

No. TRG(011)/WL/35/2012/NCRB
National Crime Records Bureau
Ministry of Home Affairs
Government of India

East Block-VII, R.K.Puram,
New Delhi- 110 066

Dated: 29.02.2012

To
Addresses as per list

Subject:- Tender for providing Working Lunch to trainees attending courses conducted by NCRB.

Sir,

Sealed quotations are invited from licensed, reputed caterers having minimum 5 years of catering experience for providing Working Lunch – vegetarian, Two times Tea & Biscuit (Not exceeding Rs. 150/ per head including taxes) for trainees attending courses conducted by NCRB from 9th April to 28th December 2012 at NCRB premises. Caterer will have to make his own arrangement for ferrying cooked food to NCRB premises for which no extra payment will be made except quoted rates.

Terms & Conditions :

1. The caterer should be able to provide delicacies like North Indian food, South Indian food, Chinese food etc.. as per requirement. Tentative menu list is enclosed for reference.
2. The caterer will be responsible for providing buffet lunch between 1300 Hrs to 1400 Hrs. during working days {Monday – Friday (except holidays)}
3. Number of trainees may be between 12 - 50
4. During some weeks, when there is no training, Lunch will not be required
5. Caterer has to bring his own Cutlery (Plates, glasses, spoons, bowls etc. of good quality)
6. Bin Mary, refrigerator will be provided by the NCRB

7. No cooking will be allowed inside the building. The caterer will have to bring cooked food. However microwave oven or hot case will be allowed for keeping the food warm
8. The caterer will have to make his/her own arrangements for serving, cleaning of cutlery and the dining hall before and after Lunch.
9. Utmost care should be taken while preparing the food to be served to the trainees coming from different parts of the country with different food habits.
10. Highest standards of hygiene/cleanliness should be maintained while preparing / serving food.
11. Food will be inspected daily/regularly and if found insufficient or of poor quality, money will not be paid for that day/period
12. Director General/Director, NCRB reserves the right to terminate contract at any time during the contract period if food is found insufficient or of poor quality over a period of time.
13. Performance statements/ letters from minimum 3 clients should be enclosed with the quotation.
14. Latest Income Tax clearance certificate should be enclosed with the quotation
15. Rates quoted should be inclusive of all taxes.
16. An earnest money deposit (EMD) of Rs. 5,000/- (Rupees five thousand only) should be submitted along with the quotation in the form of Demand Draft drawn in favour of AO, PAO, DCPW payable at New Delhi. The draft will be returned after the bids are finalised and contract allotted.
17. If the caterer who will be allotted the contract does not accept the offer, he has to forgo the EMD of Rs. 5,000/-.
18. The caterer who will be allotted the contract will have to deposit a performance linked irrevocable Bank Guarantee equivalent to 10% (Rs. 20000/- approx.) of the total bid amount Validity of the Bank Guarantee should cover entire contract period.
18. Payment for lunch will be made on the basis of bills submitted monthly..

Caterers may visit the place and facilities available at NCRB for serving working lunch from 1100 hrs. – 1500 hrs. on working days

You are, therefore, requested to submit sealed quotation along with terms & conditions addressed to Joint Assistant Director (G), NCRB, East Block – 7, R. K. Puram, New Delhi – 110066 on or before 23rd March 2012. Quotation may be dropped in the box kept at NCRB reception in East Block –7 for the purpose or sent by registered post with "**Quotation for providing Working Lunch**" clearly super-scribed on the envelop. Director General, NCRB reserves the right to accept or reject any quotation without assigning any reason.

Yours faithfully,

(M.P. SHARMA)
JAD (G)
Phone : 26172334
Extn. 208

Copy :

1. Notice Board (East Block-VII and IX).

Working Lunch – Menu (Tentative)

North Indian

Roti, Fried Rice/Pulao, Dal, Subji, Achaar, Papad, Salad, Dahi/Raita

Chinese

Fried rice, Veg. Manchoorian, Noodles, Sauce, Soup, fresh fruit/Sweet

South Indian

Masala Dosa & Vada/Upma & Vada/ Uthappam & Vada with sambhar and chutney, Rice and Dahi
