

GOVERNMENT OF INDIA
Directorate of Film Festivals
Ministry of Information & Broadcasting

File No.24/5/2018-FFD

Date: 22.10.2018

**NOTICE INVITING E-TENDER FOR PROVIDING
CATERING/CANTEEN SERVICES FOR IFFI, 2018 AT OLD GMC
BUILDING GOA.**

Directorate of Film Festivals, Ministry of I&B is organizing International Film Festival of India at Goa from 20-28 November, 2018. For this purpose (DFF), invites on-line tender through **Central Public Procurement Portal (CPPP)** for Catering & Canteen services for serving of **SNACKS & TEA** at Old GMC Building, GOA for DFF officers/staff members and other Media Units of Ministry of I&B for at least one month period from the contractor/agencies having experience in running catering & canteen services.

The bidders should submit the Tenders along with **EMD of Rs.18,000/- (Rupees Eighteen Thousand only) in form of DD/Pay order in favor of Pay & Accounts Officer (MS), Ministry of I&B, New Delhi.**

The tenders duly filled it can be uploaded to **Central Public Procurement Portal (CPPP)** up to **5.00 PM on 02/11/2018** which will be opened on **05/11/2018** at **11.00 AM** at Directorate of Film Festivals, Siri Fort Complex, August Kranti Marg, New Delhi 110049.

Part-1 Eligibility Conditions

The bidders should submit the EMD amounting to Rs.18,000/- (Rupees Eighteen thousand only) at Directorate of Film Festivals (DFF), Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 in form of DD/Pay in favor of **PAY & ACCOUNTS OFFCER (MS), MINISTRY OF I & B, NEW DELHI** before closing time 5.00 PM on 02/11/2018. A scanned copy of DD must be uploaded along with bid documents.

The tenders duly filled it can be uploaded to Central **Public Procurement Portal (CPPP)**. Tenders would be received in two bid system i.e. Technical Bid & Financial bid. For becoming eligible for opening the technical bid, the applicant has to submit the following documents **on line in Central Public Procurement Portal(CPPP) (Technical bids)**.

1. GST Registration
2. PAN card.
3. Certificate from the office where the canteen & catering facility is being provided satisfactorily by the bidder, issued by an authorized person for the last year 2017-18 of Govt. /Semi Govt./ PSU/Private for providing services to at least 100 persons at a time.
4. The audited balance sheet duly certified by CA for the years i.e. 2017-18.
5. An Affidavit that the bidders has not been convicted in any legal or judicial proceedings by any court of law in India in last 03 years and have not been blacklisted in any Govt. /semi Govt./PSU/Private.
6. Income Tax Return or Acknowledged ITR for the year 2017-18.
7. The Contractor/Agencies should have **minimum turnover of Rs.18.00 lakh** per annum per year during last two years (2016-17 & 2017-18) in the trade of food & catering services.
8. The right to reject any or all tenders without assigning any reason is reserved with the Director, Directorate of Film Festivals.

NOTE

1. All the documents desired in the tender should be valid on the date of opening of tender.
2. Tender document should be submitted in the same shape/order as issued/downloaded from the DFF website.
3. Rates should be quoted in words and figures both.
4. Technical and Financial bids should be submitted through online on CPP Portal.
5. It will be the liability of the contract to rectify any complaint received from the staff regarding the operation of the canteen or the quality of food item being served.
6. The contractor and his staff shall behave very courteously and if any complaint of misbehavior is received, the guilty person shall be asked to be removed from the complex.
7. No damage should be done to the property of the DFF and in case of any damage it has to be immediately rectified by the contractor, failing which necessary rectification shall be done by the DFF at their own risk and cost.
8. The contractor shall dispose of all type of garbage related to food waste at their own cost at the notified dumping ground by MCG regularly on daily basis.
9. Catering facility should be provided daily to the staff/officers from 1.00 PM and tea time is 4.00 PM.

TENDER PROCESS

1. Tenders are invited in two parts i.e. (1) Technical bid (2) Financial bid
2. The tender form for Technical bid in Proforma prescribed in **Annexure I** and the tender form for financial bid in proforma prescribed in **Annexure II**, complete in all aspects, shall be submitted **on line through CPPP** and addressed to **Deputy Director (Admn), Directorate of Film Festivals, Ministry of Information & Broadcasting, Sirifort Auditoriums Complex, New Delhi-110049** on or before **5.00 PM. of 02.11.2018.**
3. **Technical bids will be opened on 05.11.2018 at 11.00 AM** in the Office of Directorate of Film Festivals, Ministry of I&B, Sirifort Complex New Delhi.
4. Each page of this tender document and all other enclosures appended to it shall be signed by the bidder by affixing their seal, as a token of having read and understood the terms and conditions contained therein and submit the same along with the Qualifying bid. The bidder would fill up the information in Annexure I and II enclosed at the end of this document in clear and legible terms. The rate quoted shall be written in figures and words as well. Tender quotations are not transferrable.
5. The bidders shall quote their **RATE (in both words and figures)**
6. This office reserves the right to postpone/and/or extend the date of receipt/opening of bids or to withdraw the same without assigning any reason thereof.
7. This office reserves the right to accept or reject any bid and to annul the bidding process at any time, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for such action.
8. Incomplete bid document shall be rejected. The valid technical bids shall be scrutinized by the Department to shortlist the eligible bidders. The financial bids of the eligible bidders will **ONLY** be opened later.

Annexure-I

Form -1 Technical Bid

In the first part, which shall be submit in on line separate , the bidder shall give the details, which shall be evaluated by the DFF on the basis of which any agency shall be declared qualified/disqualified for financial bid.

The documents submitted with the technical bid shall be arranged as per the order below. The following Technical information/documents should accompany the quotation. If any of the document is found missing/tempered in the technical bid as given below (from S.No.01 to 07) then the bid will be rejected straight way.

	Particulars	Enclosed/Not enclosed
1	EMD	
2	GST Registration	
3	PAN card number	
4	Certificate from the office where the catering facility is being provided satisfactorily by the bidder, issued by an Authorized person for the last years (2017-18) for providing services to 100persons at a time.	
5	The audited balance sheet duly certified by CA for year 2017-18.	
6	An Affidavit that the bidder has not been convicted in any legal or judicial proceedings by any court of law in India in last 03 years and have not been blacklisted in any Govt./Semi Govt. /PSU/Private.	
7	The Contractor/Agencies should have minimum turnover of Rs.18.00 lakh per annum per year in the trade of food & catering service and income (with proof).	

I have read the terms and conditions and agree to abide with the same

Date:

Signature

Complete address of the company

Annexure-II

Form-II Financial/ (Price Bid):

This shall be submitted in on line the same shall be opened only if the agency is found successful in technical bid, on an assigned day to be intimated in due course.

S.No.	Details	Amount (lump-sum) per peck including all taxes.
1	<p>Serving of 120 per pack daily rate should in lump-sum which should include items to be supplied/served (viz. Dal Fry/Makinecc, , Tandoori Butter Roti/Naan, Rice, Seasonal Vegetable / Mater Paneer, sladc, Sweet, Papad, Cured / Riata,), pickles, tissue paper water (packed glass) along with Tea/Coffee, including Pakora (Tomato/Union) or Samosa or cookies) Fruits one Apple or one Banana or one Orange.</p> <p>All items should be of good quality and vegetable/Pulse should be changed on day to day basis. The Oil should be use of good quality viz. Ground nut/Sunflower etc.</p>	

Dated

Signature

Complete address of the company

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge and I have read and understood the terms and conditions contained in the Tender Document. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized signatory
With date and seal)