Cost of the Tender Form - Rs.1000/-  Tender Form No.MCI/Tender/ Canteen /2018 (Rupees One Thousand only)

CANTEEN SERVICES CONTRACT

NOTICE INVITING TENDERS

&

TERMS AND CONDITIONS OF TENDER

MEDICAL COUNCIL OF INDIA

POCKET-14, SECTOR-8, PHASE-1, DWARKA

NEW DELHI – 110 077

Ph.: 011-25367033, 35, 36, 37; Fax: 011-25367024;

Website: www.mciindia.org

****

LAST DATE FOR SUBMISSION OF SEALED OFFERS : 18/05/2018 till 11:00 A.M.

Tender Form submitted by

M/s_________________________________
TENDER NOTICE

Tender No. MCI/Tender/Canteen/2018

Invitation of Tenders for providing Canteen/Catering Services to M.C.I., New Delhi

(LAST DATE & TIME FOR SUBMISSION: 18/05/2018 till 11:00 A.M.)

Sealed tenders are invited from parties/contractors having sound financial credentials in providing canteen services to different Govt. and/or other reputed organizations. The contractor is required to supply tea/ snacks, meals etc. to the employees of the Council, guests staying in the guest house and to the members attending the office for various meetings of the Council. The contractor should have 5 years experience in the catering business, out of which at least 3 years experience should be in running the canteen of a reputed organization, preferably a Govt. organization.

Estimated cost of the tender: - Rs. 25.00 lacs per annum.

Tender forms may be obtained from the Council office on any working day between 11.00 a.m. to 3.00 p.m. till 17/05/2018 on payment of Rs. 1000/- by cash or by way of bank draft in favour of Secretary, Medical Council of India, New Delhi. Completed tender forms along with earnest money of Rs. 50,000/- by way of Bank Draft in favour of Secretary, Medical Council of India, New Delhi and other documents as mentioned in the tender form may be deposited in the drop box placed at the reception counter of the Council, in sealed cover envelop marked “Tender for Canteen/Catering Services” on the top and addressed to Secretary, Medical Council of India, Pocket-14, Sector-8, Phase-I, Dwarka, New Delhi-110077 by 11.00 a.m. on 04/05/2018. Tenders will be opened in the presence of the bidders, who wish to participate, on 18/05/2018 at 11.30 a.m., in the Committee Room, 1st Floor, Medical Council of India, New Delhi. The successful tenderer will have to deposit a security deposit amounting to Rs. 1,25,000/- to the Medical Council of India before taking the Canteen contract.

Tender forms can also be downloaded from the website of the Council i.e. www.mciindia.org. Tenderer downloading tender form from the website will have to enclose a demand draft of Rs. 1000/- in favour of Secretary, Medical Council of India, New Delhi payable at New Delhi.
## Details of Tenderer

1. **Name of the Tenderer**  
   ________________________________

2. **Address**  
   __________________________________  
   __________________________________  
   __________________________________

3. **Registration./ License No.**  
   __________________________________
   (Attested Photostat copy of license  
   Issued by the attached)

4. **GST No.** (Attested Photocopy of GST certificate should be attached)

5. **Year of Establishment**  
   ________________________________

6. **Details of Contracts executed till date.**
   
   (Please give details of contracts executed previously in a separate sheet, along  
   with documentary proof thereof.)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Contracts</th>
<th>Period</th>
<th>Govt./Semi Govt./Private Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
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<td>III</td>
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<tr>
<td>IV</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. **Present Contracts in hand**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Present Contracts in hand</th>
<th>Period</th>
<th>Govt./Semi Govt./Private Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
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<tr>
<td>II</td>
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<tr>
<td>III</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. **Pan Card No.**  
   __________________________  
   (Copy of the Income Tax Return filed in the  
   previous year may be enclosed)

9. **Man Power/Resources available:**

10. **Earnest Money Deposit:**  
    DD No.  
    ____________  
    dt.__________  
    for  
    Rs.50,000/- drawn on  
    ____________.

    Certified that all the terms and conditions mentioned in the Tender Form are  
    acceptable to me/us.

    **Signature of the Tenderer**  
    ____________________________________  
    with stamp
Dated:

MEDICAL COUNCIL OF INDIA,

Pocket 14, Sector –8, Dwarka, Phase-I, New Delhi – 110077.

Terms & conditions for providing canteen/catering services.

1. The parties/contractors should have valid Trade License and Food License for operation/running of the canteen. The contractor should have 5 years experience in the catering business, out of which at least 3 years experience should be in running the canteen of a reputed organization, preferably a Govt. organization.

2. (a) **Licence Fee:** Accommodation will be provided for canteen at licence fee applicable as per Govt. approved rates.
   
   (b) **Electricity:** Electricity will be provided by the Council which shall not be used for cooking purposes. The agency would use power consumption only for refrigerator, hot-case, grinding of dal etc.

3. The Contractor will be provided with the canteen premises and furniture as available in existing canteen. The maintenance and upkeep of premises, furniture and fixtures will be the sole responsibility of the contractor.

4. The Contract will be initially for a period of one year. However, after the expiry of six months, the Council will evaluate the performance of services provided by the contractor. If the services are found satisfactory, the Council reserves the right to extend the contract for another six months on the same terms & conditions. The MCI reserves the right to terminate the contract, at any time during the currency of contract by giving 7 days notice to the Contractor.

5. The Contractor has to ensure that Canteen Premises are used for only the purpose of running the Canteen services and not for other purpose in any manner. The Contractor himself and/or his worker should not use the premises of any other business purpose. The Contractor shall not be authorized for any kind of sub-letting the premises in any manner.

6. The Contractor shall arrange utensils, cutlery and crockery and other equipment/items required to run the canteen.

7. The Contractor shall be responsible for running the canteen as per the rules applicable and ensure the compliance of the provisions of Employees’ Provident Fund Act and ESI Act and rules framed thereunder and other relevant statutes including Municipal Rules and Regulations, relating to the canteen in force from time to time, during the subsistence of the Contract. The contractor shall obtain necessary license to run the canteen from the Municipal Corporation of Delhi.
8. The Contractor shall employ his own canteen staff, provide them clean uniform at his own cost and to ensure their hygiene, shall be responsible for timely payment of their wages/salary. The contractor will also be responsible to deduct and pay EPF as per rules and also extend medical facilities etc. as per statutory rules in force from time to time. MCI shall not be responsible in any manner.

9. Payment to canteen staff employed by contractor must be released by 10th of every month. In case it is noticed and complaint is received from staff that their payment has not been released, then MCI is empowered to release the payment & adjust the same against payments due to the contractor.

10. The Contractor shall procure and use all fresh and of standard/good quality raw material, eatables, fuels etc. necessary for running for the canteen at his own costs. The quality of food shall be maintained in consultation with the management and the decision of the management in respect of quantity and quality of food shall be final.

11. The Contractor will be required to strictly observe timing of the office and also rules framed by the MCI as amended/provided from time to time.

12. The contractor shall have to provide the canteen/catering services normally on six days a week and he will also provide the said services on holidays or late hours in the office. He will have to make arrangements to provide the lunch/breakfast/dinner to the guests staying in the Guest House of the Council.

13. The EMD of Rs. 50,000/- deposited by the successful bidder will be kept as security deposit with the MCI without carrying any interest and it shall be refundable upon termination of contract, provided the Contractor discharge his services, according to terms & conditions and satisfaction of the management of MCI, failing which security deposit shall be forfeited. It is also provided that during the currency of contract if contractor withdraw his services and or failed to discharge his services up to the satisfaction of the management the said security shall be forfeited.

14. EMD of unsuccessful bidders will be returned without interest after the completion of tender process.

15. The Contractor shall also undertake and ensure that all the raw material including milk etc. shall be available during the course of the working hours of the office and he shall also arrange to supply the food items tea, coffee, lunch, dinner etc. even beyond the working hours and/or on holiday, if required by the management at the same rate.

16. The Contractor or their authorized representative must be available in the canteen at all times to attend the complaint, if any.
17. The oil/ghee to be used shall be with ISI mark.

18. The contractor will be responsible for maintaining cleanliness inside the canteen.

19. The contractor shall provide a portable weighting machine in order to check the weight of item supplied, as per approved rate list.

20. All books of accounts, registers and any other documents used in connection with running of the canteen shall be maintained by contractor at his own cost and the same shall be produced for inspection either on demand by the MCI/ESIC/ Provident Fund Authorities/Municipal Authorities or any other official authorized by the Competent Authority in this connection.

21. The contractor will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.

22. It will be obligatory on the part of the contractor to sign the offer and other documents for all the component’s & parts. After the work is awarded he will have to enter into an agreement for work awarded on a non-judicial stamp paper of required value at his own cost within ten working days from the date of receipt of acceptance order or before the work is undertaken.

23. The contractor should verify the character antecedents of all the persons employed, through local police and shall submit a certificate to this effect.

24. The courts of Delhi/New Delhi shall have the exclusive jurisdictions to try all disputes if any arising out of this contract.

25. Water shall be supplied by MCI free of cost.

26. **Payment Terms:**
   The payment will be made on fortnightly basis on submission of bill duly accompanied with slip signed by designated person.

27. **Termination:**
   In case the services are not found satisfactory, the agreement will be terminated by MCI without any notice and without assigning any reasons whatsoever.
# Tender for Canteen Service

## Price Bid

<table>
<thead>
<tr>
<th>Items</th>
<th>Unit</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>I). MENU FOR STAFF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Tea/Coffee</td>
<td>Per Cup</td>
<td></td>
</tr>
<tr>
<td>(2) Biscuit/Namkeen (Small)</td>
<td>MRP</td>
<td></td>
</tr>
<tr>
<td>(3) Lunch(daily different menu) consisting of Dal, Sabzi, 4 Chapaties/Rice, Salad, Dahi /Raita, Papad, Achar</td>
<td>Per Thali</td>
<td></td>
</tr>
<tr>
<td>(4) Paav Bhaji/Chana Bhatura</td>
<td>Per Plate</td>
<td></td>
</tr>
<tr>
<td>(5) Noodles/Maggi</td>
<td>Per Plate</td>
<td></td>
</tr>
<tr>
<td>(6) Samosa/Bread Pakoda/ Patties/Veg. Sandwich/Veg. Pakoda (4 Pcs.)</td>
<td>Per Piece</td>
<td></td>
</tr>
<tr>
<td>(7) Rice with Rajma/Choole/ Kadhi/Dal</td>
<td>Per Plate</td>
<td></td>
</tr>
<tr>
<td>(8) Branded Packed Items (Biscuits/Namkeens/Chips etc.)</td>
<td>MRP</td>
<td></td>
</tr>
<tr>
<td>(9) Branded Beverages</td>
<td>MRP</td>
<td></td>
</tr>
<tr>
<td>II). MENU FOR MEETING</td>
<td>FOR MEETING</td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Samosa/Pakoda/Dhokla/Sandwich/ Idli-Sambur/Cutlet+Waffers/Biscuits + Tea/Coffee</td>
<td>Per Person</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Veg.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dal Makhni/ Kabuli Channa + Paneer dish + Seasonal Vegetables + Raita/Dahi Vada+ Rice/Pulao+Salad+Papad+Achar</td>
<td>Per Plate</td>
<td></td>
</tr>
<tr>
<td><strong>Sweet</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Cream/Gulab Jamun/ Rasgulla/Halwa/ Rasmalai</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non Veg.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dal Makhni/Kabuli Channa + Chicken/ Mutton/Fish + Raita/Dahi Vada+ Chapati/ Paratha/Kulcha/Poori+Rice/Pulao+Salad+ Papad+Achar</td>
<td>Per Plate</td>
<td></td>
</tr>
<tr>
<td><strong>Sweet</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Cream/Gulab Jamun/ Rasgulla/Halwa /Rasmalai</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## III). MENU FOR GUEST HOUSE

### Breakfast: (Per Head)

<table>
<thead>
<tr>
<th>Tea/Coffee + 2 Egg Omlate with 2 bread</th>
<th>Or</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butter Toast (4 Bread)</td>
<td>Or</td>
</tr>
<tr>
<td>Two stuffed Prantha /Poori with Subzi + Curd + Achar</td>
<td>Or</td>
</tr>
<tr>
<td>Idli (2 Piece) + 1 Dosa + Sambhar and Chutni</td>
<td>Per Person</td>
</tr>
</tbody>
</table>

### Lunch & Dinner

#### Veg.
Dal Makhni/Kabuli Channa+Paneer Dish + Seasonal Vegetable+Raita/Dahi+Vada+Chapati+ Rice/Pulao+Salad+Papad+Achar

#### Sweet
Ice Cream/Gulab Jamun/Rasgulla/Halwa/ Rasmalai

#### Non Veg.
Dal Makhni/ Kabuli Channa+Chicken/Mutton/ Fish + Raita, Chapati, Rice/Pulao+ Salad+Papad+ Achar

#### Sweet
Ice Cream/ Gulab Jamun/ Rasgulla/Halwa/ Rasmalai

### Fruit Dinner: (Per Plate)

#### Fruit Dinner
Milk (250ml) + Full Fruit Plate (Atleast four fruits)