

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.

Earnest money amounting Rs. 50,000/- i.e. 2% of value of contract deposited with the Academy vide DD/PO No. dateddrawn on _____(The PO/DD should be in favour of Secretary Urdu Academy, Delhi).

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>

B. MENU FOR VEGETARIAN FOOD ITEMS

<u>Menu No.</u>	<u>Menu Item</u>	<u>Rate per head (Excluding Taxes)</u>	<u>Multipling 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			
<u>II</u>	(i) Roti: Rumali/Tandoori (ii) Dal Makhni/Dal Fry (iii) Shahi Paneer/Peas Paneer (iv) Salad and Raita			
<u>III</u>	(i) Poori/Tandoori Roti(ii)Chholey/Matar Paneer (iii) Any seasonal vegetable (iv) Raita (v) Pulao (vi) Any sweet i.e Gulab Jamun/Burfi/Balu Shahi etc.			
	<u>TOTAL OF 'B'</u>		<u>500</u>	
		<u>*Average of III above menu items.</u>	<u>#(Estimated persons in this category)</u>	<u>(* X#)</u>

C Menu for Sweets, Fruits and HOT AND COLD DRINKS

<u>Menu No.</u>	<u>Menu Item</u>	<u>Rate per CUP OF 100 ML. (Excluding Taxes)</u>	<u>Multipling factor (Estimated number of persons per year)</u>	<u>Cost of the bid (Column.3 x 4)</u>
1	2	3	4	5
I	<u>TEA(Per Cup of 100 ML)</u>			
II	ESPRESSO COFFEE (Per Cup of 100 ML)			
III	COLD DRINK (Pepsi/Coca Cola/ /Limca/Dew/orange)per two ltr. Pet bottle.			
IV	Fruit Juice Packed of standard /reputed brand per 200ml : Pomegranate, Orange, Pineapple, Lichi, Guavas, Mango, Strawberry) Any three per 200 ml.			
V	<u>Fresh fruit juice per 200 ml (any three of</u> Mausami , Orange, Pineapple, , Mango, Mix fruit juice)			
VI	<u>Any one out of nine given below</u> (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) Firmi (ix) Ice-Cream/Kulfi (Reputed brand)			
VII	<u>Any two out of nine given below</u> (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) Firmi (ix) Ice-Cream/Kulfi (Reputed brand)			
VIII	<u>Any three out of nine given below</u> (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) Firmi (ix) Ice-Cream/Kulfi (Reputed brand)			
IX	Fruits : Dates (best quality), Banana, Apple, Orange, Plum, Pear, Peach, Guavas (Any four Fruits including Dates)			
	<u>TOTAL OF 'C'</u>		<u>2500</u>	
		<u>*Average of IX 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>	1. 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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Note:- 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.

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.

vii). In case of any dispute, the decision of the Secretary will be final.

viii) 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.

I/We will do the job on the rates quoted by us, in case of failure to do so, the Earnest Money deposited alongwith the Tender Form will 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.....

TERMS & CONDITIONS

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
2. The rates shall be valid of two years. The Bidder must have sales Tax clearance certificate for the last financial year and have valid GST No. and PAN No. issued by I.T. Department.
3. The Tenderer should be registered with F.S.S.A.(**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). The tenderer will have to deposit earnest money by hand or by post in the form of DD/Pay order on line in favour of the Urdu Academy , Delhi from any Commercial Bank in an acceptable form, which will be refunded to the unsuccessful tenderer. The submission of earnest money is mandatory for all the tenderer. The EMD deposited with the tender shall bear no interest and the earnest money deposited of the successful bidders shall be adjusted against the Security Deposit/performance guarantee as a safe guard against any lapse in fulfilling contractual obligations.
7. The earnest money to be deposited is Rs. 50,000/- (Rupees Fifty Thousand only) i.e. 2% of the value of the contract.
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 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 2018 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 Taxes shall be paid extra where 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,CD 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 . In case of failure to do so, the Secretary, Urdu Academy shall have the right to forfeit the EMD of such tenderer.
17. Performance Security of 5% 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. The EMD will be forfeited if the tenderer withdraws or amends impairs or deviates from any of the terms and conditions in any respect after the acceptance of the tender or refuse to accept the supply order.
20. 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.
21. Incomplete tenders/conditional tenders/unsigned tenders will not be accepted and will be rejected.
22. The Competent Authority Reserves the Right to Relax any of the terms and conditions in govt. interest.
23. 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.
24. 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.
25. The materials shall be in accordance with the sample/specimens. In the event of goods/stores being considered by the Secretary/Asstt. Secretary inferior to that described in the specification/specimen, the supplier shall remove the same at his own charge and cost. The decision of the Secretary, Urdu Academy in this regard will be final.
26. The tenderers will have to make/execute the job at the shortest notice.
27. The performance Security will be refunded within sixty days after the entry of the contract period and after completing all contractual obligations under the contract .

28. 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.
29. 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.
30. 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
31. 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.
32. 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.
33. All the items of crockery & Cutlery shall be of high quality and standard.
34. 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.
35. Any dispute will be under the jurisdiction of courts of Delhi/New Delhi.\
- 36. 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.**

SECRETARY
URDU ACADEMY, DELHI

SIGNATURE _____
(With Rubber Stamp)

NAME _____

ADDRESS _____

Telephone No. _____

Mobile No. _____

INFORMATION FOR THE TECHNICAL BID FOR FOOD & CATERING ITEMS TO BE SERVED IN THE PROGRAMME OF URDU ACADEMY

1. Our firm/agency is registered with VAT/GST Department which is No. _____ and copy of the same is enclosed.
2. Our firm/agency is registered with the Service Tax Department which is No. _____ 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. Demand Draft No. _____ dated for Rs. _____ in favor of Urdu Academy is enclosed.
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.

Encls:- **As above**

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