

D-26016/5/2018-WALFERE/GENL-1

GOVERNMENT OF INDIA

NITI AAYOG

SANASAD MARG,

NEW DELHI-110001


Date: 04 /03/2018

TENDER NO. D-26016/5/2018-WALFERE/GENL-1

NOTICE INVITING TENDER

The NITI Aayog having its office at Sansad Marg, New Delhi-110001, invites online tenders for running /operating a canteen on contract basis initially for a period of one year, which may be further extended for a period of two more year, on quarterly /half yearly/ yearly basis, subject to satisfactory performance.

1	Scope of Work	<p>Running canteen on contract basis in the NITI Aayog, Sansad Marg, New Delhi, initially for a period of one year, which may be further extended for a period of two more years, on quarterly /half yearly/ yearly basis with mutual agreement on the same terms & conditions, subject to satisfactory performance.</p> <p>NITI Aayog shall provide space, electrical fittings, intercom, water, electricity, Piped Natural Gas on actual payment basis which would be paid by the contractor on monthly basis to NITI Aayog which would be deposited under receipts head by the Pay & Accounts Officer, NITI Aayog. NITI Aayog will also provide basic furniture for the dining hall.</p> <p>The approximate (1)Rent for space will be Rs. 24,855/- @ Rs. 15/- per sq ft. X 1657 sq ft), 2) water charges will be @ Rs. 80/- per tap, 3) Electricity charges will be for (i) light points @ Rs. 71/- per point and (ii) Light plug output (5 amp / 500 watt) @ Rs. 197/- per point and (iii) Refrigerator (165ltr.) @ Rs. 215/- per point till the installation of Electric and water meter by CPWD. After installation of electric & water meter, the charges towards Electricity and Water would be payable to NITI Aayog/ CPWD on the rate applicable for consumption of Electricity and Water on actual consumption basis. The rates are subject to revision by the Govt. of India, Ministry of Urban Development, Directorate of Estates/NITI Aayog/CPWD.</p> <p>For piped gas charges will be payable to IGL for the gas consumed as per metre reading of metre fixed by the IGL. Details of amount paid to IGL will be submitted to NITI Aayog on monthly basis.</p>
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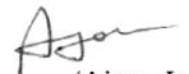

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		<p>Some kitchen equipments that are available in NITI Aayog shall be provided to the Contractor. Bidder may come and inspect the equipments, on prior appointment with the S.S. Caretaker/welfare on any working day between 3.00 to 5.00 P. M. Any other item required for running the canteen, shall be arranged by the contractor.</p> <p>The kitchen equipment's/furniture will be given to the contractor in good working condition. Maintenance of the equipment's and furniture will be the responsibility of the Contractor. Any work related to the repair /maintenance of equipment / furniture provided by NITI Aayog. Will be handled by the contractor. The contractor will ensure proper handling / upkeep of the utility items and hand it over in good working condition at the end of the contract or make good the loss as per market rate.</p>
1.1	Scope of Work (continued)	<p>Service will be required in the Canteen dining area, 6 committee rooms and approximately 50 office rooms of Senior Officials.</p> <p>No. of Employees:- 700(Approximately) Timings: 9,00AM to 6.30 PM Monday to Friday. May be required till late hours and on holidays, Saturdays and Sundays on special occasions.</p>
1.2	Type of Tender	Open Tender Enquiry- TWO BID System (Technical and Financial Bids in separate sealed covers)
1.3	Contract period	One year from date of commencement of work. Extendable by Two years on a yearly basis on mutual agreement on the same terms & conditions, subject to satisfactory performance
1.4	Earnest Money Deposit (E.M.D)	Rs. 1,00,000/- (Rupees one Lacs only)
1.5	Mode of E.M.D.	Demand Draft/ Pay Order / Bankers Cheque drawn in favour of " The Pay & Accounts Officer, NITI Aayog, New Delhi " payable at New Delhi.
1.6	Performance Security and validity	A Performance Security of Rs. 5,00,000/- (Rupees Five Lakh Only) in the form of FDR /BG, valid for 120 days beyond the date of expiry of contract.
1.7	Tender Documents will full details can be downloaded free of cost from	<p>http://niti.gov.in</p> <p>http://eprocure.gov.in/eprocure/app</p>


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1.8	Period (Date and Time) of issue of Tender Document	
1.9	Date & Time of Closure of Tender	At 3.00 PM on 2 nd May, 2018
1.10	Date & Time of Opening of Tender	At 3.00 PM on 3 rd May, 2018
1.11	Date & Time of opening of Financial Bid	Shall be intimated to Bidders declared responsive in the Technical Bid Evaluation.
1.12	Bid Validity	180 days from last date of submission of tender. If need arises, this could be extended further by mutual consent.
1.13	Deposit of Tender Documents	The bids have to be submitted online through the Govt. of India web portal www. Eprocure.gov.in / by the stipulated date and time.
1.14	Period for commencement of Work (Mobilization Period)	After Award of Contract (AoC) the NITI Aayog will allow the contractor 15 days for mobilization of resources. Failure to commence work on the 16 th day, shall attract penalty of upto Rs. 5000/- per day at the discretion of NITI Aayog. In case Contractor is not able to commence operation even after 30 days of the Award of Contract the Performance Security shall be forfeited and the contract will be terminated.
1.15	Menu Rate	The rates of contractor will remain fixed for one year, i.e., throughout the initial period of contract.

Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) and from NITI Aayog website (<http://niti.gov.in>) with effect from the date of publication of the tender notice. Information or any corrigendum related to this tender will be available only on website of Central Public Procurement Portal/NITI Aayog. However, if any clarification is required on any particular point the undersigned may please be approached for the same, before the closing date of the instant tendering process.



(Ajay Joshi)

Under Secretary to the Govt. of India

☎Tel. No. 011-23096636.

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APPLICATION

1. Name of the Bidding Company/
Firm/Agency (Bidder)
2. Status of the firm _____
(Whether Proprietary/Partnership/Company)
3. Name(s) of the Owner/Partner/Director(s) _____
4. Full address of Registered Office _____

5. Full address of the operative branch of _____
the Bidder (in Delhi/New Delhi/NCR) _____

6. Name of Banker with complete address _____

- Telephone no. of the Banker _____
7. Registration Details (self-attested copies to be enclosed):
 - (a) PAN/TIN No. _____
 - (b) Valid license/authorization issued
by the competent authority in such
matter for running /operating
a canteen in Govt. Institute. _____
 - (c) GST Registration No. _____
 - (d) Proof of Income Tax Assessment
(The name of the document) _____
- (Copies of ITR of last three years)
8. Details of Earnest Money Deposit (Rs.1,00,000/-):
 - (a) Banker's Cheque No./Demand Draft No. _____
 - (b) Date _____
 - (c) Name of Issuing Bank _____


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Technical Details	
1.	Name of Agency/ BIDDER
2.	Full Address of Reg. Office Telephone No. FAX No. E-Mail Address
3.	GST /Service Tax Registration No
4.	PAN No
5.	ESI Number
6.	EPF Number
7.	Bank Name and Account No.
8.	FSSAI Registration Number
9.	EMD Details
10	Certificate- Not blacklisted etc. Attach Certificate

Signature of authorized person

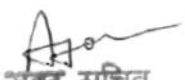
Date:

Name :

Seal :

Note : Scanned copies of the following documents, duly signed and with company seal, must be attached and submitted on-line with the Technical Bid:-

- Supporting documents for sl. No. 2 to 8
- EMD in original to be dropped in the EMD BOX titled "Canteen contract EMD Box" kept at the reception area of NITI Aayog . A scanned copy of the EMD to be uploaded with the Technical Bid.
- Declaration (Annexure-1A)
- Past service Experience alongwith contract award letters, appreciation letters, etc., (Annexure-1B).
- A scanned copy of the tender document duly signed and sealed on each page by the bidder.


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Technical Bid

(DECLARATION)

To,
Under Secretary
NITI Aayog, Sansad Marg,
New Delhi-110001

Subject : Tender for providing canteen services.

Sir,

I/we hereby offer to provide the canteen services in conformity with the tender documents.

I/We hereby undertake:


- 1) That my/our bid is valid for 180 days from the last date of submission of bids as per para 1.12 and para 5 of the Tender Document.
- 2) To provide the canteen services at the rate quoted by me/us in the Price bid for a period of one year from the date of award of contract.
- 3) That my/our company has not been blacklisted or debarred from providing canteen services by any Govt. Department.
- 4) That I/We have understood and agree to comply with all terms and conditions stipulated in the tender documents necessary for submission of this bid for providing canteen services.
- 5) That I/We have fully understood the "Scope of Work" and terms and condition in the Tender Document governing this contract and shall abide by them (in toto), if awarded the contract.

Yours faithfully,

Date:
Place:

Signature of the authorized signatory
Full Name:
Firm's/Company's Seal :

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the Firm/company should be duly uploaded as a part of the Technical bid.


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BIDDER'S PAST SERVICES EXPERIENCE STATEMENT PROFORMA

SL. No	Name, Address & Telephone No. of the Client	Contract Period from to


Signature of authorized person

Date:
Place:Name :
Seal :

Note:-

1. Since minimum three years' experience is required , please give details of minimum three years' experience.
2. A scanned copy of this form duly filled, signed, and stamped by the bidder alongwith copies of contract award letters, appreciation letters, etc., should be submitted online alongwith the Technical bid

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CHECK LIST

DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

- I. E.M.D. (Pay Order/Demand draft) to be dropped in EMD box separately.
- II. Proof of Registered Office / Branch Office of Company /Firm /Agency in Delhi/New Delhi/NCR.
- III. Proofs of own Bank Account, TIN, PAN, GST/Sales Tax Registration and the latest copy of the Income Tax Return.
- IV. Proof of experience of minimum two years for running /operating a canteen in the form of copy of certificates from the Ministry/ Department of Govt. of India.
- V. Self -attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted all the provisions of the tender.
- VI. Self-attested copy of non-blacklisting certificate.
- VII. Certificate that the service of the firm has not been terminated by NITI Aayog before the expiry of the contract during last three years.
- VIII. Undertaking that the firm has physically inspected the premises and understand the volume of work and agree to the terms and conditions laid down in the tender documents.
- IX. A scanned copy of the E.M.D. (Pay Order/Demand draft) to be enclosed with the tender bid.
- X. If the bidder is exempted from submission of EMD, copy of relevant orders/documents regarding such exemption to be enclosed with the bid.



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ANNEXURE - II

TERMS & CONDITIONS OF THE CONTRACT

I. SCOPE OF WORK: Running canteen on contract basis in the NITI Aayog, Sansad Marg, New Delhi, initially for a period of one year, which may be further extended for a period of two more years, on a yearly basis with mutual agreement on the same terms & conditions, subject to satisfactory performance.

II. VALIDITY OF CONTRACT: The period of contract shall be for a period of one year from the date of start of contract. However, the contract may be extended for another two years (total 03 years) on quarterly /half yearly/ yearly basis, subject to satisfactory performance of the contractor. No request / claim for any hike in the approved rates would be entertained, under any circumstances, during the period of contract. Hence, the rates should be quoted with this provision in mind. Furthermore, NITI Aayog reserves the right to terminate the contract by giving One month's notice and without assigning any reason thereof. The validity of the bids received against the tender will be 120 days Rates.


III. INSTRUCTIONS TO BIDDERS:

1) Bids received after the specified date and time will not be accepted. If the EMD in original is not received by **02/05/2018 at 3.00 P.M**, the bids will summarily be rejected. The EMD of the unsuccessful bidder will be returned only after finalization of the due tendering process. No interest will be payable on the EMD.

2) If any bidder withdraws his bid at any point of time during the tendering process, the EMD of the concerned bidder will stand forfeited. **Validity of the bid is One Hundred Eighty (180) days** from the date of opening the bid.

3) Rates should strictly be quoted in accordance with the specifications. The bidders are advised to quote their rates (excluding Taxes) as per specifications indicated in the relevant Annexures of this tender document, failing which their bids shall be out-rightly rejected. Taxes will be paid extra as applicable.

4) The Bidder should upload duly filled in scanned copy of the details as per Format at Annexure-I, I-A, I-B and Annexure II also upload self-attested copies of the supporting documents while doing the on-line bid submission. List of such documents is given at Annexure-IV for ready reference. The details of experience, eligibility criteria etc., should also be scanned and uploaded along with bids. L-1 firm will have to run /operate a canteen in NITI Aayog, located at Sansad Marg, New Delhi. Any over writing in at Annexure-I, I-A, I-B and Annexure II is not allowed, if found, the bid will be summarily rejected.



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IV. ELIGIBILITY CRITERIA:

1. The Bidder should have its own Bank Account, TIN Number, PAN Card, GST Registration. Duly signed copy of the same should be uploaded with the Tender during the online bid submission. The firm should also enclose copies of Tax registration and copies of last three years' Income Tax return.
2. The bidder should have the experience of dealing with at least one State /Central Government Ministry/Department/Organization of the Central Government/State Government and any Public Sector Undertaking.
3. The Bidder should upload duly signed certificate, stating that "they have carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender" during online bid submission.
4. The bidder should submit/upload an undertaking that the Bidder has not been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any Public Sector Undertaking.
5. The Bidder whose services have been terminated by the NITI Aayog (erstwhile Planning Commission) before the expiry of the contract, are not eligible to participate in the bid for a period of 3 years from the date of termination of the contract. A certificate in this regard is to be submitted uploaded by the bidder during online bid submission stating that the firm has not been terminated by NITI Aayog (erstwhile Planning Commission) before expiry of the contract during the last three years.

ELIGIBILITY CONDITIONS:- The following conditions have to be fulfilled to qualify in the technical round. Supporting documents for each condition has to be attached with the Technical Bid.

- a) Bidder must have a minimum annual turnover of Rs. 25 lakhs per annum.
- b). The Company/Firm/Agency should furnish self-attested copies of document as proof of minimum three years' experience in this field and must be currently operating at least one good quality Canteen in offices of Central Government Ministries/Departments/ State Government office located in the NCR/ Autonomous body /PUS /reputed public limited company. Proof of experience in the form of copy of certificates obtained from the Government offices should be submitted with the bid.
- c) Bidder should have EPF, ESI, Tax Registration, PAN Accounts, FSSAI, as applicable.
- d) Bidder must attach a self-declaration as per Annexure-IA and IB with the tender documents.


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OPENING AND EVALUATION OF BIDS:-

- a) The bids shall be opened by the Tender Opening Committee (TOC) on the scheduled date and time **(at 3.00 PM. On 03/05/2018)**, in Room No. 411, NITI Aayog, Sansad Marg, New Delhi-110001 in the presence of the representatives of the Bidders, if any, who wish to be present at the time of opening the tender. The lowest Bidder (L-1 firm) will be decided on the basis of total of rates quoted for operating Canteen in NITI Aayog, New Delhi.
- b) The Tender Opening Committee constituted by the NITI Aayog shall first open the Technical Bids in the presence of bidders who opt to be present at the stipulated date and time and forward the bids to the Tender Evaluation Committee (TEC). The TEC shall first evaluate the Technical bids on the basis of Eligibility Conditions stipulated in Eligibility conditions.

Capacity Verification Criteria:-


- 1) The TEC will inspect at least one canteen being presently run by the bidders, who fulfill other conditions stipulated in the Technical Bid, to judge their capability in terms of capacity, quality, hygiene, rates, etc.
- 2) The Bidder whose Technical Bid is found to be complete in all respect and the present canteen operation is found to be satisfactory on the basis of inspection carried out by the TEC will be declared qualified for opening of the Price Bid. Decision of the TEC with the approval of competent authority will be final in this regard.
- 3) The TEC shall then open the price bids of technically responsive bidders, under intimation to them.

Selection of L-1 Bidder.

The bidder who has qualified in the Technical round, and offered the lowest rates for Maximum of items in the Price Bid, shall be declared the L-1 or successful Bidder. Please do not quote unrealistic rates otherwise the bid will be rejected.

Terms and Conditions of the Contract.

- 1) The Contractor should have a valid FSSAI Certificate.
- 2) The Successful bidder shall at his own cost comply with all the statutory provisions, laws, rules, orders, notifications, etc.
- 3) This contract is based on the principles of 'Law of Contracts'. All personnel deputed/ employed for execution of this Contract by the Contractor shall be employees of the Contractor. NITI Aayog shall not have any liability to absorb them at any point of time nor can they claim any right for employment in NITI Aayog.
4. The Contractor shall NOT engage/employ persons below the age of 18 years.
5. The employees of the Contractor should be covered under ESI & EPF as applicable.


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6. The Contractor shall get the antecedents of all the persons to be engaged by him for this canteen.
7. The Contractor shall pay wages directly to his workmen/ employees in accordance with the minimum wages act as revised from time to time.

Staff and Uniform:- The contractor shall deploy, at his own cost, adequate number of well trained and medically fit, cooks, waiters, canteen boys under the charge of a Manager. Each staff member of the canteen shall be provided uniform (including cap and gloves), identity card and name tag etc., by the contractor.


Inspection:- The Canteen Committee of the NITI Aayog will conduct inspections and any discrepancy pointed by the inspecting Committee shall be addressed and corrective measures shall be taken promptly by the Contractor. Failure to do so may attract penalty or termination as per provisions given under the "Penalty and Termination" Clauses of this Tender Documents.

Quality and hygiene:-

- 1) All the food items should be fresh and of high quality. The quality of ingredients to be used for preparation of all food items, viz., sugar, sugar cubes, tea bags, coffee powder, milk, flour, rice, spices, oil, ghee, tomato ketchup, vinegar, soya sauce, chili sauce, mayonnaise, etc., should be BIS/ISI/Agmark standard only. Daurala sugar, Nescafe/ Bru coffee powder, Brooke Bond/ Lipton / Tata Tea leaves/ Tea bags, Kissan /Heinz /Tops ketchup/ soya sauce /chilli sauce, vinegar or equivalent brand has to be used. Substandard products will not be permitted to be used. Refined oil should be of Fortune / Dhara or equivalent brand. Wheat flour should be superior MP Quality, Rice Permal / Basmati) should also be a reasonably good quality. Bread should be of Britannia /Harvest Gold brand only.
- 2) The items are to be hygienically prepared and preserved. Neatness in kitchen is to be accorded the highest priority and cleanliness of premises and personnel is to be ensured. Stale food or items whose expiry date has elapsed should not be used.

Pest Control:- The Contractor will be responsible for getting pest control done as per FSSAI norms, deep cleaning of the kitchen and dining area done on a regular basis, and for disposal of waste.

Handing over of equipment and furniture at the end of contract:- Upon completion of contract period or on termination of the contract, the contractor will hand over formally all the kitchen equipments, furniture etc. belonging to NITI Aayog in proper working condition. Repair /replacement of equipments, if any, at the time of completion / termination of contract period, shall be arranged by the contractor at his cost or make good the loss.


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The Contractor shall abide by all the terms and condition as laid down in the bidding document including all the Annexures. Failure to comply with the conditions governing this Contract, shall subject the Contractor liable for penalty & Termination of Contract and forfeiture of Performance Security.

A copy of the complete tender documents has to be signed and sealed on each page by the bidder and submitted along with the Technical Bid, thereby conveying his acceptance of all the terms and conditions and other instructions, stipulated therein.

The rates of contractor will remain fixed for one year, i.e., throughout the initial period of contract. If the contract is extended to the 2nd and 3rd year, revision of rates will be considered once a year, during the 2nd and 3rd year, in consultation with the Canteen Committee of NITI Aayog & IFD, NITI Aayog.


Notification of Award of Contract:- Prior to the expiry of the period of bid validity, NITI Aayog will notify the successful bidder in writing that his bid has been accepted. The notification of award will constitute the contract. Upon the successful bidder's furnishing Performance Security, NITI Aayog will discharge the EMD of all unsuccessful bidders within a period of three months from the date of Notification of Award.

Performance Security:-

- 1) Within 15 (Fifteen days of the receipt of Notification of Award (NOA) from NITI Aayog, the successful bidder will furnish the Performance Security of Rs. 5,00,000/- (Rs. Five Lakh Only) in the form of a Fixed Deposit Receipt or Bank Guarantee, valid up to 120 days after the expiry of the Contract (Including any extension of Contract). Failure to do so will result in annulment of the award and forfeiture of his Earnest Money Deposit.
- 2) In case the contract fails to provide satisfactory services during the period of the Contract, the Performance Security submitted will be forfeited, without prejudice to other remedies at the sole discretion of competent authority of NITI Aayog.
- 3) The Performance Security is also liable to be forfeited if the mobilization period is not honored.
- 4) On Successful completion of the Contract, Performance Security shall be released within 120 days after the expiry of contract period. No interest will be payable by the NITI Aayog to the contractor on the performance security.

SIGNING AND PERIOD OF CONTRACT:-

- 1) A contract Agreement between the Contractor and the NITI Aayog will be signed by both parties within 15 days from the date of Notification of Award. In case the successful bidder does not sign the contract within the specified period, his EMD will be forfeited.


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2) Contract shall be valid for one year from the date of the commencement of the work, and may be extended for two more years on quarterly /half yearly/ yearly basis, subject to satisfactory performance of the contractor, on the same terms and conditions with mutual agreement by both the parties. The contract can be terminated by NITI Aayog by giving one months' notice on account of bad performance.

MOBILISATION PERIOD

NITI Aayog will provide the contractor 15 days for mobilization of resources on his part after the Award of the Contract. Contractor has to commence operation on or from the 16th day of the Award of the Contract. Failure to do so, shall attract a penalty upto Rs. 5000/- per day. In case the Contractor is not able to commence operation even after 30 days of Award of the Contract, the contract will be terminated and the Performance Security / EMD will be forfeited and the company will be blacklisted.

PENALTY AND TERMINATION

1) NITI Aayog reserves the right to impose a penalty on the Contractor for any deficiency in maintaining the quality of the services willfully or otherwise by the Contractor or his staff or breach of any clause of this contract. The quantum of penalty will be decided by the Canteen Committee with the approval of Adviser (GA), NITI Aayog. The penalty can range from Rs. 1,000/- to Rs. 10,000/- on each occasion.


2) Deficiency inter-alia may involve deficiency on account of quality, quantity, services, adulteration, hygiene, cleanliness, disruption of services, non-preparation of one or items quoted in list, misbehavior, etc. These parameters are only indicative & not exhaustive and NITI Aayog reserves the right to decide upon "deficiency in service" on the part of the Contractor.

3) In case remedial measures are not taken in a reasonable time frame (as decided by the NITI Aayog authorities), the contract will be terminated alongwith forfeiture of Performance Security. NITI Aayog decision in this context shall be final & binding on the contractor.

4) In the event of any dispute over interpretation of any of the clauses(s) of the contract or any part thereof, the decision of the Head of Department, NITI Aayog shall be final and binding on the contractor.

REQUISITION SLIP FOR SERVING OFFICIAL REFRESHMENT:

Supply of Tea/ coffee and other refreshments in official meeting and in the rooms of Senior Officials will be on credit basis. The supply will be made by Contractor on the basis of requisition slips. The Officer or his / her PPS/ PS /PA will issue a duly signed requisition slip to the Contractor for each and every item ordered and will retain a copy of such indent and forward it to the Welfare Unit at the end of


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each fortnight. The Section Officer/Supervisor shall issue the requisitions in respect of arrangements to be made in committee rooms.

PAYMENT PROCEDURE


- 1) The Contractor shall attach all requisitions and raise a bill on a fortnightly basis. Bills should be submitted on the 1st and 16th of every month. A detailed sheet of Group wise, officer wise expenditure statement should be appended with the bill. NITI Aayog reserves the right to refuse to make payments against bills submitted late, bills not supported by requisition slips, etc.
- 2) Payment for items sold in Canteen premises shall be taken across the cash counter from buyer. The contractor may consider introducing smart cards for his sales, at his own cost.
- 3) Any change in the procedure of requisition for official refreshment will be at the sole discretion of NITI Aayog and it shall be binding on the Contractor.
- 4) The unused packed items such as water bottles supplied in meetings/ conference rooms would be returned to the contractor and will not be paid for.

ARBITRATION :-

a) Any controversy of dispute arising out of this contract shall be referred to the sole arbitration of the Head of the Department, NITI Aayog, New Delhi, or any other officer nominated by him/her. There shall be no bar to the reference of the dispute to the arbitrator or such an officer appointed by the Head of the Department, NITI Aayog, New Delhi, who might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter is originally referred to earlier, is transferred or vacates office or is unable to act for any reason/s, the Head of the Department shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. No person other than appointed by the Head of the Department shall act as arbitrator. Decision of the Head of the Department or the person nominated by him shall be final & binding on the contractor. The limitation for filing claim for arbitration is 90 days from the expiry of the contract and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of dispute(s) shall be at Delhi. In the case of settlement of dispute(s) is to be done in the Court of Law, it will be in the jurisdiction of Court of Delhi

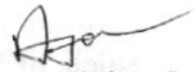
b) Subject to above, the provision of the Arbitration Act, 1996 or any other statutory modification on enactment thereof and the rules made there under and for the time being in force, shall apply to arbitration proceeding under this clause.

c) Any notice/direction given to the Service Provider Firm under the Terms & Conditions of this agreement shall be considered to be duly served, if the same has been delivered to, left for or dispatched by registered/ speed post to the service provider firm at his last known address. Also, any notice/reply/bill so posted shall be prima-facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.


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नीति आयोग
NITI AAYOG

DISCLAIMER

Tenderers are free to download tender document at their own risk and cost and use the same as tender document for submitting their offer.



(Ajay Joshi)

Under Secretary to the Govt. of India

Tel. No. 011-23096636


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Copy to:- NIC, NITI Aayog with the request to upload the tender document on CPP portal and the NITI Aayog's website.


Instructions for Online Bid Submission

**Instructions to the Bidders to submit the bids online through
the Procurement site
<https://eprocure.gov.in>**

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/node or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/e-token.
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) Bidder should take into account of the corrigenda published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one document, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then move it to the my favorites folder.
- 12) From the 'my favorites' folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable
- 15) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
- 16) The bidder has to enter the password of the DSC/e-token and the required bid documents have to be uploaded one by one as indicated.


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- 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder will result in rejection of the bid.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.
- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only will be responsible.
- 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However if the file size is less than 1 MB, the transaction/uploading time will be very fast.
- 24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-Procurement system. The bidders should follow this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 27) Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- 28) For any queries, the bidders are asked to contact by mail cppp-nic@nic.in or by phone: 1-800-233-7315 well in advance.


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Financial Bid Proforma

S.No.	Item	Unit	Rate / Unit Exclusive taxes (Rs.)
A.	Beverages		
1.	Coffee in dining hall	1 cup (110 ml)	
2.	Readymade Tea in dining hall	1 cup (110 ml)	
3.	Dip Tea in dining hall	1 cup (110 ml) (with milk, tea bag and sugar)	
4.	Dip Tea (room service / service in official meetings)	1 cup (110 ml) (with milk, tea bag and sugar)	
5.	Bottled drinking water	100 / 200 / 500 ml / 1 Ltr / 20 Ltrs	
6.	Soft drinks (Coke / Limca etc.)	½ Ltr	
7.	Soft drinks (Coke / Limca etc.)	2 Ltrs	
8.	Soft drinks in dining hall	150 ml in paper / plastic cups	
9.	Tetra pack juice (Real / Frooti / Tropicana)	150 ml	
B.	Snacks / Breakfast Hi-Tea		
10.	Hi-tea for meetings	Tea/coffee/ Roasted Kaju- 10 pieces, 2 pieces of salt and sweet bakery cookies, wafers, one piece sweet, one piece veg. sandwich, one veg cutlet / patties.	
11.	Bread Pakora with chutney / ketchup	1 piece (80 gms.)	
12.	Samosa with chutney / ketchup	1 piece (60 gms.)	
13.	Veg Cutlet with chutney / ketchup	1 piece (60 gms.)	
14.	Paneer Pakora with chutney / ketchup	1 piece (65 gms.)	
15.	Veg. Patties with chutney / ketchup	1 piece (100 gms.)	
16.	Veg. Burger with chutney / ketchup	1 piece 225 gms.	

Financial Bid Proforma

S.No.	Item	Unit	Rate / Unit Exclusive taxes (Rs.)
A.	Beverages		
1.	Coffee in dining hall	1 cup (110 ml)	
2.	Readymade Tea in dining hall	1 cup (110 ml)	
3.	Dip Tea in dining hall	1 cup (110 ml) (with milk, tea bag and sugar)	
4.	Dip Tea (room service / service in official meetings)	1 cup (110 ml) (with milk, tea bag and sugar)	
5.	Bottled drinking water	100 / 200 / 500 ml / 1 Ltr / 20 Ltrs	
6.	Soft drinks (Coke / Limca etc.)	½ Ltr	
7.	Soft drinks (Coke / Limca etc.)	2 Ltrs	
8.	Soft drinks in dining hall	150 ml in paper / plastic cups	
9.	Tetra pack juice (Real / Frooti / Tropicana)	150 ml	
B.	Snacks / Breakfast Hi-Tea		
10.	Hi-tea for meetings	Tea/coffee/ Roasted Kaju- 10 pieces, 2 pieces of salt and sweet bakery cookies, wafers, one piece sweet, one piece veg. sandwich, one veg cutlet / patties.	
11.	Bread Pakora with chutney / ketchup	1 piece (80 gms.)	
12.	Samosa with chutney / ketchup	1 piece (60 gms.)	
13.	Veg Cutlet with chutney / ketchup	1 piece (60 gms.)	
14.	Paneer Pakora with chutney / ketchup	1 piece (65 gms.)	
15.	Veg. Patties with chutney / ketchup	1 piece (100 gms.)	
16.	Veg. Burger with chutney / ketchup	1 piece 225 gms.	

43.	Chicken Curry	100 gms with 2 pieces	
44.	Veg. Chowmien	125 gms	
45.	Chicken Chowmien	125 gms	
46.	Veg. Pasta (Red Sauce/White Sauce)	125 gms	
47.	Veg. Momos	6 pieces	
48.	Chicken Momos	6 pieces	
D Dessert			
49.	Gulab Jamun / Rasgulla / Khoya Barfi	1 piece (40 gms.)	
50.	Ice cream	Small cup 50 gms. (Kwality / Mother Dairy) (Vanila / strawberry / chocolate)	

Signature
& Seal of
Bidder

Dated:

Note: A scanned copy of this form duly Filled, Signed, and Stamped by the bidder should be submitted online.


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