



MORARJI DESAI NATIONAL INSTITUTE OF YOGA

(An autonomous organization under Ministry of AYUSH, Govt. of India)

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File No.MDNIY/S&P/2016-17/512

Dated: 12th April, 2016

To

As per list enclosed.

Subject: Quotations for Catering services for VIPs for the INTERNATIONAL YOGA FEST-2016 to be organized at Talkatora Indoor Stadium, New Delhi during 20th to 22nd April, 2016.

Sir,

Morarji Desai National Institute of Yoga (MDNIY) an autonomous Organization under Ministry of AYUSH, Govt. of India, is organizing an event known as INTERNATIONAL YOGA FEST-2016 from 20-22 April, 2016 at Talkatora Indoor Stadium, New Delhi. Accordingly, the Institute invites sealed quotations for (as per Annexure-I, II and III) for good quality catering services for the VIPs to be provided at the premises of the Talkatora Indoor Stadium, New Delhi.

2. You are requested to submit your Technical Bid (Annexure-I), Financial Bid (Annexure-II) and Terms & Conditions (Annexure-III) for the above work, if interested to provide catering services, as detailed below. The bid must be accompanied with a Demand Draft/FDR/Bank Guarantee for Rs.10,000/- drawn in favour of “Morarji Desai National Institute of Yoga” payable at New Delhi as Earnest Money Deposit (EMD) which will be refunded to unsuccessful bidders. The EMD should be placed in a separate cover.

3. Details of date-wise tentative requirement and the items to served during the event for break-fast/lunch/dinner are enclosed at **Annexure-IV**. Further details are as under:-

Date	Breakfast	Mid meal	Lunch	Evening tea	Dinner
20.04.2016 to 22.04.2016	350 persons	350 persons	350 persons	350 persons	350 persons

4. Number of persons may increase or decrease by 50-100 on any of the days, as such adequate provision for extra catering is required to be made as per the actual number of participants, as and when necessary. In that case, payment as per the actual number of participants availing the catering facilities will be made.

5. Catering charges should be inclusive of providing the facility of all items as indicated in **Annexure-IV** and inclusive of mineral drinking water of packed Water Bottles/Packed Water Glasses.

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6. Terms and conditions for the above said catering job are enclosed herewith at Annexure-III. This is required to be signed as a token of acceptance of the terms and conditions with Company's Seal.

7. **Digging of ground within the premises of Talkatora Indoor Stadium is not permitted for any purpose. This may kindly be noted while submitting the quotation.**

8. The space for preparation of food etc. shall be provided by MDNIY in Talkatora Stadium. **But the Trass Pandal for this space for preparation of food shall be arranged by the Caterer at his own cost.**

9. The space for serving food for Breakfast, Lunch and Dinner to VIPs shall be provided by the MDNIY but its interior ambience/decoration, serving tables with good cloths etc. commensurate with the occasion and status of VIPs shall be arranged by the Caterer.

10. Bids received after the stipulated date and time shall not be accepted and considered.

11. Conditional Bids will be summarily rejected.

12. The Director, MDNIY (Competent Authority) reserves the right to cancel/withdraw the tender without assigning any reason at any time.

13. **Last date and time of submission of quotation alongwith EMD is 17th April, 12.00 Noon. Bids will be opened on the same day at 02.00 PM. The Proprietor/Caterer may like to be present at the time of opening of the quotations or may like to depute his authorized representative.**

14. Payment will be made subject to issued checks and as per Govt. Rules/Procedure governing the contractual obligations.

15. The Institute reserves the right to accept or reject any quotation without assigning any reason thereof.

16. All the disputes shall be subject to Delhi jurisdiction only.

Yours faithfully,

(Dr. I.V. Basavaraddi)
Director

Copy to:-

C&DO – With the request to upload the same on the website of the Institute.

MORARJI DESAI NATIONAL INSTITUTE OF YOGA
68, ASHOK ROAD, NEW DELHI – 110 001

(TECHNICAL BID)

Arrangement of Catering for VIPs for INTERNATIONAL YOGA FEST-2016 to be organized at Talkatora Indoor Stadium, New Delhi during 20th to 22nd April, 2016.

1. Last date for submission of quotation is 17th April, 2016 upto 12.00 Noon.
2. The Technical bid will be opened on 17.04.2016 at 02.00 PM. (Nominated/authorized representative of the bidder is invited to be present). The financial bid will be opened only of those firms who are found technically qualified on the same day and time.
3. The tender to be submitted as per detail given below:

1	Name of the Firm	
2	Registered Office in Delhi/NCR	
3	Regional Office	
4	Telephone / Mobile Nos.	
5	E-mail address	
6	Fax Nos.	
7	Contact person with Mobile Nos.	
8	Registration of Company with Registrar of Companies / Individual Proprietorship	Copies enclosed at page No.....to.....
9	Income Tax Permanent Account No.	Copies enclosed at page No.....to.....
10	Service Tax No.	Copies enclosed at page No.....to.....
11	Enclosed Terms and Conditions duly signed with Firm's Seal, if accepted.	Enclosed at page No.....to.....

Authorized Signatory
with Company Seal

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12	Detail of Demand Draft. (The Demand Draft should be in favour of Morarji Desai National Institute of Yoga, New Delhi payable at New Delhi and should be attached with the Technical Bid only)	D.D.No. _____ Dt. _____ Amount Rs. _____ Name of the Bank _____ _____
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Note:

- a) All the copies should be self attested with company seal.
- b) All the enclosures should have the page numbering.
- c) The page numbers of relevant copies of Sl.No.8 to 12 shall be mentioned in the required columns.
- d) The Earnest Money of Rs.10,000/- (Rupees Ten thousand only) is payable through demand draft drawn in the name of Morarji Desai National Institute of Yoga, New Delhi.
- e) Tender should be submitted separately in two envelopes **duly sealed/ taped** i.e. one Technical Bid containing required documents with EMD mentioning **Technical Bid** on the envelope and second containing Financial Bid mentioning **Financial Bid** on the envelope. Both the envelopes containing Technical and Financial Bids separately should be placed in one big envelope **duly sealed/ taped** mentioning the **Tender for Tent Arrangement**.
- f) Technical Bid must contain all the aspects of Eligibility Criteria.
- g) Site can be visited on any working day from 13-15 April, 2016 from 10.00 hrs to 12.00 hrs. in consultation with any officer of the Institute.
- h) Incomplete form may cause for rejection of the tender.

Authorized Signatory
with Company Seal

Annexure-II

**MORARJI DESAI NATIONAL INSTITUTE OF YOGA
NEW DELHI**

TENDER FORM

(Financial Bid): Arrangement for Catering for VIPs

Name of the Firm	
Registered Office (at Delhi)	
Telephone / Mobile Nos.	

Sl. No.	Items	Rates for minimum persons as detailed in Annexure-IV	Rates for extra persons (if increased)
1.	Break-fast (350 persons)		
2.	Mid-Meal (350 persons)		
3.	Lunch (350 persons)		
4.	Evening Tea (350 persons)		
5.	Dinner (350 persons)		

Rates will be inclusive of all cartage and labour charges.

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MORARJI DESAI NATIONAL INSTITUTE OF YOGA, NEW DELHI
Terms and conditions for arrangement of Catering for VIPs during
INTERNATIONAL YOGA FEST-2016 (from 20.04.2016 to 22.04.2016)

1. Eligibility Criteria:

- a) The Firm should be well versed in catering of minimum five years. The copies of orders/testimonials showing experience at least 5 years in handling jobs in Government offices/canteens/reputed organizations etc. should be enclosed. The caterers may also enclosed documents in support of their competency for catering work justifying the award of catering contract to them.
- b) The Firm should have Permanent Account Number.
- c) The Firm should have Service Tax Account Number.
- d) The caterer should possess the requisite License, if applicable, for undertaking catering work issued by the local Municipality/Competent Authority. A copy of the License may be enclosed.
- e) The Firm should submit the EMD for Rs.10,000/- in favour of Morarji Desai National Institute of Yoga in the form of Demand Draft/FDR/Bank Guarantee only.

2. The rates should be including of following items/services:

- a) Utensils and sufficient Bone-China Crockery for Cooking and Services etc.
- b) Raw materials for cooking
- c) Sufficient manpower for cooking with steward, Waiters and Cleaners etc.
- d) Other required items for catering

3. Scope of work and responsibility:

- a) The caterer will provide the sufficient manpower for catering work at their own expense.
- b) The caterer should arrange catering as per minimum persons mentioned in the quotation letter. However, the number of persons if, required to be decreased/increased, will be intimated in advance and the payment for the same per plate will be made as per actual requirements.
- c) The raw materials, cooking oil and fruits etc. should be of good quality.
- d) All the preparations should be clean and hygienic with special care of cleanliness.
- e) The caterer shall provide sufficient Safai Karamcharies to maintain cleanliness of catering area (inner and outer) and Caterer shall be responsible for neat and clean catering area and remove all the disposable items in the NDMC dustbins placed at outside the premises.
- f) All the damaged goods/items due to any reasons, if any, from the showrooms/godown to Venue and back during the event will be responsibility of the Caterer.
- g) The Caterer shall follow the instructions and coordinate in consultation with the Authorized officers of MDNIY from time to time.

4. Staff:

- a) The Caterer should provide the sufficient manpower for catering during the contract period.
- b) The caterer shall comply with the entire legal requirement and for obtaining license of contract in catering etc. under the relevant laws and no persons below the age of 18 years shall be deployed.
- c) The manpower provided by the Caterer should be fully trained and experienced and should have proper knowledge with regard to the catering.

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- d) The catering staff shall be in proper neat and clean uniform so as to make them distinct from general public.
- e) The caterer will ensure that the manpower deployed by them observe a high standard of conduct and behavior and do not indulge in any anti-social activities during the course of such deployment and also that in no case there will be breach of contract.
- f) The MDNIY shall not be responsible for any physical damage or harm to any manpower deployed by the caterer during the course of execution of the contract.
- g) The caterer and their manpower shall work under the overall supervision and directions of the Director of the MDNIY or any other officers authorized by him.

5. General Conditions:

- a) No advance payment in any condition will be made.
- b) The caterer shall not engage any sub-contractor or transfer the contract to any other person/caterer.
- c) The performance security i.e. 2% of the total estimated value of the contract will be deposited by the Caterer before execution of the work and the same will be kept during the contract period. If, the caterer fails to provide satisfactory services of catering or does not supply the required/sufficient items or abandons/leaves the catering services in the mid of the event or is asked to leave by the competent authority on account of any reason, whatsoever, in these circumstances, in addition to forfeiting of the amount of Performance Security and the penalties that may be imposed, as may be decided by the competent authority of MDNIY, the difference in the amount paid by MDNIY to the new contractor for providing catering services for the remaining period till the completion of the event shall be recovered from the defaulting outgoing caterer and the caterer agrees to this clause/condition. The decision of the competent authority of MDNIY will be final.
- d) The Director, MDNIY may also terminate the contract at any time, if the services/items rendered/supplied by the Caterer are found not satisfactory.
- e) All the legal matters arising out of the agreement shall be subject to Delhi jurisdiction.

Authorized Signatory
With Company Seal