

No.F.50-9/2017-NM  
Government of India  
Ministry of Culture  
National Museum  
Janpath, New Delhi-110011

28 APR 2017

27.04.2017

Sub: Annual Rate Contract of Catering arrangement for Programs and Functions in the National Museum  
– regarding

Sir,

National Museum, Janpath invites sealed tenders for the Annual Rate Contract of Catering arrangement. Sealed Tender may be submitted in sealed envelopes super scribed as “Annual Rate Contract for Catering” addressed to the Administrative Officer, National Museum, Janpath, New Delhi so as to reach the undersigned by **02.00 p.m. on or before 24<sup>th</sup> May 2017**. Bid will be opened on **24<sup>th</sup> May 2017 at 04.00 p.m.** by the Local Purchase Committee of the National Museum in the presence of the tenderers or their authorized representatives who may like to be present. **Menu for Tea, High Tea and Lunch are mentioned in Annexure I**

**TERMS AND CONDITIONS**

1. The Invitation is open to all genuine Catrers who have PAN/GST/VAT/GST registration/Service tax in their name.
2. **License related to operating Management services (Certificate issued by Food Safety & Standards Authority of India (FSSAI).**
3. “TENDER’ should be written in block letters on the top of the Envelope. Last date of submission of the quotation and office reference no. may also be mentioned, on the envelope. Envelop must have address and mobile number.
4. The firm/agency are required to work in the National Museum on the terms and conditions prescribed by the National Museum only. Canvassing directly or indirectly in connection with tender is strictly prohibited and the tenders submitted by the firm who resort to canvassing are likely to be rejected.
5. Contract will be valid initially for a period of one year from the date of award of contract and extendable for another one year. The rates quoted shall remain in force for the full period of the contract. No demand for revision of rates on any account shall be entertained during the contract period. It shall be open to the National Museum to extend the agreement on the same terms and conditions for further period, if necessary.

6. The firm should be in a position to provide catering arrangement at short notice as well as on holidays/Sundays as and when required at the designated premises
7. Firm/Agency having experience for successfully completed catering works during last two year ending 31.03.2017. (Copy of relevant documents may be enclosed).
8. Firm/caterers having a minimum financial turnover of Rs.5.00 lakhs Per annum the last two years, ending 31<sup>st</sup> March,2017 of the previous year (Copy of relevant documents may be enclosed).
9. The proprietor or his agent shall be available on his telephone (Office as well as residence)/ email and also on mobile phone so as to enable this office to call him in emergency cases.
10. A copy of the Terms and Conditions as given in the Tender documents and declaration form as per prescribed format, should be duly signed and sealed by the tenderers in all pages, thereby conveying his acceptance of the same, and submit it along with the Bid.
- 11. All charges logistic i.e. packing, forwarding, serving, good quality crockery, delivery charges, service charges, cartages etc. shall be inclusive plus GST should be mentioned clearly and separately if any. Nothing extra shall be payable and no claim otherwise will be entertained in this regard later on.**
12. The Bids will be accepted, only if they are neatly typed. Handwritten bids will not be accepted. Cutting/overwriting etc. in the Bids will not be accepted.
13. PLEASE SUBMIT EMD (EARNEST MONEY DEPOSIT) FOR AN AMOUNT OF RS.5000.00 (RUPEES FIVE THOUSAND ONLY) IN THE FORM OF DEMAND DRAFT IN FAVOUR OF D.D.O., NATIONAL MUSEUM, NEW DLEHI. QUOTATIONS WITHOUT EMD SHALL BE LIABLE FOR REJECTION.
14. All arrangement for catering including table, good quality crockery, logistics and serving staff ,cooking arrangement, packing, forwarding, serving, delivery etc.will be Caterer responsibility. No Plastic cups/plates etc will be acceptable

