton Quorma/Stew, Chicken Quorma/Stew, Mutton Kabab : Seikh/Shami ,Chicken Seikh/Shami, with Salad, Raita/Dahi Bhalla			
	<u>TOTAL OF 'A'</u>		<u>4000</u>	
		<u>*Average of VII above menu items.</u>	<u> #(Estimated persons in this category)</u>	<u>(* X #)</u>

Note :- Use of Halal Meat in all non veg. items is mandatory.

B. MENU FOR VEGETARIAN FOOD ITEMS

<u>Menu No.</u>	<u>Menu Item</u>	<u>Rate per head (Excluding Taxes)</u>	<u>Multiplying factor (Estimated number of persons per year)</u>	<u>Cost of the bid (Column.3 x 4)</u>
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>I</u>	(i) Roti: Naan /Tandoori/Rumali/Missi (ii) Vegetable Pulao (iii) Dal Makhni,(iv) Shahi Paneer/Malai Kofta, (v) Palak Paneer/Peas Paneer, (vi) Pease Khoya, (vii) Mixed Vegetable (viii) Dahi Bhalla with Salad and Achar/Gulab Jamun			
<u>II</u>	(i)Roti: Rumali/Tandoori (ii) DalMakhni/ Dal Fry (iii) Shahi Paneer/Peas Paneer (iv) Salad and Raita (v) Kheer			
<u>III</u>	Poori/TandooriRoti(ii)Chholey/Matar Paneer (iii) Any seasonal vegetable (iv) Raita (v) Pulao (vi) Any sweet i.e Gulab Jamun/Burfi/Balu Shahi etc.			
<u>IV</u>	Poori/Aloo Ki Subzi Dal with salad Suji Ka Halwa			
	<u>TOTAL OF 'B'</u>		<u>500</u>	
		<u>*Average of IV above menu items.</u>	<u> #(Estimated persons in this category)</u>	<u>(* X#)</u>

C Menu for Sweets, Fruits Hot and Cold Drinks

<u>Menu No.</u>	<u>Menu Item</u>	<u>Rate per CUP OF 100 ML. (Excluding Taxes)</u>	<u>Multiplying factor (Estimated number of persons per year)</u>	<u>Cost of the bid (Column.3 x 4)</u>
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>I</u>	<u>TEA(Per Cup of 100 ml)</u>			
<u>II</u>	ESPRESSO COFFEE (Per Cup of 100 ml)			
<u>III</u>	COLD DRINK (Pepsi/Coca Cola/ Limca/Dew/orange)per two ltr. Pet bottle.			
<u>IV</u>	Fruit Juice Packed of standard /reputed brand per 200ml : Pomegranate, Orange, Pineapple, Lichi, Guavas, Mango, Strawberry) Any three per 200 ml.			
<u>V</u>	Fresh fruit juice per 200 ml (any three of Mausami , Orange, Pineapple, , Mango, Mix fruit juice)			
<u>VI</u>	Any one out of nine given below (i)Kheer (ii) Shahi Tukdey (iii) Mong ki Dal ka Halwa (iv) Gajar ka Halwa, (v) Rasgulla (vi) Gulab Jamun (vii) Ice-cream/Kulfi (viii) Firni (ix) Ice-Cream/Kulfi (Reputed brand)			
<u>VII</u>	Any two out of nine given below (i)Kheer (ii) Shahi Tukdey (iii) Mong ki Dal ka Halwa (iv) Gajar ka Halwa, (v) Rasgulla (vi) Gulab Jamun (vii) Ice-cream/Kulfi (viii) Firni (ix) Ice-Cream/Kulfi (Reputed brand)			
<u>VIII</u>	Any three out of nine given below (i)Kheer (ii) Shahi Tukdey (iii) Mong ki Dal ka Halwa (iv) Gajar ka Halwa, (v) Rasgulla (vi) Gulab Jamun (vii) Ice-cream/Kulfi (viii) Firni (ix) Ice-Cream/Kulfi (Reputed brand)			
<u>IX</u>	Fruits : Dates (best quality), Banana, Apple, Orange, Plum, Pear, Peach, Guavas (Any four seasonal Fruits including Dates)			
<u>X</u>	Any two namkin snacks out of 4 items given i.e. (i) Bread Pakoda (ii) Samosa (iii) Kachori (iv) Mix Pakoda 100 gm			
	<u>TOTAL OF 'C'</u>		<u>2500</u>	
		<u>*Average of X above menu items.</u>	<u> #(Estimated persons in this category)</u>	<u>(*X #)</u>

D. RATES FOR CATERING ITEMS/SERVICES

<u>No.</u>	<u>CATERING ITEMS/SERVICES</u>	<u>RATES PER HEAD(EXCLUDING TAXES)</u>	<u>Multiplying factor (Estimated number of persons per year)</u>	<u>Cost of the bid (Column.3 x 4)</u>
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>I</u>	Crockery & Cutlery (Bone China) with cloth napkins of standard quality and Service (including mineral water in Glasses)			
<u>II</u>	Crockery & Cutlery (Unbreakable/Steel) with paper napkins (including mineral water in Glasses)			
	<u>TOTAL OF 'D'</u>		<u>4500</u>	
		<u>*Average of II above items.</u>	<u> #(Estimated persons in this category)</u>	<u>(* X #)</u>

Total Price Bid on overall basis for Award of Contract:

<u>Grand Total of column 5 against total of each category of A, B, C, D</u>	<u>Rs. _____ /- (Rupees only.</u>
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Not :- It is mandatory on the part of the tenderers to quote the rates of all the menu items in all four categories i.e. A,B,C and D as the tender will be given to one bidder on overall L-1 basis as per details in the price bid.

SIGNATURE _____
 (with rubber stamp)
 NAME _____
 ADDRESS _____

 Telephone No. _____

REMARKS

- i). The order will be placed to the contractor in writing well in time for the required quantity , which can be enhanced/reduced upto 10 to 15% only depending upon the actual number of participants/guests in the programmes.
- ii). **It shall be the duty of the supplier to use the packed juices/fresh food grains/ingredients /spices etc. and any mishap/unhygienic conditions caused due to eating of food/supplied items shall be the solely responsibility of the supplier.**
- iii). **The rates for any special item(s)/combination/replacement out of the Veg. & Non-Veg. menus will be charged reasonably and with the mutual discussion/negotiation with the Secretary. The rates so decided by the Secretary will be acceptable for all.**
- iv) **The rates should be inclusive of washing & collecting of crockery at their own risk.**
- v) **Service of cold drink/fresh mineral drinking water in glass/tumblers.**
- vi) **The contractor should be registered under GST and further subject to TDS rules under Income Tax Act.**
- vii) **The contract will be awarded to L-1 bidder on overall basis in all A, B, C, D category as per column 5 considering average rate of each category multiplied by number of persons specified in each category.**
- viii). **In case of any dispute, the decision of the Secretary will be final.**
- ix) **In all non-veg items only Halal Meat will be used**
- x) **Also provide the details of the following with documentary evidence:**
- * **GST No.** _____
- * **LICENSE No.** _____
- * **PAN CARD\INCOME TAX No.** _____

DECLARATION

I/We have read terms and conditions attached and undertake to abide by the same. If, I/We fail to commence the supply specified, I/We agree that Secretary, Urdu Academy, Delhi or his successors in office shall without prejudice to any other right or remedy be at liberty to forfeit my /our earnest money shall be retained towards security deposit to execute all the work referred to in the tender documents.

In lieu of EMD it is declared and accepted that I may be suspended for a period of one year if I withdraw or modify my bid during its validity.

I/We will do the job on the rates quoted by us, in case of failure to do so, the performance Security deposited may be forfeited and the Secretary, Urdu Academy will have the right to impose the penalty as he deem fit.

The Secretary will also have the right to black list my/our firm.

SIGNATURE _____
 (with rubber stamp)
 NAME _____
 ADDRESS _____

 Telephone No.....