

No. D-11011/14/2005-Admn.(Pt.)
Government of India
Ministry of Petroleum & Natural Gas

Shastri Bhawan, New Delhi-110001
Dated: 1st June, 2018

Tender Notice

Subject:- Quotations for running a Cafeteria in MOP&NG, Shastri Bhawan, New Delhi.

Shastri Bhawan is occupied by 20 Ministries/Departments and is visited by Public representatives, members of Civil Society, journalists as well as officers from public private sector enterprises. An Air-conditioned Cafeteria is functioning at Shastri Bhawan, 'C' Wing, 2nd Floor in public-private partnership through reputed vendors. The Cafeteria is functioning in a space covering 659 Sq.ft. (approx) for kitchen and service space. The serving space (standing) covering 267 sq.ft. (approx.) is for 15-20 people. The core business in the Cafeteria is to provide packed lunch /snacks for official meetings beside direct sales of eatables, tea, coffee, lunch, soft drinks, deserts etc.

2. Sealed quotations are invited for running the Cafeteria on following terms and conditions:-

- (i) The contractor should be ISO: 9001:2008 certified and possess SQF Certificate for quality of its products.
- (ii) The average turnover of the contractor in cafeteria sector should not be less than Rs. 150 Crore during each of the financial years 2015-16, 2016-17 and 2017-18.
- (iii) The contractor should have experience of operating such cafeteria satisfactorily in at least two establishments of Ministries /Departments of Govt. of India.
- (iv) The Contractor should have a catering license issued by the Competent Authority.
- (v) The Contractor would be liable to pay license fee @ Rs. 19/- per Sq.ft. per month of carpet area and water charges @ Rs. 100/- per month per Tap or Cat rates revised by Directorate of Estates from time to time.
- (vi) The Contractor will be responsible for bringing his own modern kitchen/cooking etc. equipments in the Cafeteria.
- (vii) The Contractor shall deposit Rs. 3,00,000/- (Rupees three lakh only) in the form of FDR as Security Deposit in the name of D.D.O., Ministry of Petroleum & Natural Gas before starting the Cafeteria.
- (viii) The Contractor will ensure proper sanitation/hygienic conditions in the premises and deploy persons free from infectious diseases.
- (ix) The Contractor would be responsible for verifying antecedents of the persons deployed by him and a certificate to this effect shall be provided by him to the Ministry in respect of each staff member.

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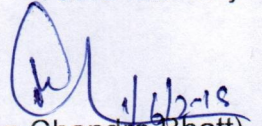
- (x) The eatables will be served in a neat and clean utensil and the Cafeteria staff will be in proper uniform.
- (xi) The prices of the eatables as approved by the Ministry will be displayed at the Counter/ Notice Board in the Cafeteria.
- (xii) The Contractor shall also make arrangements for service of tea/coffee, cold drinks, breakfast/lunch etc. for officers of the rank of DS/Director and above in the Ministry in their Rooms on payment and in Conference Room of this Ministry.
- (xiii) The items served by the Cafeteria would be subject to constant review by an Internal Committee of this Ministry and the Contractor will have to abide by its decisions.
- (xiv) In case the services are found unsatisfactory or breach of any of the clause of terms and conditions, the contract is liable to be terminated any time. The security deposit of Rs.3,00,000/- (Rupees Three lakh only) shall also stand forfeited in case of termination of the contract under this clause. The Ministry may also impose appropriate fine for breach of clause/ unsatisfactory service. The fine amount will be decided by Ministry depending on severity of breach.
- (xv) The payment of electricity consumption of the premises of the Cafeteria as per sub meter will be made by the contractor.
- (xvi) The Contract shall be for three years. However, initially it shall be awarded for one year. The Contract may be extended for further period of 2 (two) years on satisfactory performance on same terms and conditions.
- (xvii) The food material used in cafeteria should conform to latest FSSAI standard.
- (xviii) Maintenance of the accommodation will be the liability of the Contractor. The Contractor will bear the damages done to the facility/side provided by MOP&NG. The contractor will be liable to pay damage charges, if any, as estimated by CPWD.
- (xix) The contractor should undertake to indemnify and hold Government of India harmless against all costs, damages and claims arising out of any claims of his workers any person claiming through him/her or arising out of any act or omission of the contractor's personnel in the course of performance of the services or otherwise.
- (xx) 10% discount on all items shall be given to employees of the Ministry of Petroleum & Natural Gas.
- (xxi) Fire Safety equipments shall be installed by the Contractor at its own cost as per the specifications of CPWD.

3. Willing Contractors may inspect the site of the Cafeteria and seek clarifications, if any, from the Ministry between 3.00 PM to 5.00 PM in Room No. 215 'B' Wing on all working days after the issue of Tender Notice.


16/11/18

4. The firm must enclose bid security (EMD) of Rs. 50,000/- (Rupees Fifty thousand only) from any nationalized bank in form of account payee Demand Draft/FDR in favour of DDO Ministry of Petroleum & Natural Gas payable at New Delhi. The bids without EMD will be summarily rejected.
5. Quotations addressed to Shri Mohan Chandra Bhatt, Under Secretary (Admn.), Ministry of Petroleum & Natural Gas, New Delhi may be dropped in the 'TENDER BOX' placed at the Facilitation Centre, Garage No. 18, Ground Floor, Near Gate No. 3, Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi-110001. Last date for submission/receipt of Quotations is **21-06-2018 at 3.00 PM.** The quotations will be opened on the same day at 4.00 P.M. in the Room No. 311 'A' Wing, Shastri Bhawan, New Delhi.
6. The quotations received after the above said scheduled date and time will not be considered. No quotations by Post/Fax will be entertained. Quotations incomplete in any manner would be liable for rejection without any further communication.

Yours faithfully



(Mohan Chandra Bhatt)

Under Secretary to the Govt. of India

Tel: 23387224

Copy to: Placed on web-site 'eprocure.gov.in' & Ministry's web-site.

Proforma for supply of rate list of the items

S. No.	Name of Item	Ingredients	Qty.	Specification (Weight/size)	Price (inclusive all taxes)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
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