

Request for Proposal (RFP) No
12021/Wet Canteen/21-22/DG NCC/Lgs Coord dated 19 Mar 2021

Tele: 26195672

महानिदेशालय राष्ट्रीय कैडेट कोर
Directorate General NCC
परिभारिकी निदेशालय (समन्वय)
Logistics Directorate (Coord)
रक्षा मंत्रालय/Ministry of Defence
आर के पुरम/RK Puram
नई दिल्ली/New Delhi-110 066

RFP No. 12021/Wet Canteen/21-22/DG NCC/Lgs Coord

19 Mar 2021

M/s. _____

REQUEST FOR PROPOSAL (RFP) FOR RUNNING OF
WET CANTEEN AT HQ DG NCC CAMP, DELHI CANTT
FOR THE PERIOD 01 MAY 2021 TO 30 APR 2022

INSTRUCTIONS TO BIDDERS FOR RUNNING OF WET CANTEEN

Sir,

1. On behalf of the DG NCC, the sealed bids are invited from bidders for **Running of Wet Canteen** at HQ DG NCC Camp Delhi Cantt, New Delhi-110010 for the period with effect from 01 May 2021 to 30 Apr 2022 as per schedule of requirements listed in **Part II of this RFP**. The date of commencement of contract is provisional and subject to change to be notified in the Supply Order. The bids will be received upto 1430 hrs on 08 Apr 2021. The bids will be opened at Library Room of HQ DG NCC, West Block-IV, RK Puram at 1500 hrs on 08 Apr 2021.
2. Please super scribe the "***RUNNING OF WET CANTEEN***" and RFP number on the sealed cover to avoid the bids being declared invalid.
3. This **RFP is to be submitted for Technical Bid duly every page signed & stamped** by the vendor as token of acceptance of terms and conditions mentioned in the RFP.
4. Commercial Bids in sealed covers are invited for running of Wet Canteen for a period from **01 May 2021 to 30 Apr 2022**, extendable for a further period of two years on year to year basis subject to satisfactory performance of the contractor. An addition of 5% over the previous year rebate will be effected every year, if the contract is extended. Please super scribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the bid being declared invalid.

(Signature of the Tenderer)

5. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below :-

- (a) **Bids/queries to be addressed to.** AQMG (Coord), HQ DG NCC, RK Puram.
- (b) **Name/designation of the contact personnel.** AQMG(Coord), HQ DG NCC.
- (c) **Telephone numbers of the contact personnel.** 011-26195672, AQMG (Coord), HQ DG NCC.

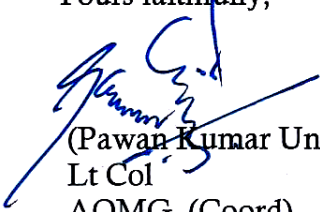
7. This RFP is divided into five parts as follows:

- (a) **Part I** - Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- (b) **Part II** – Contains essential details of services required and other details etc.
- (c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
- (d) **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
- (e) **Part V** – Contains Evaluation Criteria and Format for Price Bids.

8. This RFP is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. The Buyer also reserves the right to withdraw the **RFP AND REJECT ANY TENDER**, should it become necessary at any stage.

9. Please return this letter along with the complete RFP duly signed as attached.

Yours faithfully,


(Pawan Kumar Uniyal)
Lt Col
AQMG (Coord)
for DG NCC

10. I/We am/are in possession of a complete set of RFP issued by you, and have understood and agree to abide by the above instructions as well as those contained in the contract forms. The attached RFP forms duly completed and signed are submitted herewith.

Date: 2021

Signature of Tenderer

(Name in Block letter)
(Capacity i.e. Proprietor/Partner)

PART- I:GENERAL INFORMATION

1. **Last date and time for depositing the Bids.** 08 Apr 2021 by 1430 hrs. *The sealed Bids, should be dropped in tender box by the due date and time. The responsibility to ensure this lies with the Bidder.*

2. **Manner of depositing the Bids.** Sealed bids envelope containing the following three sealed envelopes should be dropped in Tender Box marked as “TENDER FOR RUNNING OF WET CANTEEN” :-
 - (a) Technical Bids - *envelope to be Subscribed as “TECHNICAL BID”*
 - (b) Earnest Money Deposit (EMD)- *envelope to be Subscribed as “EMD”*
 - (b) Commercial Bids. - *envelope to be Subscribed as “COMMERCIAL BID”*

(Late tenders will not be considered)

3. (a) **Time and date for opening of Technical Bids** : 08 Apr 2021 by 1500 hrs
 (b) **Time and date for opening of Commercial Bids** : 15 Apr 2021 by 1430 hrs

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. **Location of the Tender Box.** Near Reception Center, HQ DG NCC Office, West Block IV, New Delhi – 110066. Only those Bids that are found in the tender box will be opened.

5. **Place of opening of the Bids.** Library, HQ DG NCC Office, New Delhi-110066. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time.

6. **The cost of the Tender document.** The vendor/firm can purchase this Tender document from Lgs Dte, HQ DG NCC, West Block-IV, RK Puram at the cost of Rs 100/- or by Demand Draft of Rs 100/- in favour of DGNCC Public Fund. Vendor can use downloaded Tender documents free of cost.

7. **Two-Bid System.** Two-Bid system has been adopted and only the **Technical Bid** would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. **Commercial Bids** of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.

8. **Forwarding of Bids.** Three envelopes, sealed properly, containing (a) **Technical Bid**, (b) **Commercial Bid** and (c) **EMD** should subscribed as “*Technical Bid*”, “*Commercial Bid*” and “*EMD*” respectively on top of it. Commercial Bid in prescribed format placed at **Appendix ‘B’** of this RFP is to be duly stamped and authorised signature on it. All these three envelopes is to be placed in an envelope subscribed as “***RUNNING OF WET CANTEEN***” top of it and sealed properly is to be dropped in Tender Box placed near the Reception Centre. The tender box will be subscribed as “***RUNNING OF WET CANTEEN***”.

(Signature of the Tenderer)

9. **Procedure.** Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.
10. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the customer prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
11. **Clarification Regarding Contents of the Bids.** During evaluation and Comparison of bids, the Customer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
12. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
13. **Unwillingness to quote.** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be de-listed for the given range of items as mentioned in this RFP.
14. **Validity of Bids.** The Bids should remain valid till 120days from the last date of submission of the Bids.
15. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) in favour of the **DG NCC Regimental Fund, New Delhi** for an amount of **Rs. 20,000/- (Rupees twenty thousand only)** along with their bids in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Public sector banks . EMD is to remain valid for a period of forty five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest what so ever, after the receipt of performance security. EMD is not required to be submitted by those Bidders who are registered with the National Small Industries Corporation (NSIC) and MSME. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender. EMD should be kept separately inside the envelope alongwith quotation in main envelope. **Bids shall not be considered, in case, the EMD is not submitted along with the Technical Bid.**
16. The approval or rejection to tenders(s) rests with Competent Financial Authority (CFA) as applicable, who reserves to himself the right of rejecting any tender in whole or in part of any item in whole or in part in respect of any or all the delivery points shown in the schedule of requirements in Part II or RFP without cause assigned.
17. Any further information required on application can be obtained on any working day between 10 AM to 04 PM addressed to AQMG Lgs (Coord), Logistics Directorate, HQ DG NCC.
18. The Officer(s) operating the contract will be indicated in the supply order/ AT Note.

(Signature of the Tenderer)

PART II- ESSENTIAL DETAILS OF VENDOR/SERVICE REQUIRED

1. **Details of Vendor.** Please fill all the details in proforma given at **Appendix 'A'** of this RFP and attach documents required to be submitted as per the **Appendix 'A'**.
2. **Schedule of Requirements.** **Contractor will have to run Wet Canteen in the HQ DG NCC Camp at Cariappa Parade Ground Delhi Cantt.**
3. **Effective Date of Contract.** The contract shall come into effect from the 01 May 2021 to 30 Apr 2022.
4. **Scope of the Contract.** The Contractor have to sell Dress items (Uniform), accoutrement items, Packaged Snacks, hot & Cold beverages, Items required for Cadets training, items required for area maintenance etc. The average strength in HQ DG NCC Camp is approx 150 soldiers. The Cadets strength during various camps remains 2500 cadets and soldiers approximately for a duration of one month. Following will be adhered to :-
 - (a) He/she will pay rebate to DG NCC Camp Fund, New Delhi in advance (six monthly basis).
 - (b) He/she will also pay following charges through MRO on monthly basis and copy of receipt be provided to OC, HQ DG NCC Camp :-
 - (i) Rental Charges.
 - (ii) Electric Charges.
 - (c) Normal timing for sale of items will be from 0700hrs to 2000 hrs (subject to change on orders of the DG NCC/OC Camp).
 - (d) He/she or his representatives will obtain a security pass from OC Camp and only the pass holders will be permitted to enter the premises of the camp and to carry out the sales.
 - (e) Safe custody of the items shall be the responsibility of the contractor. He will not be provided with any secure space to keep the items in the camp premises during the night. He will not be provided with any other assistance for the safe custody of the items inside the camp premises by the OC Camp or HQ DG NCC.
 - (f) Accommodation will be allotted to the contractor only for running of the Wet Canteen. The contractor will bear the rent and allied charges (including electricity charges) (per month) as applicable / approved by the MES for accommodation.
 - (g) The contractor will be responsible to the OC Camp for all administrative matters in the camp and will follow all instructions issued from time to time with regard to administrative and security.
 - (h) He/she will adhere to orders / instructions issued by the HQ DG NCC / OC Camp from time to time. He will also be solely responsible for the working staff and he will furnish the police verification certificate for the staff employed (also as and when the staff is changed). No staff will be changed without prior intimation to the OC Camp.

(Signature of the Tenderer)

- (j) He/she or his representative will sell only those items which have been approved by the BOO / OC Camp. The items will be displayed prominently in front of the counter. No items other than what has been approved by the BOO will be sold by the contractor.
- (k) The items will be sold at the approved rates only, as decided by Board of Officers.
- (l) Canteen area is to be kept clean and maintained properly.
- (m) The contractor should be prepared for surprise and periodical checks to ensure quality of items being served by him.
- (n) The personnel provided by the contractor shall wear proper uniforms during the office hours provided by the contractor himself. Canteen personnel will not be allowed to enter in the office premises without the uniform.
- (o) Penalty will be levied for not carrying out the terms of the said contract. The penalty shall be worked out by the contractor on the basis of unsatisfactory work. In case of any dispute, decision of the Deputy Director General (Logistics), HQ DG NCC, West Block-4, RK Puram, New Delhi-110066 will be final.
- (p) Based on the performance of the contractor, DG NCC at his discretion may extend the period of contract, for a further period of one / two years, if agreed mutually. Extension will be on year to year basis. An addition of 5% over the previous year rebate will be effected every year, if the contract is extended.
- (p) Subletting of Contract is not permissible.
- (r) DG NCC, reserved the right to stop the sales at any time without assigning any reasons.

5. **Eligibility Criteria.** Firm should have the following certificates / documents valid as on date of issue of this tender enquiry. Any document to be attached should be self attested :-

- (a) Participating firm/vendor should have an experience in running of Canteen Services. Please attach experience certificate clearly mentioning the period of experience therein.
- (b) Firm should have valid GST No. in the name of firm or in the name of proprietor of the firm in case of proprietary firm **(copy to be enclosed)**.
- (c) PAN Card & Aadhar Card of the owner/proprietor**(copy to be enclosed)**.
- (d) IT return of year 2018-19 and 2019-20 **(copy to be enclosed)**.
- (e) Undertaking that no criminal cases are pending against the proprietor/ firm/directors relating to previous service contracts.

(Signature of the Tenderer)

- (f) Undertaking that labourers to be deployed will have valid police verification report/clearance.
- (g) Undertaking by the vendor/firm that *“I / We have gone through the ‘General Conditions of the Contract’ detailed in Part-II of the application. I / We fully understand the same and confirm that I / We agree to fully comply with the same.”*
- (h) Undertaking that **no criminal cases** are pending against the proprietor/ firm/
- (j) Undertaking that the firm has never been Black-Listed by any Govt/Semi-Govt/ PSU/Pvt Organization.
6. **Commercial Bid.** Commercial Bids to be submitted in separate sealed covers as per format given at **Appendix ‘B’**. Bidders are required to furnish clause by clause compliance of eligibility criteria bringing out clearly the deviations from the eligibility criteria, if any.
7. **Agreement Deed.** The successful bidder/contractor will require to submit Agreement Deed within 30 days from the date of written intimation to this effect.
8. **Contract Operating Authority.** Contract for ‘Running of Wet Canteen’ at **HQ DG NCC Camp** New Delhi, once finalized, will be operated by Logistics Directorate for **OC, HQ DG NCC Camp**, New Delhi – 110 010.

PART-III : STANDARD CONDITIONS OF RFP

1. The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.
2. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
3. **Effective Date of the Contract.** The contract shall come into effect from the date as mentioned in contract awarding letter and shall remain valid until the completion of the obligations of the parties under the contract. The performance of the services shall commence from the effective date of the contract.
4. **Arbitration.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).

(Signature of the Tenderer)

5. **Penalty for Use of Undue Influence.** The seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

6. **Agents / Agency Commission.** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

7. **Access to Books of Accounts.** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

(Signature of the Tenderer)

8. **Non-Disclosure of Contract Documents.** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

9. **Termination of Contract.** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) Seller is unable to meet the requirement of Wet Canteen asked by this office.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) **Non Payment of Wages to labourers hired for Wet Canteen in time i.e. last working day of the following month despite repeated warnings.**
- (e) Misbehaviour with any official of this office by him or his employees.
- (f) The Buyer has noticed that the Seller has utilised the services of any agent in getting this contract and paid any commission to such individual/company etc.
- (g) As per decision of the Arbitration Tribunal.
- (h) Non submission of PBG/rebate within stipulated time.
- (j) Non compliance to the terms and conditions of Contract Agreement/RFP.
- (k) Upon buyer's discretion after giving 30 days notice without assigning any reason whatsoever.

10. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting.** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

13. **Taxes and Duties.** Any change in any duty/tax upward/downward as a result of any statutory variation in any duty/tax taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

PART- IV: SPECIAL CONDITIONS OF RFP

1. The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.
2. **Performance Guarantee.** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business for **rupees thirty five thousand (Rs. 35,000/-)**. Performance Bank Guarantee will be valid up to 60 days beyond the contract period. The specimen of PBG is given in Form DPM-15, (Available in MoD website and can be provided on request).
3. **Repeat Order Clause.** The contract will have a Repeat Order Clause, wherein the Buyer can extend the contract for “Running of Wet Canteen” upto three months, if agreed mutually. During the extended period the vendor will be liable to pay rebate accordingly and terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Buyer to place the Repeat order or not.
4. The Contractor shall be contactable at all times and message sent by e-mail/fax phone/Mobile phone/Special Messenger to the Contractor shall be acknowledged immediately, on the same day.

Statutory Conditions of the Contract (Applicable In Case of Successful Bidder)

5. The Contractor shall also abide by the provisions of the Child Labour (Provision and Regulation) Act, 1986.
6. It shall be the responsibility of the Contractor to issue employment card to each labour, employed by the contractor.
7. The Contractor shall arrange for such facilities as provided for in the Contract Labour (Regulation and Abolition) Act for the welfare and health of the labour employed on the work.
8. The Contractor agrees to indemnify the Customer against all claims for compensation by or on behalf of any workman employed by him in connection with this agreement for injury or death by accident under the Workman Compensation Act (Act VIII of 1923).
9. **Police Verification.** At all times, the contractor will be responsible to ensure that workers engaged by him are security cleared by Police Station of worker’s residing area. Police verification is to be submitted prior to commencement of the contract. The contractor will also ensure that no person employed by him for the services has been/ is involved in any activity against the interest of state.
10. The Contractor shall be responsible for all commissions and omissions on part of manpower engaged for the purpose. HQ DG NCC shall not be responsible in any manner whatsoever, in matters of injury/death/health etc. of the contractor’s employees performing duties under this contract.

(Signature of the Tenderer)

11. **Warning Clause.** In case any complaint is received from users, the following penalty will be imposed in addition to deduction of amount equivalent to deficiency in manpower deployment/material supplied:-

- (a) First Complaint - Verbal Warning.
- (b) Second Complaint - Written Warning/Show cause notice.
- (c) Third Complaint - Issue of Show Cause Notice for termination of contract and PBG of the contract will be forfeited.

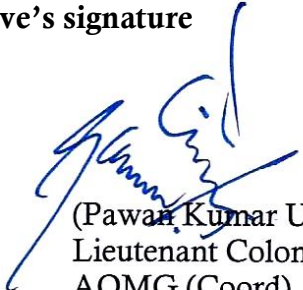
PART - V : EVALUATION CRITERIA & PRICE BID ISSUES

1. Every Page of this RFP is to be submitted for Technical Bid duly signed & stamped by the authorised signatory as token of acceptance of terms and conditions mentioned in the RFP.
2. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
3. Bidders are to send their Commercial Bids in the prescribed format (*at Appendix 'B'*) to RFP only, failing which their offers may be rejected.
4. The award of contract will be decided upon the **highest rebate** quoted by the particular Bidder as per the Commercial-Bid format given at Appendix 'B' to this tender enquiry / RFP. **All columns of the Commercial Bids shall be filled in by the bidder and no column should be left blank failing which the bid will be rejected.**
5. Cutting/alteration made in the tender shall render it invalid. **DG NCC reserves the absolute right to reject the bid/tender without assigning reason whatsoever it may be.**
6. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, **the amount in words** will prevail for calculation of price.

Note : DG NCC reserves the right to reject any applications without assigning any reason for following reasons:-

- (a) **Over writings/cuttings or unclear figures/words.**
- (b) **Commercial bids without firm representative's signature**

Thanking you,


(Pawan Kumar Uniyal)
Lieutenant Colonel
AQMG (Coord)
for DG NCC

(Signature of the Tenderer)

Appendix 'A'

(Refer to para 1 (page 5) of Part II)

DETAILS OF VENDOR

1.	Name of Firm	
2.	Firm/Office Address <i>(Attach a photo of office front side with signed and stamped overleaf)</i>	
	Office Telephone Number/s	
	Fax Number	
	e-mail	
3.	GST No (Attach documents)	
4.	<u>Nature of Company</u>	<p>(Please Tick (√) where applicable)</p> <p>(a) Proprietary</p> <p>(b) Pvt Ltd</p> <p>(c) PSU</p> <p>(d) Ex Servicemen Unit</p> <p>(e) Partnership</p> <p>(f) Others</p>
5.	<p><i>Give Name, residential address with telephone of proprietor for Proprietary</i></p> <p style="text-align: center;">OR</p> <p><i>Give Name, designation, residential address of Chief Executive or Managing Director for Pvt Ltd</i></p> <p style="text-align: center;">OR</p> <p><i>Give Name, address, Telephone no with partnership deed (if partnership firm).</i></p>	
6.	<u>Nature of Business</u>	<p>(Please Tick (√) where applicable)</p> <p>(a) Trader</p> <p>(b) Dealer</p> <p>(c) Supplier</p> <p>(e) Sole selling or Authorised Agent</p>

(Signature of the Tenderer)

7.	<p><u>Details of Registration</u></p> <p><i>(Attach proof of valid registration, if any)</i></p> <p>(a) NSIC/ SSI</p> <p>(b) MSME</p> <p>(c) HQ DG NCC</p> <p>(c) Other Defence Departments</p> <p>(d) Other Govt Departments</p>	<p>(Tick (√) Yes/No& give details if YES)</p> <p>(Yes / No)</p> <p>(Yes / No)</p> <p>(Yes / No)</p> <p>(Yes / No)</p> <p>(Yes / No)</p>
8.	<p>If yes, give the following details :-</p> <p>(a) Department registered with</p> <p>(b) Date of registration and validity</p> <p>(c) Category of Services for which Registered</p> <p>(d) User Satisfaction Performance Certificate</p>	
9.	<p>Have You Got ISO Certification, If yes give details <i>(attach copy of certification)</i></p>	

Appendix 'B'(Para 8 of Part I, Para 6 of Part II,
Para 4 & 7 of Part V of RFP refers)**COMMERCIAL BID****Running of Wet Canteen at HQ 01 May 2021 to 30 Apr 2022***Name of the Firm (M/s)*

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Subject	Rebate in figures (In Rs.)	Rebate in words
Rebate to DG NCC Regimental Fund per Annum: <i>(Excluding Rent & allied charges)</i>		

Dated : 2021

(Signature of Contractor with seal)

Place :

CHECK LIST

Please go through the check list before submitting the Bids :-

1. Sealed bids envelope marked as “**Running of Wet Canteen**” should contain following three sealed envelopes :-

- (a) Technical Bids -envelope to be Subscribed as “TECHNICAL BID”
- (b) Earnest Money Deposit (EMD) -envelope to be Subscribed as “EMD”
- (b) Commercial Bids -envelope to be Subscribed as “COMMERCIAL BID”

2. Please sign all the pages of the RFP duly stamped for submission of **Technical Bid**. However, **Appendix ‘B’** of this RFP is to be submitted for **Commercial Bid**.

3. Please ensure details to be filled by the vendor in Part-II of the RFP are complete in all respect and following documents, duly self attested, are attached and placed in “TECHNICAL BID” envelope :-

- (a) Experience Certificate in running of Canteen Services clearly mentioning the period of experience therein.
- (b) GST Number in the name of firm or in the name of proprietor of the firm in case of proprietary firm.
- (c) PAN Card & Aadhar Card of the owner/proprietor.
- (d) IT return of year 2018-19 and 2019-20.
- (e) Undertaking that no criminal cases are pending against the proprietor/firm/ directors relating to previous service contracts.
- (f) Undertaking that labourers to be deployed will have valid police verification report/clearance.
- (g) Undertaking by the vendor/firm that “*I / We have gone through the ‘General Conditions of the Contract’ detailed in Part-II of the application. I / We fully understand the same and confirm that I / We agree to fully comply with the same.*”
- (h) Registration letter as per **Appendix ‘A’**.
- (j) Signed & stamped every page of RFP (*refer para 4 at page 1 and para 1, Part V*)
- (k) Attach photo of office front side with signed and stamped overleaf.

4. Price Bid for “COMMERCIAL BID” has been properly filled duly signed and stamped.

5. All the envelopes are properly sealed.

Important Dates

- 1. **Last date for Submission of Bid** : **08 Apr 2021 by 1430 hrs**
- 2. **Time and date for opening of Technical Bids** : **08 Apr 2021 on 1500 hrs**
- 3. **Time and date for opening of Commercial Bids** : **15 Apr 2021 on 1430 hrs**
in respect of vendors found technically fit

(Signature of the Tenderer)