

SHORT TERM TENDER NOTICE

File No: NSD/Food Beverages/ 2016-17

06 Oct 2016

Director, National School of Drama, invites open tenders in sealed covers from experienced contractors/agencies/service providers for organizing Asia Pacific Bureau -2016 to be held in the lawns of National School of Drama from 18 Oct 2016 to 25 Oct 2016.

Interested and experience contractors/agencies/service providers fulfilling the necessary eligible criteria are requested to submit their formal application as per the relevant tender documents as mentioned below:

Details of Work/Services

SI No	Work/Services	Nature of Service/supply	EMD
1	Food and Beverages during APB festival)(LUNCH only) for about 250 persons from 18 Oct 2016 to 25 Oct 2016	On Contractual basis	Rs. 20,000/-

AVAILABILITY OF FORMS- To be downloaded from NSD website (www.nsd.nic.in)

Tenders can be deposited From 06 Oct 2016 to 14 Oct 2016 – from 1100 to 1500 Hrs on all days at NSD Reception in Tender Box indicating “Tender for LUNCH only”

Tender shall be opened **at 1700 Hrs on 14 Oct 2016** at NSD by the Tender Purchase Committee in front of bidder/authorized representatives who wish to be present. Any amendment/c corrigendum would be hosted on official website of NSD. Director reserves the right to cancel the tenders at any stage without assigning any reason.

Director

Terms and Conditions, eligibility Criteria and Information for Services

1. The bidder should be a well established Professional Agency/Company/Firm and must have minimum 2 years of experience in same industry and have minimum of 2 years experience of handling such events/conferences/award functions of Govt./Semi Govt./PSU/Autonomous bodies of Govt. of India .
2. The bidder should have full-fledged office set up and adequate manpower with state-of –art infrastructure and resources to support timely service for activities within the scope of work, should enclose necessary documents as a proof of their office set up.
3. Minimum Annual Turnover must be Rs 30, 00,000/- in the last three financial years. Relevant audited financial statements be submitted. Consortium approach will not be permitted.
4. Negotiation will be done with L1 firm. Any confusion in arriving L1 due to any ambiguity created in quoting by any of the bidder, the decision of the competent authority in this regard shall be final.
5. In case the bidder withdraws the offer during the pendency of the offer or afterwards, the earnest money submitted by the bidder will be forfeited.
6. Any enquiry/query raised after the quotation is submitted will not be entertained.
7. The successful bidder shall be required to comply with all the instructions of the venue management and restore the area to its original form after the event.
8. The bidders who have downloaded the tender from the website have to submit the Earnest Money of Rs.20000/-(Twenty thousand only) in the form of Demand draft in favor of Director National School of Drama at New Delhi.
9. The successful bidder will be decided on the basis of L1 to be decided by the Tender Evaluation Committee. If the L1 refuses due to any reason thereof, the L2 has to supply the material /undertake the services at original L1 rates and so on.
10. The successful bidder has to visit NSD as and when required for discussion on the subject matter.
11. The successful bidder would be required to deposit a Security Deposit @ 10% of the contract value in favor of Director National School of Drama in the form of Bank Guarantee /demand draft from Nationalized Bank payable at New Delhi. The Security deposit should remain valid for a minimum of 90 days from the date of completion of all contractual obligations on the part of successful bidder. The performance guarantee will be released on successful completion of the work.

INFORMATION SHEET

S.No	Details	Code
1	Firm's Registration Certificate, copy to be enclosed	A
2.	Address Proof, copy to be enclosed	B
3.	Pan Card Details (to be printed on the letter head of the Company and Signed by the Head of the organizations along with the copy of Pan Card	C
4.	Service Tax and Vat Details	D
5.	Experience of Minimum two years in same industry and having experience of two years in organizing such event of Govt./Semi-Govt./PSU/Autonomous bodies under Govt. of India. Documents and credentials be attached.	E
6.	Copy of last 3 years ITR and 3 years balance sheets duly certified by CA.	F
7.	Name, Contact details (E-mail ID and Mobile No.) and valid ID and address proof authorized to coordinate with the organizer.	G

Signature of the contractor

Name of Work: Providing Food and Beverages Services

MENU(FOR LUNCH) Thai and North Indian(Combined) for 200 to 250 persons(Appx 125 Thai + Appx 125 North Indian)

Starter, soup, salad, Main Course(Assorted breads),Rice, Dessert with bottled drinking water as per MENU below

Soup

(Choose any one)

Cream of Tomato

Sweet Corn Soup

Holt and Sour

Cold Gazppacho soup

Cold Salad Bar

Assortment of Salads and Raita along with Pickle, Paper & Chutney

Buffet Selection

Non Veg/Thai Food

(Choose any Two)

Thai green curry

Thai Red Curry

Thai Yellow Curry

Broccoli French bean ghugni

(Ginger tomato sauce)

Corn Conaans grean peas with onion grass

Thai Style Chicken pasta

Mutton Rogan Josh

Thai Sauges

Mutton Rahra

Chilly Chiken
Red Cabbage Brot Beans Sweet Chilly Sauce.]

Vegetarian
(Choose any one)

Shahi paneer
Kahdai paneer
Palal paneer
Paneer methi masala
Paneer butter masala
Malai Kafta
Chilly paneer
Matar paneer
Matar mushrooms
Mushroom masala

(Choose any two)

Hingwale chatpate Aloo
Allo gobhi
Mixed vegetable
Jeera aloo
Gobhi korma
Palak kofta
Palak Corns
Matar Gobhi
Soya chap masala
Kadi pakokra
Vegetable Sweet and sour
Vegetable Manchurian
Veg's on hot garlic sauce

(Choose any one)

Dal Makahani
Dal Bhukhara
Dal tadka
Pindi chana

(Choose any one)

Thai Noodles
Navaratan Pullao
Vegetable biryani
Jeera rice
Steamed rice
Peas pullao
Hekka noodles
Garlic fried rice
Fried rice
Assorted Indian Breads
Desserts

(Choose any two)

Gulab jamun
Vannilla/strawberry Ice cream
Rose kheer/Strawberry Ice cream
Sapanch Rasgulla

Note: The above menu is only for LUNCH from 18 Oct 2016 to 25 Oct 2016 for about 250 persons

The LUNCH as above is to be served to the international delegates, therefore the crockery must be of international standard i.e. Bone China. The stewards should be well educated and well mannered.

Commercial Quotation

Providing of Food and Beverages Services (LUNCH only) to international guests with Thai as well as North Indian Menu appx. 250 persons per day for 7 days (from 18 Oct 2016 to 25 Oct 2016)

S. No	Item Description	Rate (per plate) including all taxes etc.
1.	Lunch (as per Menu)	

Final Menu will be decided by the NSD authorized representative on daily basis in consultation with the successful contractor in order to avoid repetitive and/or monotonous food. Decision of the NSD authorized rep will be final and binding.

‘Full diet ‘Clause – The successful bidder will have to provide adequate food in each of the categories mentioned above to ensure ‘Full Diet’ for the consumers of the food (per head).

The ratio of Thai food and North Indian food should be in proportion based on the guests’ consumption on first day as well experience of the contractor

Note:

1. The contractor should have to prepare eatables in good hygiene
2. Cleanliness of the kitchen area will be at contractors end.
3. The contractor will use only filtrated drinking water for preparation of food items and ISI/FSSAI standard and branded groundnut or soya bean only.
4. Well managed catering team should be provided for serving.
5. Inspection of the food will be done by the authorized team during the festival
6. Crockery used for serving should be sterilized and hygienic and bone china make

Signature of the contractor