



**National Power Training Institute**  
An ISO 9001 : 2000 & ISO 14001 : 2004 Organisation  
(Ministry of Power, Govt. of India)

## TENDER DOCUMENTS

**CONTRACT FOR RUNNING CANTEEN  
IN  
NPTI COMPLEX, SECTOR-33, FARIDABAD**

NPTI Complex, Sector-33, Faridabad – 121 003  
Phone No. 0129-2275308, 2275309, 2272210  
Fax No. 0129-2277412, 2272210  
Website : [www.npti.in](http://www.npti.in)

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# **SECTION - I**

Notice Inviting Tender

**NATIONAL POWER TRAINING INSTITUTE**  
**(Under Ministry of Power, Govt. of India)**  
**NPTI Complex, Sector-33, Faridabad – 121 003**  
**Phone No. 0129-2275308, 2275309, 2272210**  
**Fax No. 0129-2277412, 2272210**  
**Website : www.npti.in**

**SECTION - I**

**DOMESTIC COMPETITIVE BIDDING**  
**(Through call of open Tenders)**

TENDER NO. 7(1)/NPTI/Proj/canteen/2011

Dated : 12.05.2011

|                                                          |                                                                                                                                                              |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Work                                             | CONTRACT FOR RUNNING CANTEEN IN NPTI COMPLEX, SECTOR-33, FARIDABAD                                                                                           |
| Value of the work                                        | Rs. 125 lakhs per annum                                                                                                                                      |
| EMD                                                      | Rs. 2.50 lakhs                                                                                                                                               |
| Period of Sale of Bidding Document                       | From 16.05.2011 to 31.05.2011                                                                                                                                |
| Last Date & Time for receipt of Bid                      | 01.06.2011 upto 14..00 Hrs                                                                                                                                   |
| Time and Date of Opening of Bid                          | 01.06.2011 at 15:30 hrs                                                                                                                                      |
| Place of Opening of Bid                                  | Board Room in Institute Building, NPTI, Faridabad                                                                                                            |
| Officers from whom the tender documents can be obtained. | Accounts Section, NPTI, Faridabad                                                                                                                            |
| With whom the tender documents can be submitted.         | Bids shall be sent to Director (Technical/Project) NPTI (CO), Faridabad or may be dropped in the Tender Box kept in Project Section within due date and time |
| Cost of Tender                                           | Rs .500/- (not refundable)                                                                                                                                   |
| Tenders addressed to                                     | The Director(Technical/Project), NPTI, Sector – 33, Faridabad                                                                                                |

**Note :**

2(a) The bid documents can be obtained from Accounts Section, NPTI (CO), at Institute Building NPTI, Corporate Office, Faridabad – 121 003 from 16.05.2011 to 31.0.2011 on working days on payment of Rs.500/- towards the cost of bid documents, payable through demand draft/Banker Ckeque / o r by cash deposited to Accounts Section.

- 2(b) The bid documents can be downloaded from NPTI's website [www.npti.in](http://www.npti.in) / [www.tenders.gov.in](http://www.tenders.gov.in) and in such case, the bidder should enclosed Demand Draft / Banker cheque amounting to Rs.500/- ( Rs. Five hundred only) towards cost of bid documents and submitted the same alongwith EMD in the envelope subscribed as "pre Qualification Bid"
- 2(c) The Demand Draft / Banker cheque to be drawn in favour National Power Training Institute, payable at Faridabad

Director (Project)  
N.P.T.I.,  
Sector- 33, Faridabad



National Power Training Institute  
(Ministry of Power, Govt. of India)  
An ISO 9001:2000 & 14001 Organization  
Sector-33, Faridabad – 121003 (HR)  
Tel: 0129-2272210,2272060 Fax:0129-2272210  
Website : [www.npti.in](http://www.npti.in)

Tender No. 7(1)/Tech/NPTI/Proj/Canten/2011

Dated :

## SECTION-1 - LETTER OF INVITATION

**Subject: CONTRACT FOR RUNNING CANTEEN IN NPTI COMPLEX,  
SECTOR-33, FARIDABAD**

Dear Sir,

1. NPTI invites proposals for Selection of contractor / agency to provide canteen service in NPTI Complex, Sector-33, Faridabad. More details on the services are provided in the Tender documents. NPTI intends to engage contractor / agency for which this letter of invitation is issued .

### **2. The RFP includes the following documents:**

- Section 1 - Letter of Invitation
- Section 2 - Instructions to Bidders
- Section 3 – Job specification & scope of work
- Section 4 – Technical / Pre qualification bid
- Section 5 – Financial bid along with appendix I to VI
- Section 6 - Annexure

4. The bids shall be received in NPTI, Faridabad office upto 02.00 pm of 01.06.2011 and shall be opened on the same day at 03.30 pm

Thanking you,

Yours faithfully,

**Director (Project)**  
**NATIONAL POWER TRAINING INSTITUTE**  
(Ministry of Power, Govt. of India)  
NPTI Complex, Sector – 33,  
Faridabad, Haryana-121003  
**Tele: 0129-2275475, 2272060 Fax: 0129-2277412, 2272210**  
**Website: [www.npti.in](http://www.npti.in)**  
**Email : [npti\\_hq@yahoo.co.in](mailto:npti_hq@yahoo.co.in)**

Encl: As above

**SECTION – 2**  
**INSTRUCTION TO BIDDERS**

## SECTION - 2

### INSTRUCTION TO BIDDERS FOR RUNNING CANTEEN

---

#### TENDER DOCUMENT

1. National Power Training Institute, Ministry of Power, invites '**Sealed Bids**' for running canteen in Sector –33, Faridabad from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at Section -4. The job specifications and scope of work are given in Section - 3 . The format for Financial Bid at Section - 5. The contract period will initially be for a period of two years extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another one year.

2. The bids are to be sent in two parts – one sealed envelope superscribed as '**Pre-Qualification Bid**' giving details in the format as per Section -4, and second envelope superscribed as '**Financial Bid**' in the format at Section - 5. The two sealed envelopes as above will be placed in another sealed envelope superscribed as '**BID FOR RUNNING CANTEEN**' AND '**NOT TO BE OPENED BEFORE 01.06.2011**'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to :-

Director (Tech.& Proj),  
National Power Training Institute,  
NPTI Complex, Sector-33,  
**Faridabad – 121 003 (HR)**

OR

The bids to be dropped in Tender Box kept in Project Section within due date and time.

3. The sealed bids will be received by NPTI **up to 02.00 PM of 01.06. 2011**. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Pre-Qualification bids will be opened on the same date i.e. **01.06.2011 at 03.30 PM** in the presence of the representatives of the bidders-present. Date of opening of financial bids of such firms which meet the prescribed pre-qualification criteria will be notified separately.

4. Earnest Money (EMD) of Rs.2,50,000/- (Rupees Two lakhs fifty thousand only) should accompany the **Pre Qualification Bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of National Power Training Institute payable at Faridabad. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by NPTI.

5. The EMD shall be forfeited:

- (a) if the bidder withdraws his bid during the period of bid validity.
- (b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.



6. The bid shall remain valid for a period of 3 months from the date of receipt of the bid.

7. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

8. **RATES AND PRICES**

8.1 Bidders should quote the rates in the format given at Annexure-3. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.

8.2.1 The rates have to be quoted both in figure and in words in case if there is any ambiguity the rate in words will be considered.

8.2.2 In case of variation in quoted rate & cost of any item, the figure noted in rate column will be considered.

8.3.1 All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

8.3.2 Service tax as applicable will be paid extra as per on actual basis

8.4 No additional freight or any other charges, etc, would be payable.

8.5 The rates of minimum wages may be quoted as on 01.01.2011. Any further changes in the minimum wages notified by Haryana Govt. will be applicable and borne by NPTI on actual basis.

9. **TERMS OF PAYMENT**

9.1 The payment in respect of official hospitality bills of the Institute submitted in duplicate by the Contractor shall be released on receipt basis subject to fulfillment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor.

9.2 Any supply of food items without proper authorization by the designated authority of NPTI, Faridabad will not be paid for. Income Tax, as applicable at the prevailing rates, will be deducted at source.

9.3 In the event there is any query, objection, delay or dispute with regard to

any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by the Institute for late payment.

- 9.4 All payments and receipts would be rounded off, i.e., paise 50 or above will be rounded off to the nearest higher rupee and paise less than 50 shall be ignored.

**10. PRE-QUALIFICATION CRITERIA (in the format at Section - 4)**

The bidder should be a individual / partnership / Ltd./ Pvt. Ltd company established under the Companies Act or registered with Govt. Organisation and should submit documentary evidence in respect of the following:-

- (i) A copy of Memorandum /Articles of Association of the company / registration with Govt. Department.
- (ii) A valid Pan No.
- (iii) Service Tax Registration No., TIN No.,
- ((iv) EPF Registration No.
- (v) ESI Registration No.
- (vi) Average annual turn over during the last three years, ending 31<sup>st</sup> March, 2011 should be more than Rs. 38 lakhs for which photo copy of the balance sheet / profit and loss account / ITCC for the relevant years should be submitted.
- (vii) Experience of having provided similar canteen services in reputed organizations including at least one PSE/Govt. Deptt. during the last three years with at least (i) one single similar completed / on going work of more than Rs. 100.00 lakhs or two similar completed / on going works of more than Rs. 62.59 lakh each; or three similar completed / on going works of more than Rs. 50.00 lakh each. Photo copies of documentary evidence towards above supported by relevant satisfactory job completion certificates are required to be submitted

**11. EVALUATION OF BIDS**

- (a) The bids will first be evaluated on the parameters fixed for prequalification criteria as per details given at Clause 1. Financial bids of such bidders who meet the prequalification criteria will thereafter be opened.
- (b). Evaluation of bids will be executed as per the table shown in section -5 appendix VII

**12. LIQUIDATED DAMAGES**

NPTI reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by NPTI from Security Deposit or pending bill or by

raising a separate claim.

### **13 DEDUCTIONS FOR EXCEPTIONS**

- I. If the quality or quantity of food items is not provided as per the menu prescribed in the bid document a penalty of rupees Rs.15/- per item per trainee will be imposed for the first time. On second instance, if the same deficiency is repeated then a penalty of Rs. 30/- per item per trainee will be imposed
- II Finally if the same lapse is persistent even after giving two chances & penalties imposed, the case will be referred to the competent authority for imposing the fine, which may range from Rs. 500/- to Rs.10, 000/- on each occasion.
- III If hygienic condition is not observed in the cleaning of utensil and other serving bowls then a penalty of Rs.500/- per occasion may be imposed.
- IV In the event of failure to deposit the monthly rent / penalty amount or any other dues within thirty-days from the date of issue of order the contract is liable for termination of contract with forfeiture of EMD / Performance Guarantee. The Director (Project), NPTI, will take the decision in such case
- V The amount of penalty so imposed by the mess committee should be deposited with Acctt. Section, NPTI, Faridabad within six days of imposing the penalty as approved by the Competent Authority, NPTI, Faridabad
- VI In case of any dispute regarding penalty the decision of the Director General, NPTI, Faridabad, will be final and binding.
- VII In case of gross misconduct, misbehavior or major deviation from the terms and conditions prescribed in the tender by the contractor, then the competent authority may terminate the contract with the forfeiture of EMD / performance guarantee.
- VIII If the leftover food and other disposable items and not disposed outside the NPTI Campus as assigned within the same day then a penalty of Rs.700/- may be imposed per occasion.

### **14. PERFORMANCE GUARANTEE**

- 14.1 The successful bidder shall furnish a performance guarantee for an amount of rupees six lakhs twenty five thousand only, within 10 calendar days from the date of acceptance of the bid for due and proper fulfillment of contract.
- 14.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

14.3 The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank (as per format given in Annexure-4) which should be valid for the period of 2 years + 3 months from date of LOA (or Demand Draft in favour of National Power Training Institute).

**15. CONCILIATION/ ARBITRATION**

15.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by DG, NPTI.

15.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by DG, NPTI..

15.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

15.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

15.5 The venue of the arbitration shall be Faridabad (Haryana), India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

15.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

**16. FORCE MAJEURE**

16.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

16.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely NPTI and the Contractor.

16.3 Upon the occurrence of such cause and upon its termination, the party

alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NPTI shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

- 16.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

**17. APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Faridabad (Haryana).

18. No alternative offer shall be considered.
19. NPTI reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NPTI's action.
20. NPTI reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
21. The labourers employed for specified work shall have to be paid not less than minimum wages prescribed time to time by Haryana Government/Local Administration. All labourers employed on works should be insured under the Workman's Compensation Act. No labourer below the age of 18 years will be employed by the contractor.
22. Before submission of bills by the contractor to NPTI for payment against the jobs carried out by him a certificate will have to be submitted by the contractor of having paid in full to the workers employed by him.
23. The contractor shall have to obtain ESI & EPF number from Central Provident Fund Commissioner & related Office for the labour engaged by him as required under the law and they have to fulfil all the required relevant laws for the engagement of labour.
24. The contractor has to maintain all the relevant register/records as per the laws related with labour engagement etc. An affidavit on a non-judicial

stamp paper of appropriate value of the effect that the contractor will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act., Contract Labour (Regulation & Abolition) Act, ESI Act, PF Act, Bonus Act, Gratuity Act for the workers employed by him on the job will be submitted by the contractor before execution of the contract agreement. The workers employed by the contractor will not be treated as the employees of the NPTI for any purpose whatsoever.

25. The contract must ensure that his employees wear clean clothes as per prescribed uniform and maintain all type of cleanliness while attending the specified work. The staff must wear name badges.
26. It shall be the responsibility of the contractor to comply with the provision of the various Labour Laws. The contractor shall faithfully discharge all the liabilities under the labour laws. The contractor shall indemnify the NPTI against the claims arising out of non-fulfilment of obligations by him under the various labour laws.
27. **The NPTI authorities shall have the right at all reasonable times to visit and inspect the** property and if upon inspection it appears that any damage will fully caused by the contractor is required to be got repaired, the NPTI may direct the contractor to execute the same and upon his failing to do so within reasonable time the NPTI may execute it at the risk, cost and expense of the contractor.
28. Payment will be made as per the actual work done basis.
29. All services mentioned in schedule of work shall be verified by the occupant and caretaker, NPTI.
30. Bidders should quote the rate item wise in all respective items over financial bid lump sum rate group wise will not acceptable. Any deviation in this matter will be treated as conditional offer and the same will be rejected.

**31. SECURITY RULES**

The contractor and their employees will invariably carry photo pass/identity cards all the time on duty issued by the contractor and countersigned by specified authorities of the NPTI. The contractor and their employees will have to follow the security rules as may be imposed from time to time and if the contractor and or their employees are found to be reluctant to follow the rules/instructions, the NPTI will have the right to prohibit entry of such employees into the NPTI Complex and the contract is liable to be cancelled forthwith if the Contractor himself is involved in breach of any clause of the agreement particularly of security/Safety.

32. The contractor has to take all precautionary/safety measures towards fire, hazards, etc., any loss on account of this will be made good from him. In case of default it will be recovered by security deposit amount and or contract is subject to termination.

## SECTION – 2 (a)

### **SPECIALTERMS & CONDITIONS**

**Note : The bidders are advised to read the Terms and Conditions carefully.**

1. The Contractor shall engage adequate number of trained/semi-trained manpower required for providing good canteen services in NPTI, Faridabad campus.
2. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
3. The Contractor will, prior to the commencement of the operation of contract, make available to NPTI, Faridabad the particulars of all the employees who will be deployed at the Institute's premises for running the Canteen. Such particulars, inter-alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
4. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of Government of Haryana and fulfill all other statutory obligations, such as, Provident Fund, ESI, Service Tax etc. in force from time to time.
5. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
6. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
7. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.



8. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
9. The Contractor shall at all times keep indemnified the principal employer, namely, National Power Training Institute (NPTI, Faridabad), head of the Institute and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
10. The canteen staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
11. The Contractor shall be personally responsible for conduct and behaviour of his staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by NPTI, Faridabad. The decision of the Institute's designated officer in this regard shall be final and binding on the Contractor.
12. The workers employee deployed by the Contractor in the premises becomes liable for suspension or dismissal by the Institute due to his actions, disobedience or misconduct, the caterer shall accept the decision of the Institute as final and abide by such decision. In such an event, the Institute shall not in any way be liable for any claim made by the concerned employee of the caterer for wages or damages and the caterer shall keep the Institute's authorities indemnified.
13. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
14. The Contractor shall keep the Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, canteen hall, floor, counter, benches, tables, chairs, washing area, washbasin etc. NPTI, Faridabad

management will have 24 - hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises .

- 15 Contractor have to provide soap, clean and dry towels in washbasin area which to be replaced after each service
- 16 The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.
- 17 The Contractor shall get the prices of all items approved by the Institute and no changes, what-so-ever shall be made without prior written approval of the Institute.
- 18 The Contractor will use only branded, good quality and fresh raw material, vegetables and products, etc. for preparation of food items. The items served by the Caterer shall be wholesome and hygienic prepared in the clean atmosphere. The Director of the Institute and/or their authorized nominees may at any time enter the kitchen area allotted to the caterer for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of the Institute with regard to the desirability or quality of the food articles offered for consumption shall be final. If any item of the menu/provision of food is found defective or not fit for use/consumption, the Institute's authorities may - (i) issue warning; and / or (ii) get the said raw material/items destroyed and ask the Caterer to purchase fresh stocks, without any payment of compensation to the Contractor for the discarded material/items. If, however, this problem recurs in spite of warning having been issued, the Institute reserves the right to impose financial penalty as decided by the Institute's authorities or the contract may be cancelled without giving any notice.
- 19 The Institute will provide to the Contractor space for storing raw material, kitchen equipment for cooking and sitting and serving space, etc. free of cost. The Institute shall also provide tables and chairs in the serving area.
20. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipments provided by the Institute are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by NPTI, Faridabad at the contractor's risk and cost. In this regard, the decision of the designated officer of NPTI, Faridabad shall be final and binding on the Contractor.

- 21 All work shall be carried out with due regard to the convenience of NPTI, Faridabad. The orders of the concerned authority shall be strictly observed.
- 22 The contractor shall provide sufficient number of cooks, waiters and other support staff in the kitchen and dining hall and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with the Institute's staff, students, visitors and guests. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of NPTI, Faridabad and the guests/hostellers.
- 23 The Contractor should be in a position to cater to the tastes of North Indian inmates, who are likely to be in majority, in addition to serving other Indian and Chinese dishes.
- 24 The Contractor will have to supply breakfast/lunch/dinner in the canteen/hostel premises as per requirement and schedule drawn for the purpose by the concerned authorities of the Institute.
- 25 The Contractor shall install his electronic fly – kill / insect repellent equipment, emergency lighting / gas and fuel supply at his own cost;
- 26 Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including Canteen. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.
- 27 No minimum guarantee will be furnished to the Contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of students/hostellers/NPTI, Faridabad personnel to avail canteen services.
- 28 The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with NPTI, Faridabad. NPTI, Faridabad shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against NPTI, Faridabad for employment or regularization of their services by virtue of being employed by the Canteen Contractor, against any temporary or permanent posts in NPTI, Faridabad.

- 29 The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.
- 30 The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen services .
- 31 The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
- 32 That the caterer shall not make any additions or alterations in the premises allotted to him for providing canteen services. That the caterer has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Health/Hygienic conditions bye-laws of the Municipal Corporation of Faridabad City or any other government/statutory body. In the event of violation of any of the aforesaid bye-laws in and around the Canteen Kitchen/cooking area or dining hall, the caterer shall be responsible for any penalty/fine imposed by the concerned authorities. That in the event of Health Department Faridabad City or any other government/statutory body authorities taking samples of raw material used by the caterer and those samples are not found fit/up to the mark for human consumption, the caterer shall be fully responsible for any fine/penalty imposed or legal recourse taken by such authorities.
- 33 The contractor will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated by the death or insolvency of the caterer before the expiry of the period of this contract.
- 34 The Institute will provide to the caterer necessary equipments, furniture & fixtures, etc. and he shall maintain them in good condition. He shall be responsible for their maintenance.
- 35 The contractor shall provide all other implements for running the canteen like crockery, cutlery, table linen, flower posts, livery or the Canteen Staff and these shall be of good quality and standard.
- 36 The contractor shall be required to procure gas refills in sufficient quantity for cooking purposes at his cost. The cooking equipments shall be provided in working condition by the Institute. However, subsequently operational expenses will be borne by the caterer himself. The caterer shall be responsible for any loss/theft of the gas cylinders and other equipment provided to him by the Institute.

- 37 The contractor shall also be responsible for the upkeep of equipments provided by the Institute. In case of any damage to the furniture and equipments by any person, he will immediately inform in writing the concerned authorities of the Institute for recovery of such losses/damages from the defaulters, failing which the caterer shall himself be liable to pay the cost as decided by the Institute.
- 38 The Contractor shall maintain a Suggestion Book for recording suggestions for improvement of Canteen Services. Such suggestions, as approved by the Institute's authorities, shall be forthwith acted upon. The suggestion book shall be kept open for inspection by the Institute's designated authorities.
- 39 The Contract can be terminated by either party, i.e., NPTI, Faridabad or the Contractor, after giving one month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, NPTI, Faridabad reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. NPTI, Faridabad decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance. The Institute will have the right to review the working of this contract from time to time and if at any time it is found that the caterer has failed to fulfill any of the conditions of this contract or that his working is unsatisfactory, the Institute may terminate the contract after giving the caterer one month notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity.
- 40 On termination of the contract, the Contractor will hand over all the equipments/furniture/articles etc., supplied by NPTI, Faridabad, in good working condition, back to NPTI, Faridabad.
- 41 If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, NPTI, Faridabad reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.
- 42 Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Faridabad courts only.

- 43 The purchaser will provide the available items for kitchen including LPG manifold cooking gas connection and dining hall to the contractor for smooth running of the catering service in NPTI Hostel and office. Damage or loss to any of the listed items shall be replaced / repaired by the contractor. Any dispute related to damage / repair or any other problem, the. The Director (P), NPTI will be the supreme authority and his decision will be final.
- 44 The electricity should not be used for cooking purpose under any circumstance. Electricity shall be conserved, by using minimum lights and fans and other electric appliances. Electricity can be used for Refrigerators, Hot case, Grinders, Juicers, etc.
- 45 The contractor shall be personally responsible for satisfactory execution of the contract. He shall make himself available on the site as frequently as actually needed by the work requirement. He shall also make himself available whenever called by the NPTI authority for taking corrective measures for better performance. The contractor shall post an experienced and qualified supervisor on regular basis, who shall interact with the NPTI authority for day-to-day requirements.
- 46 The contractor should supply fruits / milk, bread, khichdi, gruel / curd *etc.* in lieu of meals to the sick trainees. Hot water for drinking purpose shall be supplied to the trainees who demand for it without extra charges. He should provide appropriate food like faraly chiwada / sav, faraly jalabi / fruits during religious fasting days in lieu of meals. The contractor will charge separately for such fast materials and the rate will be decided by NPTI.
- 47 Display Board should be used in the mess hall showing:(1) oil used, (ii) atta used, (iii) rice used. The Supplier shall prominently display the menu and rates in the canteen.
- 48 The Supplier shall charge the rate of eatable, hot and cold drinks as approved by NPTI (as per the contract) and to be collected directly from the trainees/staff of NPTI. However, payment of official Lunch/snacks, packaged boarding charges for residential programs will be paid by NPTI as and when it is intimated officially.
- 49 During Workshop / Seminar / conference etc., the contractor will have to provide tea / coffee snacks etc., as per the requirement. The menu & the rate can be fixed in consultation with NPTI authority. When situation demands, working lunch is to be arranged in the mess with rate and menu decided by the NPTI authority and the contractor. The contractor must himself ensure that the officers will be served satisfactorily. In case of any complaint, rate will be reduced to haof the rate in addition to penalty.
- 50 During general fast day namely Aashadhi Ekadeshi, Kartik Ekadeshi & Mahasivratri, etc. fast related items including fruits should be served as per the requirement of the trainees. A register to know their choice will in advance should be kept in the mess hall and approval taken Tea/Snacks

for faculty / staff members to be served at 11.30 am and 3.30 pm as per requirement on payment basis.

51. Persons other than trainees & occupants of NPTI Hostels/Guest house and staff of NPTI, will not be permitted to avail mess facility unless permitted by NPTI authority. Preparation of food utilizing NPTI infrastructures for outside party are strictly prohibited. Guest charges will be as mentioned in the breakup charges.

**52. HYGENIC CONDITIONS**

- a. Crockery & serving bowls must be properly cleaned.
- b. Kitchen & Mess hall should be thoroughly cleaned after each service.
- c. Drums meant to store atta & food grains should be properly covered.
- d. Fresh vegetables must be used. Waste vegetables must be disposed off immediately.
- e. Proper cleanliness inside as well as outside of the Mess premises should be maintained.

**53. GENERAL CONDITIONS FOR PREPARATION OF FOOD & ITS SERVING**

- a. Rice should be cooked properly.
- b. Chapatti should be baked properly & it should be soft.
- c. For preparation of SABJI each day, the vegetable must be changed.
- d. Potatoes mixed with any vegetable should not exceed 20 %.
- e. Basmati rice of reputed brand at least one year old should only be used.
- f. Readymade atta should not be used. Branded atta only should be used.
- g. Different salad items to be served each time. At least three items of salad are to be provided during LUNCH & DINNER as per Menu.
- h. OIL must never be reused for making puri, vegetable etc.
- i. Sweet served should be prepared of pure ghee. It should be fresh & tasty. In case it is to be procured from outside it must be from Haldiram Bhujawala.
- j. Fruits served for LUNCH should be fresh & of good quality.
- k. Milk served at breakfast & for tea / coffee etc., must be packets of "Mother Dairy / Amul brand milk.
- l. On every Sunday, during LUNCH time VEGETABLE PULAO should be prepared using BASMATI RICE (White) ONLY.

- m. For trainees suffering from diabetes, heart ailments, or sick patients, separate tea / coffee or food items should be arranged by the contractor on written request duly approved by Program Director.
- m. On advance request Bislery water / Cold drinks / ice-cream should be served on extra payment.
- o. Mess employees should be with proper uniform having name of the firm mentioned on the front pocket of the shirt

**NOTE :**

1. Contractor have to provide Mangers full time having requisite qualification for pantry works and will be supervised the food preparation, arrangements of dining, distribution etc. and also the housekeeping of dining and kitchen from 7.00 am to 11.00 pm ( in shift) every day including Saturday, Sunday & Holidays
2. The regular housekeeping / upkeepment / maintenance of dining and kitchen area will be executed by the canteen contractor round the clock at his own cost & risk. No manpower from housekeeping contract will be provided in dining / kitchen for cleaning work.
3. National Power Training Institute shall provide necessary accommodation for the canteen services alongwith furniture items which shall be subject to replacement etc from time to time at its sole discretion.

The contractor shall have to pay the licence fee for the accommodation so provide @ 300/- per month for the Canteen. In addition, contractor shall be required to pay the charge @ 200/- per month for the use of furniture supplied by NPTI for the Canteen. However, electricity and water will be provided free of cost. No electricity is to be used for kitchen/cooking purpose. Electricity can be used for Refrigerators, Hot case, Grinders, Juicers, etc.



## **SECTION – 3**

### **Job specifications and scope of work**

### **SECTION-3**

#### **Specification and scope of service**

#### **Appendix – I of Section - 3**

#### **M E N U ( MONTHLY)**

#### **A. (To be Served for Trainees/Students staying in hostels on Monthly Rate Basis)**

##### **1. MORNING BED TEA / COFFEE (06:30 To 07:00 A.M.)**

Morning bed tea (tea bag)/coffee of a minimum 100 ml should be served to trainees/students/guests in their rooms in all the hostels at 06:30 a.m. with proper flask & cups. Water & Milk should be in the ratio of 1:1.

##### **2. BREAKFAST (WITH TEA / COFFEE)**

Tea ( Tea bag ) /coffee of a minimum 100 ml. Water & Milk should be in the ratio of 1:1

##### **(A) Essential Part (must be served every day):-**

(1) Bread ( Four slices normal size ) with Butter in chiplet (8-10 gm) and Mixed Fruit Jam in sachet **or** Bread ( Four slices normal size ) with two eggs omlette or two stuffed Parantha with 100 gms curd.

**OR**

##### **(B) Items from any one of the following:-**

**(Items mentioned below are limited to 200 gms excluding chutney and sambar etc.)**

1. Masala Dosa **(Each With Chutney & Sambar )**.
2. Alu-Poha With Usal ( Kabuli-Channa Or Gram ).
3. Idli With Sambar & Chutney.
4. Sambar Wada With Chutney.
5. Puri With Bhaji.
6. Cholay Bhatore.
7. Pav Bhaji.
8. Uttappam With Sambar & Chutney.
9. Wada Pav.
- 10 Two Parotha ( Plain / Masala With Chatani & Bhaji).

##### **3. COMMON THALI - LU N C H / DINNER (Fixed meal)**

**(A) 4 nos. Phulka / Tandoori Roti :-** (Branded Aata is to be used) –  
**Puri On Every Sunday During Lunch** (4 nos. each)

**(B) Plain Rice :-** (Branded basmati rice, at Least One Year Old).  
Vegetable Pulao of Basmati Rice on **Every Sunday During Lunch**  
(100 gms. each)

- (C) **Dal** :- (Tur Dal / Mung Dal / Masur Dal) or Mix Dal and Sambar to be prepared thick.
- (D) **Sukhi Green Sabji ( only one)** - (1) Bhindi, (2) Cauli-Flower, (3) Gawar, (4) Chowalia Single Or With Alu, (5) Cabbages, (6) Simla Mirch Single Or With Alu, (7) Zunka Besan, (8) Beans, (9) Karela, (10) Baigan Bharta, (11) Guard (12) Pumpkin, (13) Sem, (14) Carrots, (15) Beats, (16) Raddish, (17) Parbals (18) Tinde Or any other Seasonal Vegetables.
- (E) **Curry Sabji ( only one)** - (1) Dam Alu, (2) Alu Matar, (3) Veg. Kofta, (4) Phul Gobi, (5) Masala Baigan/Bharva Baigan/Tinde, (6) Alu Baigan, (7) Lauki, (8) Kumda (Lal Dudhi), (9) Patta Gobi With Alu, (10) Palak Or Methi Paneer, (11) Kabuli Or Kala Channa With Alu, (12) Methi Besan, Chubak (Besan Wadi), (13) Malai Khofta Etc., (14) Soyabeans (15) Dry Peas, (16) Rajma, Or Seasonal Sabji can be used **every day unique**.
- (F) **Curd (Limited)- a 100ml** (Daily prepared from milk) - **No Tin Curd should be used. Dahi Curry** (Kadi) Or Yoghurt can be served instead of Curd once a week.
- (G) **Pickle (Limited)** Diff. varieties should be used.
- (H) **Salad (Limited)** Minimum Three Items (In addition to Lemon & Onion) Should Be Used (Kukumbar, Beet, Radish, Carrot).
- (I) **Papad (Limited) Lijjat / Bikanare** (Mung Or Mixed with Urad). Roasted or Fried.

**Note:- Lunch / Dinner Minimum Menu**

- (1) **Rice & Roti,**
- (2) **Two Vegetables,**
- (3) **Salad,**
- (4) **Papad,**
- (5) **Dal / Channa / Rajma,**
- (6) **Pickles,**
- (7) **Curd / Raita,**
- (8) **Mouth Freshner / Fennel sheed (snoof)**

Twice in a week during lunch/dinner, in place of Curry Sabji following is to be served to the Trainees :

- (1) Paneer Butter Masala / Malai Kofta with min 150 gms Paneer .
- or**
- (2) Fish, Chicken, Mutton curry/ masala min 150 gms

**Note :-**

- 1. Food Must Be “ Tasty “ With Less Masala, Salt & Oil and vegetables / Dal used for lunch should not be repeated in dinner**
- 2. Under unavoidable circumstances any change in the menu can be effected in consultation with mess committee / office incharge of NPTI.**
- 3. Tea / Coffee to be served in bone china cup & saucer or good quality paper cups (Biodegradable). No plastic / disposable cup / glass of non biodegradable nature will be allowed.**
- 4. All Lunch / Dinner will be served in good quality utensils.**
- 5. All utensils including Thermos / Flask / water jug will be provided by the contractor nothing will be given by NPTI .**

**BUFFET M E N U**

**B. (To be served to the Trainees/Students covered under packaged boarding facilities for residential courses)**

**1. MORNING BED TEA / COFFEE (06:30 To 07:00 A.M.)**

Morning bed tea (tea bag)/coffee of a minimum 100 ml should be served to trainees/students/guests in their rooms in all the hostels at 06:30 a.m. with proper flask & cups. Water & Milk should be in the ratio of 1:1.

**2. BUFFET BREAKFAST (WITH TEA / COFFEE)**

Tea ( Tea bag) /coffee of a minimum 100 ML. Water & Milk should be in the ratio of 1:1..

**(A) Essential Part (must be served every day):-**

(1) Bread ( Four slices normal size ) with Butter in chiplet (8-10 gm) and Mixed Fruit Jam in sachet **or** Bread ( Four slices normal size ) with two eggs omlette or two stuffed Parantha with 100 gms curd.

**OR**

**(B) Items from any one of the following:-  
(Items mentioned below are limited to 200 gms excluding chutney and sambar etc.)**

1. Masala Dosa (**Each With Chutney & Sambar** ).
2. Alu-Poha With Usal ( Kabuli-Channa Or Gram ).
3. Idli With Sambar & Chutney.
4. Sambar Wada With Chutney.
5. Puri With Bhaji.
6. Cholay Bhatore.
7. Pav Bhaji.
8. Uttappam With Sambar & Chutney.
9. Wada Pav.
10. Two Parotha ( Plain / Masala With Chatani & Bhaji).

**3 (A) BUFFET - L U N C H / DINNER ( VEG)**

(a) **Phulka / Tandoori Roti :-** (Branded Aata is to be used)- **Puri on Every Sunday During Lunch.**

(b) **Plain Rice :-** (Branded Basmati rice at Least One Year Old). / Vegetable Pulao of Basmati Rice.

- (c) **Dal** :-(Tur Dal / Mung Dal / Masur Dal) or Mix Dal and Sambar to be prepared thick.
- (d) **Sukhi Green Sabji ( only one)** - (1) Bhindi, (2) Cauli-Flower, (3) Gawar, (4) Chowalia Single Or With Alu, (5) Cabbages, (6) Simla Mirch Single Or With Alu, (7) Zunka Besan, (8) Beans, (9) Karela, (10) Baigan Bharta, (11) Guard (12) Pumpkin, (13) Sem, (14) Carrots, (15) Beats, (16) Raddish, (17) Parbals (18) Tinde Or any other Seasonal Vegetables.
- (e.1) **Curry Sabji (only one)** -(1) Dam Alu, (2) Alu Matar, (3) Veg. Kofta, (4) Phul Gobi, (5) Masala Baigan/Bharva Baigan/Tinde, (6) Alu Baigan,(7) Lauki, (8) Kumda (Lal Dudhi), (9) Patta Gobi With Alu, (10) Palak Or Methi Paneer, (11) Kabuli Or Kala Channa With Alu,(12) Methi Besan, Chubak (Besan Wadi),(13) Malai Khofta etc.,(14) Soyabeans (15) Dry Peas, (16) Rajma, Or Seasonal Sabji can be used every day unique.
- or**
- (e-2). **Paneer** vegetables with 75 gms. of paneer for each.
- (f). **Curd - 100 ml** (Daily prepared from milk) - **No Tin Curd should be used. Dahi Curry** (Kadi) Or Yoghurt can be served instead of Curd once a week.
- (e) **Pickle** Diff. varieties should be used
- (h) **Salad** Minimum Three Items (In addition to Lemon & Onion) Should Be Used (Kukumbar, Beet, Radish, Carrot).
- (i) **Papad Lijjat / Bikanare** (Mung Or Mixed with Urad). Roasted Or Fried.
- (j.1)**Fruit (Limited)**- Banana, Apple, Water Melon, Mango, Papita, Grapes,Orange, Chikku, Or Any Seasonal Fruit With Variation (One Piece) Medium Size **80 To 100 gms.** **or**
- (j.2) 2 pcs. sweets / ice cream ( 50 gms. cup of butterscotch / Anjeer Badam / Vanilla of Mother dairy / Amul make to be served )

### **3 (B) BUFFET - L U N C H / DINNER (NON VEG)**

same as item 3 (A) except item (e.1). 150 gms chicken / fish or 150 gms paneer for each to be served.

### **3 (C) BUFFET - L U N C H / DINNER (NON VEG) CONTINENTAL FOOD FOR FOREIGN TRAINEES PREPARED WITH MATCHING HERBS, OIL ETC.**

**Tea / Snacks etc as per item no. 1**

1. Breakfast (Buffet / unlimited ) , (2 Fruits, Cornflakes, Milk, Juice ,Bread Omelet, Boiled eggs, Fruit Jam ,Jelly, Fried Potatoes, Macaroni / Noodles)

2. Non Veg. Lunch ( Buffet / unlimited), ( Non Veg. Item Boneless), (1 Soup, 1 Non Veg (Fish or chicken), 2 Vegetables with white/Brown gravy, Rajma/ Choley, 2 seasonal fruits, Yogurt, Ice-cream/ Gulab Gamun)
3. Dinner ( Buffet / unlimited), ( Non Veg. Item Boneless), (1 Soup, 1 Non Veg (Fish or chicken), 2 Vegetables with white/Brown gravy, Rajma / Choley, 2 seasonal fruits, Yogurt, Ice-cream/ Sweet dish)
4. **Tea & Snacks with class room tea:**
  - a. Evening Snacks (With Tomato Sauce/Chutney)(Limited):-50 To 70 gms any one of the following on rotation basis.(1) Alu Bonda, (2) Besan Pakoda, (3) Mung Pakoda, (4) Samosa (5) Cutlet , (6) Wafers, (7) Paneer Pakoda etc. with tea / coffee 100 ml
  - b. Tea Or Coffee:- 100 ml ( Quality as Morning Tea/Coffee with two biscuits in class room = two times)

**C. Menu for High Tea with Snacks to be supplied for official function**

- I) Normal High Tea - (a) Tea / Coffee , Sweet – 1 no., Pastry (Pineapple/ Chocolate) – 1No.,Wafers and snacks (Samosa /Cutlet/Paneer Pakora / Kachori) 1 no.with tomato sauce in sachet
- (b) Tea / Coffee & Cold Drink, Wafers and snacks (Samosa /Cutlet/Paneer Pakora / Kachori) 1 no. With tomato sauce in sachet
- II) Special High Tea Same as item I (a) with roasted Cashew / Almonds approx. 50 gms. each

**Note :-**

- 1. Food Must Be “ Tasty “ With Less Masala, Salt & Oil and vegetables / Dal used for lunch should not be repeated in dinner**
- 2. Under unavoidable circumstances any change in the menu can be effected in consultation with mess committee / office incharge of NPTI.**
- 3. Tea / Coffee to be served in bone china cup & saucer good quality or paper cups (Biodegradable) no plastic / disposable cup / glass of non biodegradable nature will be allowed.**
- 4. All Lunch / Dinner will be served in good quality utensils.**
- 5. All utensils including Thermos / Flask / water jug will be provided by the contractor nothing will be given by NPTI .**

**EXTRA ITEM :-**

ON REQUEST PURE HOT / COLD MILK IS TO BE PROVIDED TO THE TRAINEES AT A FIXED RATE ( AS DECIDED BY MESS COMMITTEE / OFFICE INCHARGE, NPTI)

ANY TRAINEE CAN TAKE COLD DRINK/ ICE CREAM ON PAYMENT BASIS.



**APPENDIX – IV OF SECTION - 3**

**PERMISSIBLE BRANDS OF CONSUMABLES ITEM TO BE USED  
BY THE CONTRACTOR**

|               |                                                    |
|---------------|----------------------------------------------------|
| Besan, Rava   | Good local brands                                  |
| Pulses/Dals   | Good local brands                                  |
| Atta :        | Aashirvad, Pillbury, Nature Fresh                  |
| Oil Refined   | Sundrop, Nature Fresh, Godrej                      |
| Salt          | Iodised salt such as Tata, Annapurna, Nature Fresh |
| Spices        | MDH, MTR or equivalent quality brands              |
| Ketchup       | Maggi, Kissan, Heinz                               |
| Butter :      | Amul, Britannia, Mother Dairy                      |
| Tea :         | Brook Bond, Lipton, Tata                           |
| Coffee :      | Nescafe, Rich Bru                                  |
| Bread :       | Amul, Modern, Britannia , Perfect make             |
| Jam :         | Kissan                                             |
| Milk          | Toned milk of Mother Dairy/ Amul                   |
| Paneer :      | Amul / Mother dairy                                |
| Biscuits :    | Britannia, Parle, Good Day                         |
| Ice Cream,    | Mother Dairy / Amul,– all varieties                |
| Mineral Water | ISI marked Kinley/Bisleri/Ganga, etc.              |

**Note : The Contractor may use any other brand only after obtaining prior written approval from NPTI.**

## **SECTION - 4**

Pre qualification of bidders

**SECTION - 4**  
**PREQUALIFICATION BID**

| Sl. No.   | Pre Qualification Criteria                                                                                                                                                                                                            | Detail to be filled up by the bidder |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>A</b>  | <b>General particulars of the agency</b>                                                                                                                                                                                              |                                      |
|           | 1. (a) Name of the Agency                                                                                                                                                                                                             |                                      |
|           | (b) Type – Individual/Partnership/ Public limited / Pvt. Ltd<br>(Please enclose copy of Memorandum/Articles of Association/ Registration with Govt. Department)                                                                       |                                      |
|           | (c) Regd. Address                                                                                                                                                                                                                     |                                      |
|           | (d) Address of Office at Delhi / NCR                                                                                                                                                                                                  |                                      |
|           | (e) Contact Person's<br>i) Name & Design.<br>ii) Tel. No. Landline / Mobile<br>iii) Email ID                                                                                                                                          |                                      |
|           | 2. PAN/GIR No. (Please enclose photocopy)                                                                                                                                                                                             |                                      |
|           | 3. Tin No. (Please enclose photocopy)                                                                                                                                                                                                 |                                      |
|           | 4. Service Tax Regn. No. (Please enclose photocopy)                                                                                                                                                                                   |                                      |
|           | 5. EPF Registration No. (Please enclose photocopy)                                                                                                                                                                                    |                                      |
|           | 6. ESI Registration No. (Please enclose photocopy)                                                                                                                                                                                    |                                      |
| <b>B</b>  | Average Annual Turnover for the last 3 years :<br>(Should be more than Rs 38.00 lakh)<br><br>i) 2010-2011<br>ii) 2009-2010<br>iii) 2008-2009<br>(Please enclosed copies of audited balance sheet and P&L A/C / ITCC / Bank statement) |                                      |
| <b>C.</b> | Experience of similar work in the field during the last three year<br><br>(Should have provided similar works/services in reputed organization including at least one PSU/Govt. Deptt. with work order not less than                  |                                      |
|           | (a) Rs.100.00 lakh in a single similar completed / ongoing work                                                                                                                                                                       |                                      |
|           | (b) Rs. 62.58 lakh each in two similar complete / ongoing works                                                                                                                                                                       |                                      |
|           | (c) Rs. 50.00 lakh each in three similar complete / ongoing works                                                                                                                                                                     |                                      |



**SECTION - 5**  
**FINANCIAL BID**

## SECTION- 5

### (Financial Bid)

To

The Director (project)  
NPTI, Sector-33,  
Faridabad – 121 003

Ref.: Tender No.

Dated

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial Bid for supply of services as per the invitation for this and in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

The Price quoted by us for the services detailed in Section 3 Appendix – I to III of the bid document is as below:

### APPENDIX - I

#### 1. Charges for Trainees / Student in hostels on monthly Rate Basis

| Sl. No. | Description                                                                         | Qty | Unit  | Rate for 1 <sup>st</sup> year (A) | Cost for 1 <sup>st</sup> year (A-1) | Rate for 2 <sup>nd</sup> year (B) | Cost for 2 <sup>nd</sup> year (B-1) |
|---------|-------------------------------------------------------------------------------------|-----|-------|-----------------------------------|-------------------------------------|-----------------------------------|-------------------------------------|
| 1.      | Bed Tea<br>(as per menu under section -3 Appendix -I)                               | 1   | Each  |                                   |                                     |                                   |                                     |
| 2.      | Break Fast including Tea / Coffee<br>( as per menu under section –3 Appendix-I)     | 1   | Each  |                                   |                                     |                                   |                                     |
| 3.      | Lunch / Dinner<br>(as per menu under section –3 Appendix-I))                        | 2   | Each  |                                   |                                     |                                   |                                     |
| 4.      | Full day cost per trainees per day<br>( Sl. No. 1 + 2 + 3)                          | 1   | Day   | ----                              |                                     | -----                             |                                     |
| 5.      | Total cost per trainee per month * (for 1 <sup>st</sup> year & 2 <sup>nd</sup> year | 1   | Month | ----                              |                                     | -----                             |                                     |
| 6.      | Average cost per month                                                              | 1   | Month |                                   |                                     |                                   |                                     |

|  |                         |  |  |     |
|--|-------------------------|--|--|-----|
|  | $\frac{(A-1 + B-1)}{2}$ |  |  | Rs. |
|--|-------------------------|--|--|-----|

\* Multiplying factor 30.147 with full day rate for calculating per month rate

#### APPENDIX - II

#### 2. Charges for Buffet Menu (Veg.) for Trainees covered under packaged boarding facilities for residential courses

| Sl. No. | Description                                                                             | Qty | Unit  | Rate for 1 <sup>st</sup> year<br>(A) | Cost for 1 <sup>st</sup> year<br>(A-1) | Rate for 2 <sup>nd</sup> year<br>(B) | Cost for 2 <sup>nd</sup> year<br>(B-1) |
|---------|-----------------------------------------------------------------------------------------|-----|-------|--------------------------------------|----------------------------------------|--------------------------------------|----------------------------------------|
| 1.      | Bed Tea<br>(as per menu under section –3 Appendix-II)                                   | 1   | Each  |                                      |                                        |                                      |                                        |
| 2.      | Break Fast including Tea / Coffee<br>(as per menu under section –3 Appendix-II)         | 1   | Each  |                                      |                                        |                                      |                                        |
| 3.      | Lunch / Dinner (Veg.)<br>(as per menu under section –3 Appendix-II)                     | 2   | Each  |                                      |                                        |                                      |                                        |
| 4.      | a) Evening Tea with Snacks as 4(a)                                                      | 1   | Each  |                                      |                                        |                                      |                                        |
|         | b) Class room tea with Biscuits as 4(b)                                                 | 2   | Each  |                                      |                                        |                                      |                                        |
| 5.      | Full day cost per trainees per day<br>(Sl. No. 1 + 2 + 3 + 4)                           | 1   | Day   | ----                                 |                                        | ----                                 |                                        |
| 6.      | Total cost per trainee per month<br>* (for 1 <sup>st</sup> year & 2 <sup>nd</sup> year) | 1   | Month | ----                                 |                                        | -----                                |                                        |
| 7.      | Average cost per month<br>$\frac{(A-1 + B-1)}{2}$                                       | 1   | Month | Rs.                                  |                                        |                                      |                                        |

\* Multiplying factor 30.147 with full day rate for calculating per month rate

APPENDIX - III

**3. Charges for Buffet Menu (Non Veg.) for Trainees covered under packaged boarding facilities for residential courses**

| Sl. No. | Description                                                                             | Qty | Unit  | Rate for 1 <sup>st</sup> year (A) | Cost for 1 <sup>st</sup> year (A-1) | Rate for 2 <sup>nd</sup> year (B) | Cost for 2 <sup>nd</sup> year (B-1) |
|---------|-----------------------------------------------------------------------------------------|-----|-------|-----------------------------------|-------------------------------------|-----------------------------------|-------------------------------------|
| 1.      | Bed Tea<br>( as per menu under section –3 Appendix-II)                                  | 1   | Each  |                                   |                                     |                                   |                                     |
| 2.      | Break Fast including Tea / Coffee<br>( as per menu under Section –3 Appendix-II)        | 1   | Each  |                                   |                                     |                                   |                                     |
| 3.      | Lunch / Dinner (Non. Veg.)<br>(as per menu under Section –3 Appendix-II)                | 2   | Each  |                                   |                                     |                                   |                                     |
| 4.      | a) Evening Tea with Snacks<br>as 4(a)                                                   | 1   | Each  |                                   |                                     |                                   |                                     |
|         | b) Class room tea with Biscuits<br>as 4(b)                                              | 2   | Day   |                                   |                                     |                                   |                                     |
| 5.      | Full day cost per trainees per day<br>( Sl. No. 1 + 2 + 3 + 4)                          | 1   | Day   | ----                              |                                     | ----                              |                                     |
| 6.      | Total cost per trainee per month*<br>(for 1 <sup>st</sup> year & 2 <sup>nd</sup> year ) | 1   | Month | ----                              |                                     | ----                              |                                     |
| 7.      | Average cost per month<br>$\frac{(A-1 + B1)}{2}$                                        | 1   | Month | Rs.                               |                                     |                                   |                                     |

\* Multiplying factor 30.147 with full day rate for calculating per month rate



APPENDIX - IV

**4. BUFFET - L U N C H / DINNER (NON VEG) CONTINENTA FOOD FOR FOREIGN TRAINEES PREPARED WITH MATCHIN HERBS OIL ETC**

| Sl. No. | Description                                                                         | Qty | Unit  | Rate for 1 <sup>st</sup> year (A) | Cost for 1 <sup>st</sup> year (A-1) | Rate for 2 <sup>nd</sup> year (B) | Cost for 2 <sup>nd</sup> year (B-1) |
|---------|-------------------------------------------------------------------------------------|-----|-------|-----------------------------------|-------------------------------------|-----------------------------------|-------------------------------------|
| 1.      | Bed Tea<br>( as per menu under Section -3 Appendix-IV)                              | 1   | Each  |                                   |                                     |                                   |                                     |
| 2.      | Break Fast including Tea / Coffee<br>( as per menu under Section -3 Appendix-IV)    | 1   | Each  |                                   |                                     |                                   |                                     |
| 3.      | Lunch / Dinner (Veg.)<br>(as per menu under Section - 3 Appendix-IV)                | 2   | Each  |                                   |                                     |                                   |                                     |
| 4.      | a) Evening Tea with Snacks as 4(a)                                                  | 1   | Each  |                                   |                                     |                                   |                                     |
|         | b) Class room tea with Biscuits as 4(b)                                             | 2   | Day   |                                   |                                     |                                   |                                     |
| 5.      | Full day rate per trainees per day<br>( Sl. No. 1 + 2 + 3 + 4)                      | 1   | Day   | ----                              |                                     | ----                              |                                     |
| 6.      | Total cost per trainee per month* (for 1 <sup>st</sup> year & 2 <sup>nd</sup> year) | 1   | Month | ----                              |                                     | ----                              |                                     |
| 7.      | Average cost per month<br>$\frac{(A-1 + B-1)}{2}$                                   | 1   | Month | Rs.                               |                                     |                                   |                                     |

\* Multiplying factor 30.147 with full day rate for calculating per month rate

APPENDIX - V

**5. High Tea with snacks ( Section – 3 Appendix – III)**

| <b>Sl. No.</b> | <b>Description</b>                                                      | <b>Qty / month</b> | <b>Unit</b> | <b>Rate for 1<sup>st</sup> year (A)</b> | <b>Cost for 1<sup>st</sup> year (A-1)</b> | <b>Rate for 2<sup>nd</sup> year (B)</b> | <b>Cost for 2<sup>nd</sup> year (B-1)</b> |
|----------------|-------------------------------------------------------------------------|--------------------|-------------|-----------------------------------------|-------------------------------------------|-----------------------------------------|-------------------------------------------|
| 1.             | I (a) Normal High Tea                                                   | 75                 | Each        |                                         |                                           |                                         |                                           |
|                | I (b) Normal High Tea ( Cold drink etc)                                 | 75                 | Each        |                                         |                                           |                                         |                                           |
| 2.             | II ) Special High Tea                                                   | 75                 | Each        |                                         |                                           |                                         |                                           |
| 3.             | Total cost for one month in 1 <sup>st</sup> year & 2 <sup>nd</sup> year | --                 | --          | ----                                    |                                           | ----                                    |                                           |
| 4.             | Average cost for month                                                  | --                 | --          | Rs.                                     |                                           |                                         |                                           |

APPENDIX - VI

Menu on Daily rate basis for trainees and staff

| SI No. | Name of Item                                                  | Qty | Unit | Rate for 1 <sup>st</sup> year<br>(A) | Cost for 1 <sup>st</sup> year<br>(A-1) | Rate for 2 <sup>nd</sup> year<br>(B) | Cost for 2 <sup>nd</sup> year<br>(B-1) |
|--------|---------------------------------------------------------------|-----|------|--------------------------------------|----------------------------------------|--------------------------------------|----------------------------------------|
| 1      | a) Tea Special 100 ml. (Reademade)                            | 75  | Each |                                      |                                        |                                      |                                        |
|        | b) Tea Special 100 ml. With tea bag                           | 75  | Each |                                      |                                        |                                      |                                        |
| 2      | Coffee 100 ml                                                 | 75  | Each |                                      |                                        |                                      |                                        |
| 3      | Lassi (150 gm Curd) Sweet or Salty                            | 5   | Each |                                      |                                        |                                      |                                        |
| 4      | a) Fruit Juice (200 ml. Fresh)                                | 30  | Each |                                      |                                        |                                      |                                        |
| 5      | Toast and Butter ( 2 Bread slice) with 8-10 gm butter chiplet | 20  | Each |                                      |                                        |                                      |                                        |
| 6      | Toast and Jam ( 2 bread slice)                                | 20  | Each |                                      |                                        |                                      |                                        |
| 7      | Two Egg Omelet                                                | 20  | Each |                                      |                                        |                                      |                                        |
| 8      | Single Egg Omelet                                             | 20  | Each |                                      |                                        |                                      |                                        |
| 9      | Dahi Vada 2 pieces ( 40 gm each)                              | 20  | Each |                                      |                                        |                                      |                                        |
| 10     | 2 Sambar Vada ( 60 gm each)                                   | 20  | Each |                                      |                                        |                                      |                                        |
| 11     | 1 plate Upma with Chatni ( 120 gm)                            | 5   | Each |                                      |                                        |                                      |                                        |
| 12     | 2 idle with sambar ( idle 75 gm each)                         | 10  | Each |                                      |                                        |                                      |                                        |
| 13.    | 1 Plain vada ( 50 gm)                                         | 10  | Each |                                      |                                        |                                      |                                        |
| 14.    | 1 Dal Vada ( 40 gm)                                           | 10  | Each |                                      |                                        |                                      |                                        |
| 15.    | 1 Samosa ( 70 gm) with chatni                                 | 20  | Each |                                      |                                        |                                      |                                        |
| 16.    | 1 Kachodi (950 gm) with chatni                                | 20  | Each |                                      |                                        |                                      |                                        |
| 17.    | 1 Vegetable cutlet with chatni ( 100 gm)                      | 10  | Each |                                      |                                        |                                      |                                        |
| 18.    | 1 Bread Roll with chatni                                      | 5   | Each |                                      |                                        |                                      |                                        |
| 19.    | Vegetable Sandwich ( 2 slices) with tomato sauce in sachet    | 5   | Each |                                      |                                        |                                      |                                        |
| 20.    | 4 Poori with Choley ( std. Size with 125 gm)                  | 5   | Each |                                      |                                        |                                      |                                        |
| 21.    | 2 Bhatura with channa ( std. Size with 125 gm)                | 5   | Each |                                      |                                        |                                      |                                        |
| 22.    | a) Chowmin – full plate ( 250 gm)                             | 20  | Each |                                      |                                        |                                      |                                        |
|        | b) Chowmin – half plate ( 150 gm)                             | 20  | Each |                                      |                                        |                                      |                                        |
| 23.    | 1 Plane dosa with chatni                                      | 5   | Each |                                      |                                        |                                      |                                        |
| 24.    | 1 Masala Dosa with sambar chatni                              | 5   | Each |                                      |                                        |                                      |                                        |
| 25.    | 1 Onion Uthpam                                                | 2   | Each |                                      |                                        |                                      |                                        |
| 26.    | 1 plane pratha ( 150 gm)                                      | 20  | Each |                                      |                                        |                                      |                                        |
| 27.    | 1 stuffed pratha ( 160 gm)                                    | 20  | Each |                                      |                                        |                                      |                                        |
| 28.    | Plan curd ( 125 gm)                                           | 20  | Each |                                      |                                        |                                      |                                        |

|                                                            |                                                                                                             |     |       |      |  |      |  |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----|-------|------|--|------|--|
| 29.                                                        | Seasonal Vegetable – 1 plate ( 120 gm)                                                                      | 10  | Each  |      |  |      |  |
| 30.                                                        | Dal fried – Full plate ( 120 gm)                                                                            | 10  | Each  |      |  |      |  |
| 31.                                                        | Vegetable Soup – 1 cup ( 120 gm)                                                                            | 50  | Each  |      |  |      |  |
| 32.                                                        | Tomato soup – 1 cup ( 120 gm)                                                                               | 50  | Each  |      |  |      |  |
| 33.                                                        | Chicken soup – 1 cup ( 120 gm)                                                                              | 50  | Each  |      |  |      |  |
| 34.                                                        | 1 chapati ( std. Size)                                                                                      | 100 | Each  |      |  |      |  |
| 35.                                                        | Plain Nan ( 120 gm)                                                                                         | 10  | Each  |      |  |      |  |
| 36.                                                        | Butter Nan ( 120 gm)                                                                                        | 10  | Each  |      |  |      |  |
| 37.                                                        | Stuffed Nan ( 140 gm)                                                                                       | 10  | Each  |      |  |      |  |
|                                                            | a) Plain Rice full plate ( 150 gm)                                                                          | 20  | Each  |      |  |      |  |
|                                                            | b) Plain Rice half plate (75 gm)                                                                            | 20  | Each  |      |  |      |  |
| 38.                                                        | Zera Rice/Veg. Pulao ( 150 gm)                                                                              | 20  | Each  |      |  |      |  |
| 39.                                                        | a) Pastry – Pine Apple ( std. size)                                                                         | 20  | Each  |      |  |      |  |
|                                                            | b) Pastry – Chocolate ( std. size)                                                                          | 10  | Each  |      |  |      |  |
| 40.                                                        | Burfi/Rasgul a/Gulab jamun ( 70 gm)                                                                         | 25  | Each  |      |  |      |  |
| 41.                                                        | Custard ( 100 ml)                                                                                           | 5   | Each  |      |  |      |  |
| 42.                                                        | Kheer ( 250 gm.with suger)                                                                                  | 5   | Each  |      |  |      |  |
| 43.                                                        | Milk (250 gms.) with suger                                                                                  | 15  | Each  |      |  |      |  |
| 44.                                                        | a) Vegetable Patties ( std. size) with tomato sauce in sachet                                               | 20  | Each  |      |  |      |  |
|                                                            | b) Cheese Patties ( std. size) with tomato sauce in sachet                                                  | 20  | Each  |      |  |      |  |
|                                                            | c) Chicken Patties ( std. size) with tomato sauce in sachet                                                 | 10  | Each  |      |  |      |  |
| 45.                                                        | Rice chicken ( 150 gm Boiled Rice & 100 gms. chicken)                                                       | 10  | Each  |      |  |      |  |
| 46.                                                        | Rice Egg Curry ( 2 egg with 150 gms. Rice)                                                                  | 15  | Each  |      |  |      |  |
| 47.                                                        | Shahi Paneer / Palak Paneer / Mater Paneer / Malai Kopta or special seasonal vegetable to be prepared daily |     |       |      |  |      |  |
|                                                            | a) Full Plate – 300 gm ( 80 gm paneer)                                                                      | 10  | Each  |      |  |      |  |
|                                                            | b) Half Plate – 150 gm ( 40 gm paneer)                                                                      | 5   | Each  |      |  |      |  |
| 48.                                                        | Total cost for one month in 1 <sup>st</sup> year & 2 <sup>nd</sup> year                                     | 1   | Month | ---- |  | ---- |  |
| 49.                                                        | Average cost per month<br>$\frac{A-1 + B-1}{2}$                                                             |     | month | Rs.  |  |      |  |
| <b>Misc. items to be provided by the contractor on MRP</b> |                                                                                                             |     |       |      |  |      |  |
| 1                                                          | Cold Drinks (Pepsi/Coke/Limca etc.)                                                                         |     | Each  | MRP  |  |      |  |
| 2                                                          | b) Fruit juice (200 ml. Canned)                                                                             |     | Each  | MRP  |  |      |  |
| 3                                                          | Ice cream ( 100 gm.)                                                                                        |     | Each  | MRP  |  |      |  |
| 4                                                          | Mineral Water ( 1 ltr / ½ ltr.                                                                              |     | Each  | MRP  |  |      |  |

|   |                                  |  |      |     |  |
|---|----------------------------------|--|------|-----|--|
| 5 | Lemon Water Per Glass ( 200 ml.) |  | Each | MRP |  |
|   |                                  |  |      |     |  |

(Any other item as an when introduced, prior approval of the Competent Authority of the NPTI will be taken on the prices)

## Appendix - VII Section - 5

The Financial Bid value will be calculated by using following expression

| Sl. No. | Description                                                                                                                                       | Unit       | Qty.<br><br>(A)     | Average cost per month based upon the rate quoted by the bidder<br>(B) | Total cost<br><br>(A x B) |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------|------------------------------------------------------------------------|---------------------------|
| 1.      | Charges for Trainees / Student in hostel on monthly basis (Appendix – I Section – 5)                                                              | Each month | 1770 unit per month |                                                                        |                           |
| 2.      | Charges for Buffet Menu (Veg.) for Trainees covered under packaged boarding facilities for residential courses (Appendix – II Section – 5)        | Each month | 2702 unit per month |                                                                        |                           |
| 3.      | Charges for Buffet Menu ( Non. Veg.) for Trainees covered under packaged boarding facilities for residential courses (Appendix – III Section – 5) | Each month | 736 unit per month  |                                                                        |                           |
| 4.      | Buffet – Lunch / Dinner (Non Veg.) Continental food for foreign trainees ( Appendix – IV section – 5)                                             | Each month | 177 unit per month  |                                                                        |                           |
| 5       | High Tea ( Appendix – V Section – 5)                                                                                                              | Each month | 1                   |                                                                        |                           |
| 6.      | Misc. items ( Appendix – VI section – 5)                                                                                                          | Each month | 1                   |                                                                        |                           |
|         | Grand Total                                                                                                                                       |            |                     |                                                                        |                           |

### NOTE :

- Quantities of above noted items are indicative based upon previous experience. NPTI does not provide any guarantee regarding quantities & no minimum guarantee( in items of quantity) will be furnished to the contractor towards consumption of food item.
- Unit rates for 2<sup>nd</sup> year should not be less than 1<sup>st</sup> year's rate. Any bidder not meeting this requirement shall not be considered.
- NPTI officials, NPTI Guest and visitor may take any item from the menu noted on monthly rate categories for which rate against the particular item/s will be charged as per the quoted rate only.
- Payment will be made as per on actual consumption / order basis.

**Signatures of authorized signatory**

**Name**\_\_\_\_\_

**Designation**\_\_\_\_\_

**Seal:**

**SECTION - 6**

**ANNEXURES**

DECLARATION

I ..... Proprietor/Director/Authorized signatory of agency/firm mentioned above, is competent to sign this declaration and execute this tender document.

I/we have read the General Terms and Conditions of the contract given above, I agree to abide by them.

The information/document furnished with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signatures of authorized signatory**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal:**

Date: \_\_\_\_\_

Place : \_\_\_\_\_

**Bank Guarantee Format (for EMD in case bidders are not submitting this in form of DD)**  
**BANK GUARANTEE**

**NATIONAL POWER TRAINING INSTITUTE**

**SECTOR -33 , FARIDABAD**

Dear Sir,

In consideration of **National Power Training Institute , Sector33, Faridabad** (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having issued Notice Inviting Tender under specification No. \_\_\_\_\_ dated \_\_\_\_\_ M/S \_\_\_\_\_ having its registered office at \_\_\_\_\_ (hereinafter called the "Bidder") who wishes to participate in the said tender for \_\_\_\_\_ have agreed to accept an irrevocable and unconditional Bank Bid Guarantee for an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) valid upto \_\_\_\_\_ on behalf of the Bidder in lieu of cash deposit required to be made by the Bidder, as a condition precedent for participation in the said bid.

We, the \_\_\_\_\_ Bank, \_\_\_\_\_ Place, a body corporate constituted under Banking Companies Acquisition and transfer of undertakings Act, 1970 having its Head Office \_\_\_\_\_, do hereby unconditionally and irrevocably guarantee and undertake to pay to the "Owner" immediately on demand without any demur reservation protest, contest and recourse to the extent of the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_). Any such claims/demands made by the said "Owner" on us shall be conclusive and binding on us irrespective of any dispute or differences raised by the bidder.

This guarantee shall be irrevocable and shall remain valid upto \_\_\_\_\_, if any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from \_\_\_\_\_ on whose behalf of this guarantee is issued.

Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and our guarantee shall remain in force upto \_\_\_\_\_ and unless a demand or claim under the guarantee is made on us in writing on or before \_\_\_\_\_ all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

We, the said Bank lastly undertake not to revoke this guarantee during its currency except with previous consent of the owner in writing and agree that any changes in the constitution of the said bidder of the said bank shall not discharge our liability hereunder.

In witness where of the Bank, through its authorized officer, has set its hand and stamp on this day of 2011 at \_\_\_\_\_.

**Witness**

**Signature**



(with name and official address)

Name  
Designation with bank stamp)

1.

Power of Attorney No.

2.

**ANNEXURE - III**

**FORM FOR PERFORMANCE GUARANTEE**

The National Power Training Institute

WHEREAS .....

(name and address of the Supplier) (hereinafter called "the Supplier") has undertaken, in pursuance of contract no. .... dated ..... to supply

(description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the Supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Supplier, up to a total of

.....

..... (amount of the guarantee in words and figures), and

we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which

may be made between you and the Supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the .....day of....., 20.....

.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch  
(Bank's common seal)

