

JUSTICE VIKRAMAJIT SEN

Office: Administrator, DDCA, Feroz Shah Kotla Stadium

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11th September 2017

INVITATION FOR CANTEEN CUM RESTAURANT SERVICES

Proposals are sought from reputed firms for providing Canteen Cum Restaurant Services at the Delhi o have a minimum of 10 years of experience in the field of providing canteen & District Cricket Association. Reputed Service providers having valid licenses and sanctions in providing Canteen Cum Restaurant Services should apply.

The applicant is required to provide the following details with the proposal:

1. Name of the Company/Firm and complete Registered Address.
2. Name, Designation and Tel. No(s) of the Contact person.
3. Year of Commencement of Business.
4. List of present and past clients.
5. Details of Similar Work.
6. The contractor has to provide the Menu Card for the following categories:
 - (a) Canteen Services (For employees/staff members.)
 - (b) Restaurants
 - (c) To players during the conditioning cum practice camps & for members. The contractor will be required to provide the services at the time of domestic matches.
7. Volume of Business done during the last two years.

8. Income Tax Assessment Completion Certificates for the financial years 2014-2015 and 2015-2016 duly certified by a Chartered Accountant.
9. Statutory Details: -
 - ✓ (Photocopy duly signed to be attached)
 - Registration No. of the Firm
 - PAN
 - GST Registration No.
 - Name & Address of Bankers along with Current Account details.
10. Status of signatory of the applicant.
11. Whether the applicant is a member of the DDCA.
12. Any other information.

SCOPE OF WORK FOR CANTEEN CUM RESTAURANT

1. The Contractor shall provide food services in all the matches played at DDCA or hosted by DDCA at different venues.
2. The contractor shall provide food services in the restaurant and bar of DDCA.
3. The contractor shall serve a good quality of food/ snacks/ tea/ coffee etc. and which shall be prepared with permissible brand of consumables. The weight quantity of each item served is to be described by the contractor. The contractor has to maintain hygienic environment in the restaurant/canteen including kitchen, stores and surrounding area and will be solely responsible for removal of garbage.
4. The contractor shall be allowed admittance to the site on the date as mutually agreed upon by the parties i.e. date of commencement of restaurant and

canteen services and he shall thereupon and forthwith begin the services and shall regularly proceed till the validity of the agreement.

5. DDCA reserves the right to terminate the Agreement, if it has been found that the Contractor is not complying with his instructions after giving a notice of one month during the probationary period effective from taking over charge of catering services by the contractor.
6. The payments for the food to be served at the restaurant/ canteen shall be made by the staff members/ visitor themselves and not by DDCA. however, for official event/meeting/seminars/conferences or any other events in and outside DDCA premises, the payment shall be made by DDCA as per the rates finalized in the bidding process.
7. The contractor shall raise an invoice fortnightly to the DDCA regarding the food services made during that period and payment shall be made accordingly by the DDCA.
8. Initially agreement will be entered into for 12 months, which can be extended at the discretion of the contractor and DDCA as mutually agreed between them. The first three months from the date of taking over charge of restaurant in respect to the canteen/restaurant services from DDCA, shall be considered as probationary period. The rates of any of the items shall not be charged/ modified during the Agreement period.
9. The contractor shall provide all necessary items for the proper catering services including schedule of quantities and specifications taken together.
10. The contractor shall supply, fix and maintain at his own cost all the equipments provided by DDCA or installed by the contractor for proper catering services. However, DDCA shall provide certain infrastructure including space, furniture items at the start for one time hereinafter “free of cost” which may be considered as subsidy or grant-in-aid to the contractor for providing services

with the sole aim that rates quoted shall be a bare minimum. But the contractor shall bear the cooking gas charges and electricity charges.

11. The contractor shall provide all the other equipments for running the canteen and restaurant and canteen like crockery, cutlery, table linen, flower posts, livery for the canteen staff and these shall be of good quality and standard.
12. The contractor shall in respect of the contract give _____ % of the revenue earned (excluding taxes) to the DDCA through its invoices raised fortnightly, as administrative charges for the maintenance of the club of DDCA.
13. The contractor shall be responsible to pay a minimum wage to its staff in accordance with the minimum wages act of the Govt. of NCT Delhi and shall also be responsible for complying with other statutory compliance such as ESI, PF etc.

INSTRUCTIONS FOR THE APPLICANT

1. Incomplete applications will be rejected.
2. The requirement of the DDCA is for 1 year on contractual basis.
3. That the caterer shall provide canteen/restaurant services in the events, workshops, seminars organized by DDCA outside and within the premises of DDCA at the rates mutually agreed between the Caterer and DDCA and on such terms and conditions as agreed.
4. That the caterer shall provide the food Thali to the employees of DDCA at subsidized rates that are mutually agreed between Caterer & DDCA.
5. The contractor needs to ensure that the hygiene level is maintained at all times.
6. The hygiene level of the staff shall be the responsibility of the contractor.
7. The canteen food has to be of good quality and contractor will be responsible for all statutory compliances.

8. The DDCA reserves the right to inspect the premise of the canteen at any given time.
9. The applicant shall not be a member of DDCA.

The last date for submission of the above Proposal for Canteen Services is 21st September 2017 by 5:00 PM.

Kindly submit the proposal in the sealed cover to Mr. Pradeep Banerjee, DDCA office, Ferozshah Kotla Ground, New Delhi-110002.



Justice (Retd.) Vikramajit Sen
Administrator, DDCA