

SHORT NOTICE TENDER- HOSPITALITY CATERING – TWO BID SYSTEM

TENDER/QUOTATION FOR WOMEN PREMIER LEAGUE 2024 FROM 05th -17TH MARCH 2024.

Sealed Tender / Quotation are invited for providing Hospitality Catering at Delhi & District Cricket Association (DDCA) situated at Ferozshah Kotla Ground, New Delhi – 110002 from reputed firms/agencies/companies having valid licenses and sanctions and experience in the field of providing Hospitality catering for a minimum period of three years, to quote their best offers in SEALED COVERS for WOMEN PREMIER LEAGUE 2024 FROM 05th -17TH MARCH 2024 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi.

Time schedule for tender process:

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|--|---|
| Date of publication of tender notification on official website | 28/02/2024 |
| Last date for Sale of tender document | 02/03/2024 |
| Last date for receipt of duly filled in tenders | 02/03/2024 at 12.00 Noon |
| Date and Time of the opening Bid | Will be intimated separately |
| Cost of Tender | 1,000/- (Non-refundable- to be deposited in form of Demand Draft/Cheque along with bid document) |
| EMD | 1% of the Bid amount to be deposited by way of a demand draft/Cheque. |
| Security Deposit | 10% of the bid amount to be deposited by way of a demand draft/Cheque within 48 hours of award of tender. |

The Company is required to give the following details:-

| COMPANY/FIRM PROFILE | |
|--|--|
| Name of the Company/Firm and complete registered address | |
| Legal Status (Individual, Sole Proprietary firm, Hindu Undivided Family (HUF) business, Partnership firm, Consortium, Joint Venture, Limited Company or Corporation) | |
| Status of the signatory of the applicant | |
| Year of commencement of Business | |
| Has your company been ever blacklisted by any organization? | |

| | |
|---|--|
| Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof? | |
| Name, Designation and Tel. No(s) of the Contact Person -Fax No(s) -E-mail address | |
| Statutory Details (Photocopy duly signed to be attached) - Registration No. of the Firm - PAN - EPF – Registration No. - ESI Registration No. - GST Registration No. - Name & Address of Bankers alongwith Current Account Details | |
| FSSAI License no. | |

(Rs. In Lakhs)

| | | | |
|--|--------------|--------------|---------------|
| | | | |
| Details of annual financial turnover (gross) | FY 2020–2021 | FY 2021-2022 | FY 2022 -2023 |
| | | | |

Instruction to the Bidder/Applicant

- 1. The tender must be submitted in two envelopes – Technical Bid and financial bid**
- Please read the Terms & Conditions carefully before filling up the document.
- Must have institutional kitchen.
- Minimum turnover: 2 Cr
- Incomplete Documents will be rejected. It is in the interest of applicant that they may inspect the proposed premises before submitting the bid.
- DDCA has a requirement of meals –Buffet Style on Match day(s) as under:

| .No | Description | Quantity |
|-----|---|----------|
| 1 | Platinum Gallery/Bay Area | 200 |
| 2 | DDCA lounge (4 th Floor NCH) | 125 |
| 3 | OCH Media 2 nd Floor | 150 |

That the vendor shall be required to provide the items in the Buffet:-

Menu –Bay Area, DDCA Lounge & OCH Media

- Tea/Coffee with Sandwich
- 2 Veg & 2 Non-Veg Snacks
- 2 Veg Dish
- 2 Non-Veg Dish
- Salad, Papad, Raita, Achar, Chutney, etc.
- Jeera Rice
- Assorted Breads
- Desserts – (i) Ice Cream (ii) Gulab Jamun
- Water & Non-Alcoholic Beverages (only Amul Brand)

7. Please note that the final requirements may have variation depending on the guidelines of BCCI / ICC/DDMA/Delhi Police. The exact requirement will be given 2 days before the match.
8. Food tasting at bidders outlet/restaurant(if any). DDCA decision will be final after tasting the food.
9. All Vendors will be responsible to obtain the health trade license from MCD.
10. The applicant should be in the business of providing Hospitality services for a minimum period of three years as on date of submission of tender.
11. All statutory taxes/fees including GST of any kind shall be borne by the applicant.
12. All cutlery will be provided by successful bidder & same will be approved by DDCA.
13. The necessary details / clarification if any can be obtained from DDCA Office.
14. All quotations / offers/ Tenders should be on the form given at annexure with Company / Firms / Organisation Stamp.
15. An Earnest Money Deposit (EMD) in form of Bank Draft equal to 1% of the bid value shall be submitted by all bidders. The Bank Draft will be favouring Delhi & District Cricket Association payable at New Delhi. All quotations submitted without EMD shall be rejected. EMD amount shall be refunded to unsuccessful applicants within a week of opening the commercial bids. EMD shall be submitted by all bidders along with PAN No. / Tin No. / Service Tax Number and I.D Proof with company / Organisation/ Firm's details of Registration, Memorandum & Articles, Partnership / proprietorship details as the case may be.
16. The payment for the services provided by the applicant shall be made within 45 working days after the submission of complete bills after the match.
17. DDCA reserves its right to accept or reject any of the offers or cancel all offers and also

modify conditions or effect any other change in items, terms and conditions.

18. The envelopes containing quotations SUPERSCRIPED with the name of item is to be addressed to Tender and Purchase committee, Delhi & District Cricket Association, Ferozshah Kotla Grounds New Delhi 110002 should be dropped in a box kept at the reception of DDCA during office hours 10 A.M TO 5 P.M.
19. The quotation must reach the office of the DDCA by 02nd Mar 2024 BY 12:00 Noon.
20. The Incomplete quotations in any manner will be summarily rejected.
21. In the event another party is sought to be engaged as Technical Partner for the purposes of the tender, this must be disclosed in the tender with detailed profile of the Technical Partner & DDCA decision in this regard will be final.
22. All disputes shall be subject to the jurisdiction of courts of Delhi.
23. It is hereby clarified that all rights granted pursuant to the Tender are valid only for this match. No future rights are sought to be granted.
24. The Applicant should not be member of DDCA and should not have any close family relatives working in DDCA.
25. Successful bidder will ensure the following:
 26. Proper/ efficient service
 27. Food must be of very high quality.
 28. Deploy adequate well-dressed manpower
 29. Good presentation
 30. Proper hygiene to be maintained.
 31. Snacks & Buffet dinner shall be allowed by successful bidder only to the authorized guests.
32. The Bidder should not be member of DDCA and should not have any close family relatives working in DDCA.

The last date for submission of above Tender /Offer / Quotation for WOMEN PREMIER LEAGUE 2024 FROM 05th -17TH MARCH 2024 to be held at DDCA, Arun Jaitley Stadium Ferozshah Kotla Grounds, New Delhi is 02.04.2024 by 12.00 Noon.

28th February, 2024

**FINANCIAL BID
ANNEXURE 'X'**

| S.No. | Item Name | Cost Per Item | Quantity | Total Cost | Taxes | Final Cost |
|-------|-----------|---------------|----------|------------|-------|------------|
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| | | | | | | |

Total Cost in Figures: _____

Total Cost in Words: _____

Date:

Place:

Signatures

(Name of Authorised Signatory)

Company Stamp