

Nehru Yuva Kendra Sangathan
(an Autonomous Body under the Ministry of Youth Affairs & Sports)
Government of India

4, Jeevan Deep Building Parliament Street New Delhi
Date –July 15th, 2021

Short Tender Notice

Subject: - Contract for Running of Staff Canteen at NYKS Hqrs. - reg.

Sealed quotations are invited for “Running of NYKS Staff Canteen for Officers & Staff/Workers as well as visitors to the NYKS office premises situated at 4 Jeevan Deep Building, Parliament Street, New Delhi-110001”.

The canteen operator is required to serve tea twice in a day to a approximate no. of 125 employees on all working days and provide packed lunch/snacks etc. for official meetings beside direct sales of eatables, tea, coffee, lunch, soft drinks, deserts etc. as per requirement of the office.

The terms and conditions for willing and eligible canteen operators are laid down as follows:

1. The contractor should have experience of operating such canteen satisfactorily in at least two establishments of Ministries/Departments of Govt. of India.
2. The contractor should have a catering license issued by the Competent Authority.
3. The contractor will be responsible for proper handling, safe custody, repair and maintenance of facilities made available to him for smooth running of the canteen and return all the items in good conditions on expiry of the contract.
4. Contractor will not claim any reimbursement of expenses on account of repair and maintenance of the following facilities:
 - a) Kitchen with Dish Wash Basin and storage facility (Area 78 Sq. ft.).
 - b) Serving Hall (Area 154 Sq. ft.) with tables and chairs for 10 persons.
 - c) Common entrance lobby (Area 96 Sq. ft.) connected to Conference Room / Meeting Hall.
 - d) Water supply
 - e) Electricity and electrical fittings
 - f) Intercom facility

(Exact details of items/gadgets will be finalized at the time of handing over the Canteen to the contractor)

5. Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand Only) should be submitted along with the tender in the form of Bank Draft/Pay Order in favor of Nehru Yuva Kendra Sangathan payable at New Delhi. The successful tenderer will have to deposit another Rs. 25,000/- (totaling a sum of Rs. 35,000/-) in the form of Bank Draft/Pay order towards performance security which will be released on successful completion of the contract period. EMDs of unsuccessful Tenderer will be returned within one month of opening the tender.

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6. The contractor will ensure that raw materials used for cooking are of very good quality, safe for human consumption and conform to the standards laid down by the Government in this regard.
7. In the event of any food poisoning / contamination, the contractor will be held fully responsible and will bear all the liabilities arisen due to food poisoning / contamination and other penal actions under the law.
8. The contractor will ensure proper sanitation / hygienic condition in the premises and deploy persons free from infectious diseases.
9. The contractor will employ adequate number of staff on routine basis and for special occasions/meetings etc. without any extra charge in consultation with NYKS representatives in order to maintain efficiency and standard of service as desired by the NYKS.
10. 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 NYKS in respect of each staff member.
11. The eatables will be served in neat and clean utensils and the cafeteria staff will be in proper uniform.
12. The prices of the eatables as approved by the NYKS will be displayed at the counter/notice board in the cafeteria. Tentative list of items to be provided by the contractor are listed in Annexure to this tender. However, contractor can add items as per his option after consent of NYKS management.
13. The contractor shall also make arrangements for service of tea/coffee, cold drinks, breakfast/lunch/dinner etc. for Senior Officers in their rooms on payment.
14. The contractor will also supply lunch/refreshment/tea etc. on credit basis and raise the bills to the Administration for payment in subsequent month as per procedure laid down by NYKS.
15. The contractor may also be asked to supply the packed/branded eatable items like Sugar Packets/Sugar Cubes, Milk Powder, Tea, Juices, Biscuits, Namkeens, and Dry Fruits etc. on MRP rates on credit basis.
16. The Canteen shall be opened for catering during office hours on all working days. The working hours presently are from 9:30 A.M. to 6:00 P.M. The canteen may also be required to be opened on Saturday and Sunday, if considered necessary. However, the canteen will remain closed on Saturday, Sunday and other Govt. holiday unless specifically told to open by NYKS.
17. Room service will be required to be provided by the contractor within a reasonable time at all point in the office and in Meeting Rooms as and when required during 9:30 A.M. to 6:00 P.M. In the event of failure to supply the approved items, the same will be arranged by the NYKS at the Contractor's risk and cost.

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18. A Canteen Management Committee will be nominated by this NYKS to inspect the Functioning of Canteen with a view to ensure hygiene and sufficient service. In case of repeated failures or lacunae are noticed by the committee on the part of contractor, the Canteen Management Committee may impose a fine of up to Rs.25000/-.
19. In case services are found unsatisfactory or breach of any of the clause of terms and conditions, the contract is liable to be terminated at one-month notice. The security despite of Rs. 35,000/-(Rupees Thirty Five Thousand only) shall also stand forfeited in case termination of the contract under the clause.
20. The payment of electricity consumption of the canteen will be made by NYKS on actual basis for operation of electricity gadgets in kitchen including refrigerator, deep freeze etc. as to be installed by the contractor himself.
21. Vegetarian enterprise may quote only for vegetarian items in the tender.
22. 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 1 year on satisfactory performance on same terms and conditions.
23. For premature termination of the agreement, two-month notice shall be required from either side in writing. The contractor shall vacate the premises, if desired by the NYKS and shall handover the same to the NYKS along with all furniture, fitting and other articles as may have been provided. The decision of the NYKS shall be final binding upon the contractor.
24. The contractor shall be responsible for all damage or losses to NYKS property and will be liable to make good any such loss or damages excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
25. Contractor should provide attested copy of firm's registration Certificate, PAN Number issued by Income Tax Department and Service Tax Reg. No. along with attested copies of related documents listed in tender. It shall be the sole responsibility of the contractor to obtain and keep ready necessary licenses/permissions from various government bodies and/or NDMC for running catering services and produce the same before the concerned authority as and when asked for.

The sealed quotations addressed to Dy. Director-GA may be submitted at NYKS-Hqrs 4, Jeevan Deep Building, Parliament Street, New Delhi – 110001 on any working day before 26.07.2021 up to 2.00 P.M. and the same will be opened on 27.07.2021 at 3.00 P.M. in the presence of interested Bidders/their representatives. Incomplete Tenders and Tender without earnest money will be summarily rejected by Bid opening committee.

N.S. Manoranjan

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Joint Director – Gen. Admn.

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