

**PRASAR BHARATI  
DIRECTORATE GENERAL: DOORDARSHAN  
DOORDARSHAN BHAVAN, MANDI HOUSE, NEW DELHI-110001**

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No. 19/02/2020-A&G

Date: 11.11.2020

**TENDER NOTICE**

**Subject: Notice for Invitation for e-tender/online Bids for OPERATING CANTEEN & SNACKS KIOSK ON LEAVE AND LICENCE BASIS IN THE PREMISES OF DOORDARSHAN BHAVAN (TOWER-A, TOWER-B AND TOWER-C), COPERNICUS MARG, NEW DELHI**

The Directorate General of Doordarshan intends to enter into a contract for **OPERATING CANTEEN & SNACKS KIOSK ON LEAVE AND LICENCE BASIS IN THE PREMISES OF DOORDARSHAN BHAVAN (TOWER-A, TOWER-B AND TOWER-C), COPERNICUS MARG, NEW DELHI.** Those firms who fulfil the conditions and are interested may submit Online Tender in this regard with reference to the following:-

<b>General Information</b>	<b>Part-I</b>
<b>Description and essential details of items/services required</b>	<b>Part-II</b>
<b>Standard Condition of RFP</b>	<b>Part-III</b>
<b>Special Condition of RFP</b>	<b>Part-IV</b>
<b>Evaluation criteria &amp; Price Bid issues</b>	<b>Part-V</b>
<b>Annexure (I to IX)</b>	

The tender is to be submitted online at website <https://prasarbharati.eproc.in>, latest by **02.12.2020 at 17:00 Hours** An Earnest Money Deposit (EMD) of **Rs.23,000/- (Rupees Twenty Three Thousand only)** is required to be submitted along with the Technical Bid. The EMD may be submitted in the form of an Account Payee Demand Draft, FDR, Banker's Cheque in favour of **PBBCI, DG:Doordarshan, New Delhi** or Bank Guarantee from any of the Public Sector Banks or a private Sector Bank authorized to conduct government business as per Annexure-II. The Technical Bid shall be opened on the **03.12.2020 at 15:00 Hours**. Tenders will be opened online. DG: Doordarshan reserves the right to reject any or all the tenders without assigning any reason whatsoever.

  
**(Mohan Singh)  
(Section Officer, A&G)**

Copy to: DDG(IT), DG: DDN for uploading on website

मोहन सिंह/MOHAN SINGH  
अधीक्षक/Section Officer  
ए. & ग. विभाग/DO, Doordarshan  
दो. भवन, मन्दी हाउस, नई दिल्ली-110001

(Online BID)

**PRASAR BHARATI**  
**(INDIA'S PUBLIC SERVICE BROADCASTER)**  
**DIRECTORATE GENERAL: DOORDARSHAN**  
Doordarshan Bhawan, Copernicus Marg, New Delhi-110001

**REQUEST FOR PROPOSAL/TENDER DOCUMENT**

**Invitation for e-tender/online Bids for OPERATING CANTEEN & SNACKS KIOSK ON LEAVE AND LICENCE BASIS IN THE PREMISES OF DOORDARSHAN BHAWAN (TOWER-A, TOWER-B AND TOWER-C), COPERNICUS MARG, NEW DELHI**

**Request for Proposal (RFP) No.-19/02/2020-A&G**

**Dated:11.11.2020**

1. Online Bids (Technical & Commercial) are invited for and on behalf of **DIRECTORATE GENERAL: DOORDARSHAN** for **OPERATING CANTEEN & SNACKS KIOSK ON LEAVE AND LICENCE BASIS IN THE PREMISES OF DOORDARSHAN BHAWAN (TOWER-A, TOWER-B AND TOWER-C), COPERNICUS MARG, NEW DELHI** listed in Part II of this RFP.

2. The address and contact numbers for seeking clarifications regarding this RFP are given below:

a.	Queries to be addressed to	Mohan Singh, Section Officer (A&G)
b.	Postal address for sending the Queries/EMD/Bid etc.	Section Officer, A&G Section, Room No.-213, Tower-A, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001
c.	Name/designation of the contact person/officer	Mohan Singh, Section Officer (A&G)
d.	Telephone number of the contact person/officer	011-23114222
e.	e-mail id of contact person/officer	dgddagsection@gmail.com.

3. **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 instructions to the bidders for online bid submission, time, cost of tender document, EMD, place of submission and opening of tenders, modification and withdrawal of bid, clarification regarding contents of the bid/RFP and Validity period of tenders, etc.
- b. **Part II:** Containing essential details of the services required, such as the Schedule of Requirements (SOR), Quantity, Quality, Scope of work, Technical

मोहन सिंह/MOHAN SINGH  
अनुभाग अधिकारी/Section Officer  
दूरदर्शन, कोपर्निकस मार्ग-05, नई दिल्ली-110001  
दूरभाष-011-23114222



## Part I – General Information

1. **Last date and time for submission of online Bids:**

**02.12.2020 at 17:00 Hours**

The online Bids should be uploaded/sent by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of submission of online Bids:**

Instruction for online bid submission is given in detail at Annexure-I of this RFP. All the required documents in support of the eligibility criteria alongwith scanned copy of EMD are also to be uploaded alongwith the bids. The bidders are advised, in their own interest, to submit the requisite papers/documents with their bid as per the specifications/eligibility criteria indicated in part-II of the RFP failing which their bids may be declared as non-responsive/ineligible. Complete e-tender documents may be downloaded from the website <https://prasarbharati.eproc.in> with effect from the date of publication of the tender notice. Information or any issue of corrigendum related to this tender/RFP will be made available/uploaded only on the website <https://prasarbharati.eproc.in> and the Departmental website. Such amendments/modifications shall be binding on all the prospective bidders. **Late tenders will not be considered. No responsibility will be taken for any delay on account of non-delivery/non-submission of online bid on or before time. Bids sent by post/fax or e-mail will not be considered and liable to be rejected.**

3. **Pre Bid Meeting:**

**25.11.2020 at 11:00 Hours**

A pre-bid meeting for the prospective bidders who wants any clarification regarding the contents of RfP will be organised at A&G Section, Room No.222, Tower-A, DG: Doordarshan Mandi House, New Delhi 110001.

4. **Time and date for opening of online Bids:**

**03.12.2020 at 15:00 Hours**

(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 DG:Doordarshan).

5. **Location of the Tender Box for submission of EMD (In original):**

The hard copy of the EMD (in original) is to be submitted at **A&G Section, Room No.222, Tower-A, DG: Doordarshan Mandi House, New Delhi 110001** during the office hours (upto 5:00 pm) on or before the closing date and time of e-submission of online bid failing which the bids will not be considered and liable to be rejected.

MOHAN SINGH  
Section Officer  
Doordarshan  
New Delhi 110001

6. **Place of opening of the Bids:**

A&G Section, Room No.222, Tower-A, DG: Doordarshan Mandi House, New Delhi 110001

The Bidders may depute their representatives, duly authorized in writing, to attend the opening of technical Bids on the due date and time. Details of EMD and 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 bidders representative.**

7. **Submission of online Bids:**

Online bids should be submitted by the Bidders under their original memo/letter head inter alia furnishing details like TIN number, PAN Number, GST Number, Bank Branch address, account number with IFSC code for e-payment with complete postal & e-mail address of their office. Scanned copy of PAN card, GST Registration Certificate, Annual Income Tax Returns filed for last three years, EMD, work experience of similar nature with requisite proof and scanned copy of the tender acceptance letter duly signed by the authorised representative of the firm as a token of acceptance of the terms & conditions of the RFP are also to be submitted online followed by hard copies of these documents.

8. **Modification and Clarification regarding contents of the RFP :**

At any time prior to the deadline for e-submission of bids, the DG:Doordarshan may for any reason, whether on its own initiative or in response to the clarification request by a prospective bidders, modify the bid document. Such modification/ amendment in the bid document/ RFP at any time prior to the deadline for e-submission of bid will be uploaded as 'corrigendum' on <https://prasarbharati.eproc.in> and Departmental website <https://doordarshan.gov.in/> or <http://prasarbharati.gov.in>. Such amendment/modifications shall be binding on all the prospective bidders. DG:Doordarshan at its discretion may extend the deadline for the e-submission of bids if the bid document undergoes changes during the bidding period in order to give prospective bidder time to take into the consideration the amendments while preparing their bids. A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the DG:Doordarshan in writing about the clarifications sought not later than 10(ten)-days prior to the date of opening of the Bids. Copies of the query and clarification issued by the DG:Doordarshan will be sent to all prospective bidders who have received the bidding documents and will also be posted on website.

9. **Modification and Withdrawal of Bids:**

A bidder may modify or withdraw his online bid after submission provided that the written notice of modification or withdrawal is received by the DG:Doordarshan prior to deadline prescribed for submission of online bids. A withdrawal notice may be sent by fax/e-mail but it must be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the DG:Doordarshan not later than the deadline for submission of online bids. **No bid shall be modified after the deadline for submission of online bids. No online bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the**

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नई दिल्ली - 110001

period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

**10. Clarification regarding contents of the Bids:**

During evaluation and comparison of bids, the DG:Doordarshan 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. The DG:Doordarshan also reserves the right to call for additional information/documents as required from the bidders. **No post-bid clarification on the initiative of the bidder will be entertained.**

**11. 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.

**12. 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 delisted for the given range of items as mentioned in this RFP.

**13. Validity of Bids:**

The Bids should remain valid for six months from the last date of submission of the Bids.

**14. Earnest Money Deposit:**

Bidders are required to submit scanned copy of Earnest Money Deposit (EMD) for an amount of **Rs.23,000/- (Rupees Twenty Three Thousand only)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, FDR, Banker's Cheque in favour of **PBCCI, DG:Doordarshan , New Delhi** or Bank Guarantee from any of the Public Sector Banks or a private Sector Bank authorized to conduct government business as per Annexure-II. 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 30<sup>th</sup> day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization and Micro and Small Enterprises (MSEs) as defined in MSEs Procurement Policy issued by Department of 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.** The hard copy of the EMD has to be submitted as per manner indicated in para-4 above.

**15. Two bid system-**

It is a two bid system. Only the technical bids would be opened on the time and date mentioned above. Date of opening of financial/price bid will be intimated after evaluation and acceptance of technical bids by the DG:Doordarshan. Financial/price bids of only those firm will be opened, whose technical bids are found compliant/suitable after technical evaluation is done by the DG:Doordarshan.

मोहन सिंग/ MOHAN SINGH  
अधीक्षक/ Section Officer  
दूरदर्शन, दिल्ली/ DG: Doordarshan  
New Delhi-110001

## Part II - Description and essential details of Services required

### 1. Schedule of Requirements(SOR):

- I. Doordarshan is inviting tender from qualified and reputed service providers for the provision and management of onsite sit down and take away staff canteen and tea kiosk which provides tea/coffee/beverages, meal and refreshments for staff and visitors. The companies/firms should have an adequate experience in managing large cafeteria canteen/food court which are catering for the requirement of approximately 2000-3000 customers per day. The service provider will be required to operate canteen in two places (i.e. one in Tower B and another one in Tower 'C') and three tea/coffee kiosk (one each in Tower A, B & C).
- II. The canteen and catering services shall include procurement of grains and raw material, cooking and preparation of food (semi-cooked/partially baked food-items for applicable recipes to be carried for on-premises cooking), presentation and serving of meals to the staff members and authorized visitors of the DG:DD through dedicated support personnel.
- III. The cooking, preparation and serving of food shall include preparing within the canteen breakfast, lunch, snacks, beverages etc. as per menu approved by the department after taking into account the availability of seasonal vegetables and fruits etc., and serving of prepared food within the defined 'Food Service Area'.
- IV. The Service Provider in consultation with the authorized person will prepare weekly menu out of food-items and the same shall be binding on the Service provider and shall be prominently displayed along with price on a board daily (the weekly menu so-decided should provide diverse menu options for each day to include at least 4-5 items in different food items category viz. breakfast, lunch, snacks, deserts, tea-time snacks etc.).
- V. **Timing for operations of Canteen/Kiosk:** Since Doordarshan operates on 24X7 basis, following timing shall be adhered to:
  - (A) **For Canteen:**
    - Tower – A&B - 06:00 Hrs to 22:00 Hrs.
    - Tower –C - 08:30 Hrs to 18:30 Hrs.
  - (B) **For Kiosk:**
    - Tower –A&C - 08:30 Hrs to 18:30 Hrs.
    - Tower-B - Round the clock (24X7)
- VI. **Average foot fall**

Adequate stock of eatables/food stuff be kept to cater for the requirement of approximately 2500 persons/day and 50,000 persons/month. The details of foot fall are as follows:

Office Name	Staff Strength <sup>+</sup>	No. of Visitors per day <sup>+</sup>	Total No. of Footfall per day <sup>+</sup>
Directorate General, Doordarshan	800	100	900
Doordarshan Kendra	850	125	975
Doordarshan News	600	100	700
Prasar Bharati	500	100	600

Secretariat		
	<b>Total</b>	<b>3175</b>

#### VII. Conduct of workmen and Personnel

- a) The Service provider shall provide uniforms, hand gloves, head cap, aprons etc. to personnel employer by his for canteen/catering services. The Service Provider should provide a minimum of two pairs of uniforms to the personnel deployed and ensure that these personnel report for duty in clean uniform.
- b) The Service provider shall ensure that their personnel wear Uniforms and Identity Cards provided by the Service Provider in such a way that it is prominently displayed and visible so that any person can identify the individual representing the Service Provider.
- c) The Service Provider shall ensure the following dress code:
  - i) Cooking personnel should wear aprons and head (hair) cap
  - ii) Servicing personnel should wear aprons, caps and hand gloves
- d) The Service Provider shall ensure that the canteen and catering personnel should have undergone proper training on all canteens and catering related issues and should be decent and well behaved.
- e) The Service Provider shall ensure that the canteen and catering personnel shall not take any alcohol or intoxicants or be found in an inebriated state or smoking during the duty hours.

#### VIII. Cooking Equipments, Raw Materials Etc.

- a) The Service Provider shall have to arrange for all cooking equipment and cooking appliances/utensils, crockery services, table linen and other necessary equipment's etc. (apart from what is to be provided by the department on "as is where basis") on his own for smooth running of the canteen.
- b) The Service Provider should have sufficient equipment and crockery and other items normally required to cater to at least 500 persons at a given time. He should have sufficient utensils, crockery and other infrastructure to provide the service and also for Buffet Lunch/High Tea, as and when required.
- c) All the provisions/materials required for cooking the food and the manpower required for running of canteen services as specified in RFP shall be arranged by the Service Provider at his cost.
- d) The Service Provider shall, at their cost, maintain adequate stock of food grains, grocery and adhere to the quality standards. Procurement of good quality provisions and other consumables is the responsibility of the Service Provider. The Service Provider shall be responsible for proper hygienic storage of all raw materials.
- e) The Service Provider shall ensure adequate supply of all Material/Consumables/raw materials etc. 15 days in advance, prior to its consumption. However, supply of perishable items should be ensured as per respective useable dates only.

#### IX. Quality and Standards : The illustrative guidelines on quality of food items to be used/cooked/served shall be as under:

- a) The food materials used for cooking must be of best quality as approved by relevant authorities viz. FPO/AGMARK/FSSAI/ISO etc. and good quality vegetables, which is subject to the verification of Authorized Person.
- b) Vegetables & fruits should be washed properly, preferable in potassium permanganate solutions.

श्री श्री/ MOHAN SINGH  
 ज्येष्ठ सहायक/Section Officer  
 ज्येष्ठ निरीक्षक/IG Coordinator  
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 ज्येष्ठ निरीक्षक/IG Coordinator

- c) Milk used for tea/coffee etc., must be packets of reputed brand milk.
- d) For preparation of VEGETABLE each day, the vegetables must be changed in rotation. No similar type of vegetable shall be served repeatedly.
- e) Rice at least one year old should only be used.
- f) Rice should be cooked properly.
- g) Chapatti should be baked properly and it should be soft.
- h) Cooking OIL shall never be reused for frying or cooking etc.
- i) Sweet served should be prepared of pure ghee. It should be fresh & tasty. In case it is to be procured from outside it must be from reputed shop/brand.
- j) Fruits served should be fresh & of good quality.
- k) The use of monosodium glutamate (ajinomoto) is strictly prohibited.
- l) Special food on days of fasting should be served, as per prescribed menu.
- m) Food should be served and maintained warm at all times.
- n) Vegetarian and Non-Vegetarian food will be cooked, kept and served separately.
- o) No food items hurting the sentiments of any religion should be found/kept/prepared/served by the canteen in the department's Premised. If any such incidence is noticed strict action as per prevailing law shall be taken, apart from terminating the contract immediately.
- p) Serving of leftover or stale food will be strictly prohibited and in case any incident of serving of stale or leftover food is brought to the notice of the Authorized Person, the matter will be viewed seriously and the Service Provider will be penalized accordingly.

**X. Cleanliness:** The food has to be prepared in clean, hygienic and safe conditions. The Service Provider shall ensure all cleanliness related work at his own cost. The illustrative guidelines are as under:

- a) The kitchen, hand wash area, dish wash area will be washed with water and Soap solution and mopped after every breakfast, lunch and will be disinfected once in a week or as and when required.
- b) The utensils, crockery, dining plates etc. shall be washed with water and dish-wash solutions properly after every use. Dinnerware/dining plates should be cleaned properly for any stickiness.
- c) The kitchen appliances and all cabinets should be cleaned every week
- d) The inside of refrigerator and other appliances should be cleaned on monthly basis.
- e) The Service Provider shall ensure sanitization of kitchen, dining areas on daily basis due to Covid-19 pandemic.
- f) Cleaning and Housekeeping of Kitchen and dining area, utensils, crockery, kitchen equipment, furniture etc. will be the sole responsibility of the Service Provider and at his own cost.
- g) The highest possible standards are expected in this regard. All possible measures must be taken to ensure hygiene in the kitchen and dining area. These include the provision of ample Liquid soap for hand wash at basin, clean towels to clean hand, provision of paper napkins; hand gloves head caps for mess workers who handle items food items for serving. Catering persons should be provided the necessary training so as to maintain the highest possible standard of hygiene.
- h) The Service Provider shall arrange for disposal of the garbage collected from the kitchen, dining hall, dish wash area etc. every day morning in closed bins by separation of bio-degradable waste from non-biodegradable waste, at the dumping point set up by the Municipal Corporation of Greater Mumbai. Further, the leftover food should be removed immediately after lunch/ canteen closing hours.

मोहन सिंह/MOHAN SINGH  
 अनुभाग अधिकारी/Section Officer  
 दुग्धोपनिवेश/Department of Dairies  
 नई दिल्ली-110011/Now Delhi-110011

**XI. Adherence to Approved Menu/ Prices:**

- a. The Service Provider shall strictly adhere to approved MENU CARD / RATE – LIST; in case of any over-charging/ deviation, the Service Provider is liable for Penalty as per Penal Clause of RFP.
- b. The prices of the packed or branded items sold in the canteen shall not be more than the MRP.
- c. The service provider shall use only Standard Materials of reputed known brands for preparation of food items. However, if the department finds that the Brand used is not suitable/ complaints are received, the Service Provider will be asked to change the Brand and the same will be binding on the Service Provider.
- d. The service provider shall maintain quality and quantity in respect of the menu served in the canteen.
- e. The department has the right to fix/ alter the menu and no new item shall be introduced in the menu without prior permission of the department, in writing.

XII. The average delivery/ serving time for food-items/ meals should be 30 mins. In case of late delivery/ late service of food-items/ meals (20 mins or more from the laid out times), the Service Provider shall be liable for penalty as per the penal Clause specific in the contract. Decision with respect to late/ delay delivery of food-items/ meals shall be taken by Authorized Person and shall be final and binding on the Service Provider.

**XIII. Supervision:**

- a) The Service Provider will provide adequate supervision to ensure correct performance of the workmen and personnel engaged by him in accordance with the prevailing assignment instructions agreed upon between the department and the Service Provider. In order to exercise effective control & supervision over the canteen and catering services, the supervisory staff should constantly monitor, and obtain feedback from staff members of the department availing the food services.
- b) In case of non-conformity to quality and hygiene of food items/ meals supplied by the canteen, the Service Provider shall be liable for penalty as per the penal Clause specified in the contract. The department shall reserve the right to check the cleanliness and upkeep of Premises and quantity of provisions and quality of the food.
- c) A book shall be kept in the canteen for recording any complaint or suggestions from the staff member of the department and will be produced for inspection as and when required. Decision taken by the department shall be final in all these complaints/ suggestions.

XIV. Preparation and storage of food in the canteen for supply outside the office complex shall be strictly prohibited.

**XV. Facilities to be provided by the department:**

- a. The department will provide Canteen Premises and infrastructure.
- b. The department will provide free water and electricity in the kitchen and dining hall. The use of electricity will be restricted to lights, fan, refrigerator or any other electrical appliances/ gadgets, which are considered necessary for

—/MOHAN SINGH  
Section Officer  
DOCCASHAN  
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smooth functioning of the canteen/ kitchen/ dining hall. The Service Provider shall ensure proper and optimal utilization of the facilities like water & electricity to be provided by the department without abuse or excess use and shall follow and obey all instructions as shall or may be given by the Authorized Person from time to time.

- c. The maintenance and upkeep of the above furniture/ fixtures/ articles/ kitchen equipment/ appliances/ installations shall be responsibility of the Service Provider.
- d. In the event of disruption of water supply on account of power failure or otherwise, the service provider shall make his own arrangement for supply and storage of water in the canteen for smooth running of the canteen. In the event of power failure or otherwise, the contractor should make his own arrangements for grinding/ food preparing etc., at his own cost.

## 2. **Eligibility Criteria:**

1. Intending agency should be an independent legal entity, registered under the applicable Act in running business of cafeteria/canteen/food court etc. (Supporting Documents- Certificate of Incorporation under Company Act, 1956, Partnership Deed, Sole Proprietorship or any other relevant document.)
2. Intending agency should possess experience of successfully completing at least one contract for running cafeteria/food court in the last three years.
3. Intending agency should possess valid license issued by food safety & standard authority of India (FSSAI) Delhi Govt. /Central Govt., PAN, and copy of GST registration certificate from appropriate authority.
4. The firm/company should never have been blacklisted by any of the Central/State Govt. Organization and no criminal case should be pending against the firm/company.
5. The intending agency should have no record of termination of contract for deficiency in services and non-maintenance of hygiene & cleanliness in kitchen and dining area.
6. The annual turnover of the firm/company should be minimum 30 lakhs in last three consecutive financial year's i.e. 2018-19, 2017-18 & 2016-17

All the bidders are required to submit details for Eligibility criteria along with supporting documents as per format prescribed at ANNEXURE –VII. (Scanned copy of EMD, PAN card, GST Registration Certificate, Annual Income Tax Return filed for last three years, copy of work experience of similar nature with requisite proof and scanned copy of the tender acceptance letter duly signed by authorised representative of the firm as a token of acceptance of the terms & conditions in pdf format)

## 3. **Two-Bid System:**

Bidders meeting the eligibility criteria will only be considered for further **Technical evaluation**. All bidders will have to submit details along with supporting documents as per proforma at Annexure-VII for Technical Evaluation by a duly constituted Committee.

Only those Bidders who have secured Technical Score of 50 or above shall be declared as qualified for evaluation of their 'Financial Bid'. Bidders who have secured technical score less than 50 shall be rejected.

मोहन सिंह/MOHAN SINGH  
अनुभाग अधिकारी/Section Officer  
दूतवाणी महाविद्यालय, D9 : Doordarshan  
नया दिल्ली-110061/New Delhi-110061

4. **Period of Contract:**

The contract would be for initially for two year from the effective date of contract extendable for a further period of one year based on satisfactory performance. Please note that Contract can be cancelled unilaterally by the DG:Doordarshan in case services are not received as per quality and standard specified in the RFP and contract within the contracted period. The DG:Doordarshan reserves the right to exercise the repeat order clause as per text given in Chapter IV of this RFP.

5. **Award and Signing of Contract**

a) The issue of a work order shall construe the intention of the DG: DD to enter into contract with the successful bidder.

b) The successful bidder shall within **07 days** of issue of work order, give his acceptance along with performance security and sign the contract with the DG:Doordarshan.

c) The signing of contract/agreement shall construe the award of contract to the bidder. Upon successful bidder signing the contract, the DG:Doordarshan shall discharge the bid security. Failure of the successful bidder to comply with the signing requirement shall constitute a sufficient ground for the annulment of the award and forfeiture of the bid security. In that situation the DG:Doordarshan may at its discretion award the work to other bidder or call for fresh bids.

मोहन सिंह/MOHAN SINGH  
अधीनस्थ अधिकारी/Section Officer  
दूरदर्शन, दिल्ली/DG:Doordarshan,  
दूरदर्शन, दिल्ली/DG:Doordarshan,  
दूरदर्शन, दिल्ली/DG:Doordarshan,

### Part III – Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the essential and 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. Contractor/Supplier in the contract) as selected by the DG:Doordarshan. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **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.

2. **Effective Date of Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

3. **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 services or performance, which cannot be settled amicably, may be resolved through arbitration. The format of arbitration clause in respect of indigenous private bidders are given in Annexure-III.

4. **Penalty for use of Undue influence:** The contractor/supplier 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 customer or otherwise in procuring the Contracts or forbearing to do or for having done or forbome 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 Contractor/Supplier or any one employed by him or acting on his behalf (whether with or without the knowledge of the contractor) or the commission of any offence by the contractor 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, 1988 or any other Act enacted for the prevention of corruption shall entitle the customer to cancel the contract and all or any other contracts with the contractor and recover from the contractor the amount of any loss arising from such cancellation. A decision of the customer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Contractor. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the contractor towards any officer/employee of the customer or to any other person in a position to influence any officer/employee of the customer for showing any favour in relation to this or any other contract shall render the contractor to such liability/penalty as the customer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund the amounts paid by the customer.

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5. **Agents/Agency Commission:** The contractor/Supplier confirms and declares to the DG:Doordarshan that the contractor is the original 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 contractor, 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 contractor agrees that if it is established at any time to the satisfaction of the DG:Doordarshan that the present declaration is in any way incorrect or if at a later stage it is discovered by the customer that the contractor 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 contractor will be liable to refund that amount to the customer. The contractor will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The customer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Contractor.

6. **Access to Books of Accounts:** In case it is found to the satisfaction of the customer that the contractor 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 Contractor, on a specific request of the customer shall provide necessary information/inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract documents:** Except with the written consent of the customer, contractor shall not disclose the contract or any provision of the contract or information related to services thereof to any third party.

8. **Penalty and Liquidated Damages:** In the event of the contractor failure to submit the Bonds, Guarantees and Documents, supply the coordinator, supervisor and helpers & services as specified in this contract, the DG:Doordarshan may, at his discretion, withhold any payment until the completion of the contract. The DG:Doordarshan may also deduct from the contractor as agreed, liquidated damages to the sum of 1% of the contract price of the delayed services mentioned above for each day subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed services.

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

- (a) The delivery of the services is delayed for causes not attributed to Force Majeure for more than 15 days after the scheduled date of signing of contract.
- (b) The contractor is declared bankrupt or becomes insolvent.
- (c) The delivery of services is delayed due to causes of Force Majeure by more than 01 months provided Force Majeure clauses is included in contract.
- (d) The DG:Doordarshan has noticed that contractor has utilized the services of any agent in getting this contract and paid any commission to such individual/company etc.

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- (e) As per decision of the Arbitration Tribunal.
- (f) In case of persistent deficiency in services and non-maintenance of hygiene & cleanliness in kitchen & dining area, the contract / license is liable to be cancelled and the license fee is liable to be forfeited.

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 FAX or 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 contractor 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 advance of the present Contract or any part thereof.

12. **Patents and other Industrial Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Contractor shall indemnify the customer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs whether such claims arise in respect of manufacture or use. The contractor shall be responsible for the completion of the services in satisfactory manner during the currency of the contract.

13. **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.

14. **Statutory Duties & Taxes:**

- (a) Any change in any duty/tax upward/downward as a result of any statutory variation taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the contractor. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the customer by the contractor. All such adjustments shall include all reliefs, exemptions, Rebates, concession etc. if any obtained by the contractor.
- (b) If it is desired by the Bidder to ask for the GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of GST and no liability will be developed upon the Customer.
- (c) On the Bids quoting GST, the rate and the nature of GST applicable at the time of supply should be shown separately. GST will be paid to the Contractor at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of services is legally liable to GST and the same is payable as per the terms of the contract.

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15. **Pre-Integrity Pact Clause:** An "Integrity Pact" would be signed between the customer & successful contractor. This is a binding agreement between the customer and contractor for specific contracts in which the customer promises that it will not accept bribes during the procurement and services process and bidder promise that they will not offer bribes. Under this Pact, the Bidders for specific services or contracts agree with the customer to carry out the procurement and services in a specified manner. Elements of the Pact are as follows:

- a. A pact (contract) between the (Principal/ Office) and successful contractor for this specific activity (the successful Bidder);
- b. An undertaking by the Principal/Office that its officials will not demand or accept any bribes, gifts etc., with appropriate disciplinary or criminal sanctions in case of violation;
- c. A statement by successful Bidder that it has not paid, and will not pay, any bribes;
- d. An undertaking by successful Bidder to disclose all payments made in connection with the contract in question to anybody (including agents and other middlemen as well as family members, etc. of officials); the disclosure would be made either at the time of signing of contract or upon demand of the Principal, especially when a suspicion of a violation by that successful bidder/contractor emerges;
- e. The explicit acceptance by successful Bidder that the no-bribery commitment and the disclosure obligation as well as the attendant sanctions remain in force for the winning Bidder until the contract has been fully executed.
- f. Undertaking on behalf of a successful Bidding company/ contractor will be made "in the name for and on behalf of the company's Chief Executive Officer".
- g. The following set of sanctions shall be enforced for any violation by a Bidder of its commitments or undertaking:
  - (i) Denial or loss of contracts;
  - (ii) Forfeiture of the bid security and performance bond;
  - (iii) Liability for damages to the principal/office and the competing Bidders; and
  - (iv) Debarment of the violator by the Principal/Office for an appropriate period of time.
- h. Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behaviors and compliance program for the implementation of the code of conduct throughout the company.

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## **Part IV-Special Conditions of RFP**

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. Contractor/Supplier in the contract) as selected by the DG:Doordarshan. Failure to do may result in rejection of Bid submitted by the Bidder.

### **1. Terms and Conditions for rendering services on leave and license basis**

The Director, Directorate General : Doordarshan, New Delhi / Licensor will permit the Licensee to use following area owned and occupied by the Directorate General : Doordarshan, New Delhi as Cafeteria more specifically described in the **Schedule** of the Agreement / Deed of License (Annexure-VI):

The space earmarked for Canteen at Directorate General :Doordarshan, Tower-B New Delhi including Kitchen, Storage and Service Counter : 2400 sq.ft. approx and Canteen at Prasar Bharati Secretariat, Tower-C New Delhi including Kitchen, Storage and Service Counter : 1820 sq.ft. approx and Kiosk area at Tower-A, B & C.

1.1 The term 'Licensor' wherever mentioned in RFP shall mean the authorities of Directorate General :Doordarshan, New Delhi. The term 'Licensee' wherever mentioned in the RFP shall mean the individual /Agency selected for award of this license on leave and license basis.

1.2 The Licensee shall pay in advance to the **Directorate General Doordarshan, New Delhi** / Licensor a non-refundable License Fee annually for such use and facilities provided for, more fully described in the **Schedule** of Agreement. The Licensee will not use the said space and facilities provided specifically for the purpose of rendering services for running Cafeteria on leave and license basis in Directorate General Doordarshan, New Delhi for any purpose other than the purposes specifically agreed upon. The Licensee shall not sublet this contract either in part or in whole by any means what so ever.

1.3 **Repeat Order Clause:** The license to operate the Cafeteria will be valid initially for a period of two year from the date of commencement of contract subject to satisfactory operation and service as per the agreed Terms and Conditions. The license may be renewed for further period of one year beyond the initial period of two year at the **applicable rate of License Fee on the date of placement of repeat order which increases by 8% per annum compounding on yearly basis in every three years** and subject to compliance of the terms and conditions of the Agreement and providing satisfactory services by the Licensee and at the sole discretion of the Licensor. In case of renewal of license / contract beyond the initial period of two year, the Licensee shall pay the entire amount of Annual License Fee to the Licensor in advance i.e. before commencement of the extended period of contract. The license to run the Cafeteria is liable to be cancelled at any time if the Licensee fails to abide by the agreed Terms and Condition.

1.4 The Crockery, Cutlery, Table Cloth, Utensils and Kitchen Equipments such as Masala Grinder, Electric hot Plate, Toaster, Dosa Plate, Chapati Plate, Refrigerator, Freezer, Tea/Coffee Machine and Service Counter and various Cooking Items shall be

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arranged by the Contractor himself. DG Doordarshan shall not provide any item for this purpose. The licensee/contractor shall use piped natural gas i.e. PNG for preparation of food items and other purposes. PNG is being supplied by the IGL in the DG:DD Canteen for which the contractor shall be liable to pay the charges of PNG on actual consumption basis as per bill issued by IGL. In case of any disruption in PNG supply the contractor shall arrange their own LPG cylinder and use LPG in the DG:DD Canteen at his/her own cost.

1.5 The establishment of the Licensee shall be separate from the establishment of the Licensor (DG:DD) for all purposes and in all respects and in no case any kind of liability of the Licensee will be borne or shared by the Licensor. The Licensee shall be responsible for indemnifying the Licensor for any such past, present or further liabilities.

1.6 The foodstuff to be prepared by the Licensee shall be made under good hygienic conditions and the standard of hygiene must be strictly maintained. The Licensor shall have the full liberty to call for absolute tidiness, cleanliness and maintenance of the equipments, furniture, fixture that may be provided as facilities to the Licensee for the services. In case it is found necessary to replace / change any personnel deployed by the Licensee for the Cafeteria services, the Licensee shall replace such person or persons within 48 hours time on the instructions of the Licensor. The Licensee is also responsible to dispose of the garbage / left overs generated in the cafeteria/canteen during its operation.

1.7 **Penal Clause:** The Licensee shall do its best to keep the Cafeteria free from insects, mosquito and housefly. The license is liable to be cancelled if the premises of cafeteria are not disinfected and hygiene and sanitation is found to be unfit during the inspection carried out by the licensor. In case of deficiency in service, penalties will be levied for non-compliance as per following details. In case of persistent deficiency in services, the contract / license is liable to be cancelled and the license fee is liable to be forfeited.

Sl No.	Service Level Agreement	Penalties for Non-compliance		
		1 <sup>st</sup> time	2 <sup>nd</sup> time	3 <sup>rd</sup> time
1.	Deficiency in quality of food items prepared.	1000/-	3000/-	Termination of contract
2.	Deficiency in cleanliness and maintenance of hygiene in Kitchen area	1000/-	3000/-	Termination of contract
3.	Deficiency in cleanliness and maintenance of Dinning area.	1000/-	3000/-	Termination of contract
4.	Deficiency in cleanliness and maintenance of outside area including disposal of waste material.	1500/-	2000/-	3000/-
5.	Misconduct of persons engaged by the licensee for the cafeteria	1000/-	2000/-	3000/-
6.	Adherence to approved rates/menu	1000/-	2000/-	5000/-

1.8 The Licensee shall not erect or install any temporary structure or fixture inside the Cafeteria premises or outside it without written approval of the Licensor.

MOHAN SINGH  
 Director  
 DG Doordarshan  
 Delhi-110011



authority keeping in view the market rates of similar items and objective of providing the good and hygiene food as convenient rates. The approved rates shall be exhibited near the Sale Counter in English and Hindi language. Once fixed and approved by the competent authority, the rates of the foodstuff will not be allowed to be increased within the next three year. The rates for the foodstuff may be revised once during the entire period of contract with approval of competent authority. Packed snacks items, soft drinks and ice creams etc. shall be sold by the Licensee at MRP.

1.18 The Licensee including all persons deployed or engaged by the Licensee in any manner shall abide by the security norms and discipline of the Centre. The Licensee and all such persons and his staff shall not reside inside the campus except in special cases emerging out of exigency, subject to prior permission from the Licensor.

1.19 The successful Tenderer / Licensee shall have to execute an Agreement / Deed of License (proforma for which is enclosed) within seven days from the date of the Work Order and pay to the Licensor 50% of the offered Annual License Fee within seven days from the date of such order and the balance 50% amount within one month from the date of commencement of the contract.

1.20 The charges for electricity/water will be free of cost to the licensee by the licensor.

1.23 The Licensee shall provide necessary decent liveries / uniforms & Identity Cards to the people engaged by him in the Cafeteria and they shall wear the same within the premises of the Centre while on duty.

1.24 The Licensee shall have to start the operation of the Cafeteria immediately on receipt of intimation to that effect from the Licensor.

1.25 **Performance Guarantee:** The License will be required to furnish a Performance Guarantee in the form of an Account Payee Demand Draft in favour of **PBBICI, DG:Doordarshan , New Delhi**, Fixed Deposit Receipt from a commercial bank, Bank Guarantee through a public sector bank or a private section bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 5% of the license fee within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of completion of Contract period. The specimen of PBG is given in Annexure-IV.

1.26 The Leave & License Agreement does not confer on the Licensee, possession of the premises as indicated under Clause No. 1.3 of the part-II of this RfP.

1.27 The Licensee shall not be entitled to claim possession over the area mentioned in the schedule of the Agreement of Leave & License and the possession thereof shall exclusively vest with the Licensor. The Licensee shall be entitled to run the Canteen/Cafeteria in the specified area on 24x7 basis adhering to the security instructions given from time to time. The Licensee undertakes that he/she shall not claim any tenancy right / lease hold right over the areas given under Leave & License Agreement, shall not do or cause to be done any act or omission to remain in unauthorized occupation once the currency of this Leave and

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License Agreement expires either by efflux of time or termination as per the terms and conditions stipulated in this Agreement of leave & License.

1.28 Provided nevertheless that this Agreement may be terminated by either party giving to other not less than 3 calendar months' notice in writing in that behalf without assigning any reason thereof for which no damage or compensation shall be claimed by either party.

1.29 If the Licensee makes default in payment of License Fee, he/she is liable to pay to the Licensor interest @ 18% compounding monthly from the date of default to that of actual payment.

1.30 In the event of violation of any of the Terms and Conditions of the Leave and License Agreement on the part of the Licensee, the Licensor may, at his discretion terminate the Agreement at any time by giving 15 days notice and for such termination of Agreement, the Licensee will not be entitled to any remission, compensation or damage.

1.31 The Licensee, for any display in the nature of sign boards, display of rate list and like, shall commensurate with overall display of the Doordarshan premises and only on specific approval in writing by the Licensor. The specific space of the DD premises where such display shall be made also require specific written permission of the Licensor.

### **Key Points**

1.32 Absolute clean and hygienic ambience to be maintained in the Cafeteria premises (including kitchen and service area).

1.33 Licensee should engage sufficient manpower to prepare food and provide proper and prompt service both within the Cafeteria as well as serving in the office / meetings / programmes.

1.34 The persons engaged by the Licensee for preparation and service of the Cafeteria must be in clean uniform for service.

1.35 The quality of food items must be maintained throughout the contract tenure. Quantity not to be reduced during the period of contract.

1.36 Unbroken, neat and clean crockery / cutleries must be provided by the Licensee.

1.37 Food service shall be provided by the Licensee to the Staff Members of Directorate General Doordarshan, DDK Delhi, DD News and touring Officers of DD, VIPs / Guests in the programmes.

## **2. Risk & Expense clause:**

- i) Should the services thereof not be delivered within the time or times specified in the contract documents, or if defective services is made in respect of the services thereof, the customer shall after granting the contractor seven days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.
- ii) Should the services thereof not perform in accordance with the specifications/parameters provided by the customer during the check proof tests to be done by the customer, the customer shall be at liberty, without prejudice to any

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other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

- iii) In case of a contractual breach that was not remedied within 07 days, the customer shall, having given the right of first refusal to the contractor be at liberty to provide services from any other source as he thinks fit, of the same or similar description to services
- iv) Any excess of the services price, cost of services or value of any services procured from any other contract as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the Contractor by Customer.

### **3. Force Majeure Clause:**

- a. Neither party shall bear responsibility for the complete or partial non performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.
- b. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
- c. The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.
- d. Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.
- e. If the impossibility of complete or partial performance of an obligation lasts for more than one month either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 15 days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

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## Part V – Evaluation Criteria & Financial Bid Issues

### **1. Financial Bid**

Financial bids will have to be submitted by the bidder as per proforma given at Annexure-IX. Financial bids of only those bidders will be opened who are declared technically qualified as per the criteria delineated at Annexure-VIII. In cases of discrepancy between the prices quoted in words and in figures, the amount as mentioned in words shall be considered.

### **2. Evaluation Criteria:** The broad guidelines for evaluation of Bids will be as follows:-

- a. 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.
- b. The technical Bids forwarded by the Bidders will be evaluated by the DG:Doordarshan with reference to the technical characteristics/technical parameters/ eligibility criteria as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. **The Financial Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.**
- c. **The bidder has to quote the license fee in financial bid above the minimum license fee (Rs. 8,21,000/-) to participate in tender. The quotation below the minimum license fee (Rs. 8,21,000/-) will not be considered.**

### **2.1 Methodology of Evaluation under QCBS System**

- (a) Selection procedure would be made on the basis of Quality and Cost Base Selection (QCBS). The technical score will be given a weightage of 70% and the financial score will be given a weightage of 30%. Prospective vendor quoting highest license fee will be given a financial score of 100 (Hundred) and other proposals given financial scores proportional to their prices w.r.t. the highest offer. Similarly, proposal with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bid with highest technical score will be H-1.

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As an example, the following procedure can be followed. In a particular case of selection of bidder, it was decided to have minimum qualifying marks for technical qualifications as 50 (Fifty) and the weightage of the technical bids and financial bids was kept as 70: 30 (Seventy:Thirty). In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following marks as under:

- A: 75 Marks
- B: 80 Marks
- C: 90 Marks

The minimum qualifying marks were 50 thus, all the three proposals were found technically suitable. Using the formula T/T high, the following technical points are awarded by the evaluation committee:

- A:  $75/90 = 83$  points
- B:  $80/90 = 89$  points
- C:  $90/90 = 100$  points

The financial proposals of each qualified bidders were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

- A: Rs. 90.
- B: Rs. 80.
- C: Rs. 85.

Using the formula C/C high, the committee gave them the following points for financial proposals:

- A:  $90/90 = 100$  points
- B:  $80/90 = 89$  points
- C:  $85/90 = 94$  points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

- Proposal A:  $100 \times 0.30 + 83 \times 0.70 = 88$  points.
- Proposal B:  $89 \times 0.30 + 89 \times 0.70 = 89$  points.
- Proposal C:  $94 \times 0.30 + 100 \times 0.70 = 98$  points.

The three proposals in the combined technical and financial evaluation were ranked as under:

- Proposal A: 88 points : H-3
- Proposal B: 89 points : H-2
- Proposal C: 98 points : H-1

Proposal C at the evaluated cost of Rs.85 (Rupees eighty five) was, therefore, declared as winner and recommended for negotiations/approval, to the competent authority.

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## 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 RFP/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 DFF in future.

(Signature of Authorized signatory with date and seal)

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**PRASAR BHARATI  
DIRECTORATE GENERAL: DOORDARSHAN  
DOORDARSHAN BHAWAN  
NEW DELHI – 110001**

**Annexure-I**

**A) GENERAL INSTRUCTIONS TO BIDDERS FOR ONLINE MODE**

**DEFINITIONS:**

**C1 India Pvt. Ltd. :** Service provider to provide the e-Tendering Software.

**Prasar Bharati e-Procurement Portal :** An e-tendering portal of Prasar Bharati introduced for the process of e-tendering which can be accessed on <https://prasarbharati.eproc.in>.

**I. ACCESSING / PURCHASING OF BID DOCUMENTS:**

1. It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of Prasar Bharati. Bidders can see the list of licensed CA's from the link [www.cca.gov.in](http://www.cca.gov.in) C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact C1 India Pvt. Ltd. at mobile no. +91-8130806629 for DSC related queries or can email at [vikas.kumar@c1india.com](mailto:vikas.kumar@c1india.com)
2. To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with the Prasar Bharati e-Tendering Portal (<https://prasarbharati.eproc.in>) to have a user ID & Password which has to be obtained by submitting a non-refundable annual registration charges of **Rs.450/- plus 18% GST** through online mode (net banking / debit card/ credit card) . Validity of Registration is 1 year.
3. The amendments / clarifications to the tender, if any, will be posted on the Prasar Bharati e-Tendering Portal (<https://prasarbharati.eproc.in>).
4. To participate in bidding, bidders have to pay Tender Processing Fee of **Rs. 475/- plus 18% GST (Non-refundable)** per Tender per Bid through online mode (net banking / debit card / credit card).
5. The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
6. Both 'EMD' and 'Tender Document Fee', if any, are mentioned in individual tender document published at Prasar Bharati e-Tendering Portal (<https://prasarbharati.eproc.in>).
7. For helpdesk, please contact e-Tendering Cell and Help Desk Support Monday to Friday **Ph: 0124-4302033 / 36 / 37, [prasarbharatisupport@c1india.com](mailto:prasarbharatisupport@c1india.com)**.
8. It is highly recommended that the bidders should not to wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither Prasar Bharati nor C1 India Pvt. Ltd will be responsible for such eventualities.
9. Page no. shall be given on each and every paper/documents serially uploaded in the technical bid.

श्रीमंत सिंह/MOHAN SINGH  
अधीक्षक अधिकारी/Section Officer  
दूरदर्शन प्रसारण विभाग : Doordarshan  
एन डी सी - 110001 New Delhi-110001

10. Bidders shall ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the bidders, the rate of such item shall be treated as "0" (zero).
11. Bidders shall separately indicate the rate and amount of GST as applicable on the date of tendering in their offer failing which the offer will be summarily rejected.
12. Each file uploaded in Connection with the tender shall be digitally signed and impression of digital signature of authorized signatory should appear on the last page of each file, failing which the bid shall be rejected.



**Section Officer(A&G)  
For Director General**

→ MOHAN SINGH  
Section Officer  
Co-ordination  
New Delhi-110001

मोहन सिंह/MOHAN SINGH  
अनुसूचक अधिकारी/Section Officer  
दूरदर्शन प्रशासक/Co-Ordination  
नई दिल्ली-110001/New Delhi-110001

EMD Bank Guarantee format

Whereas.....(hereinafter called the "Bidder") has submitted their offer dated.....for the services and supply of.....(hereinafter called the "Bid") against the customer's request for proposal No.....KNOW ALL MEN by these presents that WE.....of.....having our registered office at.....Are bound unto.....(hereinafter called the "Customer") in the sum of.....for which payment will and truly to be made to the said Customer, the bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this.....day of .....20.....

The conditions of obligation are:

- (i) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.
- (ii) If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.
  - a) If the Bidder fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Customer up to the above amount upon receipt of its first written demand, without the customer having to substantiate its demand, provided that in its demand the customer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the authorized officer of the Bank)  
Name and designation of the officer  
Seal, name & address of the Bank and address of the Branch)

मोहन सिंह/MOHAN SINGH  
अनुभाग अधिकारी/Section Officer  
दस्तावेज प्रतिक्रियालय/DG: Documentation  
नं. बिल्डिंग-1/एए 21/नया बाजार-1/एए 201

**Format of Arbitration Clause –Indigenous Private bidders**

- (i) All disputes of differences arising out of or in connection with the present contract including the one connected with the validity of the present contract or any part thereof, should be settled by bilateral discussions.
- (ii) Any dispute, disagreement or question arising out of or relating to this contract or relating to construction or performance (except as to any matter the decision or determination whereof is provided for by these conditions), which cannot be settled amicably, shall within sixty (60) days or such longer period as may be mutually agreed upon, from the date on which either party informs the other in writing by a notice that such dispute, disagreement or question exists, will be referred to a sole Arbitrator to be appointed by DG:Doordarshan.
- (iii) Within (60) days of the receipt of the said notice, an arbitrator shall be nominated in writing by the authority agreed upon by the parties.
- (iv) The sole Arbitrator shall have its seal in New Delhi or such other place in India as may be mutually agreed to between the parties.
- (v) The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 as amended from time to time and the award of such Arbitration Tribunal shall be enforceable in Indian Courts only.
- (vi) Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration including the fees and expenses shall be shared equally by the parties, unless otherwise awarded by the sole arbitrator.
- (vii) The parties shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of the said arbitration proceedings.

**(Note:** In the event of the parties deciding to refer the dispute/s for adjudication to an Arbitral Tribunal then one arbitrator each will be appointed by each party and the case will be referred to the Indian Council of Arbitration (ICADR) for nomination of the third arbitrator. The fees of the arbitrator appointed by the parties shall be borne by each party and the fees of the third arbitrator, if appointed, shall be equally shared by the Customer and Contractor.)

मोहन सिंह/MOHAN SINGH  
अनुमान अधिकारी/Section Officer  
दूरदर्शन प्रशासनिका/DG: Doordarshan  
ई-विलेज-1 (6001)/New Delhi-110001

Performance Bank Guarantee Format

From:

Bank \_\_\_\_\_

To

The Directorate General  
Doordarshan  
Doordarshan Bhawan, Mandi House  
New Delhi-110001.

Dear Sir,

Whereas you have entered into a contract No. ....  
Dt.....(hereinafter referred to as the said Contract with  
M/s..... hereinafter referred to as the  
"Contractor/Supplier" for supply of services as per Part-II of the said contract to the said  
contractor and whereas the contractor/supplier has undertaken to produce a bank guarantee  
for 10% of total Contract value amounting to.....to secure its obligations to  
the President of India. We the.....bank hereby expressly,  
irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the  
contractor/supplier that, in the even that the President of India declares to us that the goods  
have not been supplied according to the Contractual obligations under the aforementioned  
contract, we will pay you, on demand and without demur, all the any sum up to a maximum  
of ..... Rupees.....only. Your written demand shall be  
conclusive evidence to us that such repayment is due under the terms of the said contract.  
We undertake to effect payment upon receipt of such written demand.

1. We shall not be discharged or released from this undertaking and guarantee  
by any arrangements, variations made between you and the Contractor/supplier indulgence  
to the Contractor/Supplier by you, or by any alterations in the obligations of the  
Contractor/Supplier or by any forbearance whether as to payment, time performance or  
otherwise.

2. In no case shall the amount of this guarantee be increased.

3. This guarantee shall remain valid for 14 months from the effective date of  
contract according to the contractual obligations under the said contract.

4. Unless a demand or claim under this guarantee is made on us in writing or on  
before the aforesaid expiry date as provided in the above referred contract or unless this  
guarantee is extended by us, all your rights under this guarantee shall be forfeited and we  
shall be discharged from the liabilities hereunder.

5. This guarantee shall be a continuing guarantee and shall not be discharged  
by an change in the constitution of the bank or in the constitution of  
M/s.....

मोहन सिंह/MOHAN SINGH  
अनुपम अधिकारी/Section Officer  
दूरदर्शन भवन/Doordarshan  
दूरदर्शन भवन/Doordarshan Bhawan  
दूरदर्शन भवन/Doordarshan Bhawan  
दूरदर्शन भवन/Doordarshan Bhawan

Notwithstanding anything contained HEREIN:-

- (i) Our Liability under this Bank Guarantee shall not exceed Rs...../- (Rupees .....
- (ii) This Bank Guarantee shall be valid up to .....
- (iii) We are liable to pay the Guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before .....

For ..... Bank

मोहन सिंह/MOHAN SINGH  
अधीनस्थ अधिकारी/Section Officer  
पुस्तक संयोजकता/CC-1200/अधीनस्थ  
II, Block-I, U-29/20th Gate-1166A

**TENDER FOR OPERATING CAFETERIA AT  
DIRECTORATE GENERAL : DOORDARSHAN , NEW DELHI**

**OFFER FORM**

***(To be submitted on the Letter-Head of the Tenderer)***

I/We have read, understood and accepted all the terms and conditions applicable for Operating Cafeteria/Canteen at Directorate General Doordarshan, New Delhi as laid down by Directorate General Doordarshan, New Delhi in the relevant Tender document.

My/Our business particulars are as follows:-

- i) Name(s) of the Tenderer :  
ii) Name(s) of the Proprietor/  
Partner(s)/Director(s) :  
iii) Permanent Address :  
iv) PAN Number :  
v) GSTIN Number :  
vi) Telephone Nos. : Office ..... Residential  
.....

Mobile

..... Email .....

- vii) Name and address of our Bankers :

I/We hereby confirm that all the information stated above are true.

मोहन सिंह/MOHAN SINGH  
अधीक्षक अधिकारी/Section Officer  
अधीक्षक कार्यालय (DG) : Doordarshan  
नई दिल्ली-110017/New Delhi-110017

**PRASAR BHARATI  
DIRECTORATE GENERAL : DOORDARSHAN  
COPERNICUS MARG, MANDI HOUSE, NEW DELHI – 110001**

**TENDER FOR OPERATING CAFETERIA AT  
DIRECTORATE GENERAL : DOORDARSHAN, NEW DELHI**

**PROFORMA FOR AGREEMENT**

This Agreement / Deed of License is made on ..... day of .....  
Between Directorate General : Doordarshan,  
New Delhi 110001 (hereinafter called "the Licensor" which term shall include his/their heirs,  
representatives, successor and assigns) ON ONE PART AND M/s  
..... having ..... it's ..... office ..... at  
.....  
.....(hereinafter called "the Licensee" which term shall include his/their heirs,  
representatives, successor and assigns) ON THE OTHER PART;

AND WHEREAS the Licensee has offered and applied for grant of license for running the Cafeteria of the Licensor and to do the acts and things specified in the **First Schedule** hereto over the space for which the Licensor is the owner and occupier as described in the **Second Schedule** as per the terms and conditions set out in the Notice Inviting Tender as well as the conditions agreed to hereinafter in this Agreement / Deed of License;

AND WHEREAS the Licensor hereby licenses and authorizes the Licensee during short and specific tenure of continuance of this license to run the Cafeteria on the specified space provided for on the specific terms and conditions stated hereinafter this Agreement / Deed of License.

NOW IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

In consideration of the payments to be made by the Licensee to the Licensor subject to all the terms and conditions specifically stated in the terms and conditions of Notice Inviting Tender which both the parties agree to as the agreed terms and conditions forming a part of this Agreement / Deed of License.

1. The license to operate the Cafeteria will be valid initially for a period of two year from the date of commencement of contract subject to satisfactory operation and service as per the agreed Terms and Conditions. The license may be renewed for a further period of one year beyond the initial period of two year on the applicable rate of License Fee on the date of placement of repeat order which increases by 8% per annum compounding on yearly basis in every three years, same Terms and Conditions subject to compliance of the terms and conditions of the Agreement by Licensee and providing satisfactory services by the Licensee and at the sole discretion of the Licensor. In case of renewal of license / contract beyond the initial period of two year, the Licensee shall pay the entire amount of Annual License Fee to the Licensor in advance i.e. before commencement of the extended period of

मोहक सिंह/MOHAN SINGH  
अप- .....  
.....  
.....

contract. The license to run the Cafeteria is liable to be cancelled at any time if the Licensee fails to abide by the agreed Terms and Conditions.

2. The Licensee shall have to deposit to the Licensor an additional sum equivalent to 5% of the Annual License Fee for the entire period of contract as Security Deposit for the due and complete performance of the provision of the terms, conditions and agreement and for providing satisfactory service in Cafeteria. This deposit shall be made in cash/bank draft in favor of 'Directorate General : Doordarshan' payable at 'New Delhi' and no interest will be paid on the deposit for the period the Licensor retains it. The Security Deposit shall be refunded to the Licensee on successful completion of the period of the leave and license agreement, after deducting cost of damages and adjustment of any other dues.
3. The Licensee shall pay to the Licensor such sum as shall become payable at the time and in the manner specified in the said terms and conditions.
4. The satisfactory & quality service is the essence of this Agreement and the successful Tenderer / Licensee shall provide high quality service of preparation of food i.e. Lunch, Dinner, Snacks, Tea, Coffee, etc. at concessional rate to the staff members of Directorate General : Doordarshan and to sell the same to the visitors of the Centre at a reasonable rate for profit, subject to approval of all such rates by the Licensor, under good hygienic conditions as detailed in the terms and conditions hereinabove mentioned in the Notice Inviting Tender.
5. That the Electricity and Water will be provided to the Licensee by Licensor (DG:Doordarshan) free of cost.
6. Utensils, crockeries, cutleries and furniture etc. have to be maintained of a very high standard and use of any kind of cracked or broken crockeries, culteries and utensils will not be allowed on the ground of hygienic conditions.
7. The Licensee shall during the continuance of this Agreement/tenure of the contract be allowed to enter upon such premises of the Centre under the authority of the Licensor, Director, Directorate General Doordarshan, New Delhi as may be authorized for the purpose of providing the services for running the Cafeteria for sale of food items at an approved rates to the visitors of the Museum / Centre and the staff of the Centre during the specified working hours.
8. The Licensee hereby agrees to obtain all licenses/permission from the appropriate authorities, which he is required by law to obtain and at all times subjected to observance of the terms and conditions of such license/permission.
9. The Licensee shall for the purpose of fulfilling his obligation under this covenant deploy only male servants who will be of good character, medically and physically fit, well behaved and skillful in their performance apart from all other terms and conditions specifically agreed to.
10. The Licensee hereby agrees to indemnify the Licensor from and against all actions, claims and penalties which may be suffered by the Licensor on the part of Licensee, his servants and agents on any count whatsoever in any manner.
11. In the event of violation of any of the terms and conditions of the Leave and License Agreement on the part of the Licensee, the Licensor may, at his discretion, determine the Agreement at any time by giving 15 days notice and for such determination of,

मोहन सिंह/MOHAN SINGH  
अनुभाग अधिकारी/Section Officer  
सूचना प्रविष्टि विभाग/DG : Doordarshan  
नई दिल्ली-110031/New Delhi West

12. The Leave & License Agreement does not confer on the Licensee possession of the premises as indicated under Clause No. 1 of the Terms and Conditions of the NIT.
13. This Agreement comprises of the services and all subsidiary duties and services connected therewith for rendering the services for running the Cafeteria even though the same may not be very specifically mentioned in the said terms and conditions.
14. In the event of any dispute or difference relating to the interpretation and application of the provisions of the contract, such dispute or difference shall be referred to by either party to an Arbitrator to be appointed by the Director General, Doordarshan whose decision and interpretation shall be binding upon both the parties.

The following document shall be the part of this Agreement :

- (a) Detailed terms and conditions of NIT and the letter of intent.
- (b) The list and rates of food items, snacks, tea, coffee etc to be prepared and sold by the Licensee in Cafeteria to staff members of Directorate General : Doordarshan and visitors.

#### **FIRST SCHEDULE**

- a) To prepare, sell and serve food i.e. Lunch, Dinner, Snacks, Tea, Coffee etc. to the staff members of Directorate General Doordarshan, New Delhi at concessional rate and to sell the same to the visitors of the Centre at reasonable rate for profit under good hygienic conditions subject to detailed terms and conditions mentioned in this Agreement / Deed of License.
- b) To engage and deploy such number of persons / agents for the smooth and uninterrupted service as in (a) for which Licensor shall not be liable in any manner for their deployment. In respect of all persons so engaged directly or indirectly, the Licensee shall be considered as their Employer and the Licensee shall be considered as "Principle Employer" for the purpose. The Licensee shall pay not less than "fair wage" and shall abide by all kinds of Legislations, Acts and statutory requirements that are incidental to the concerned with such deployment of persons for the time being for carrying out the services as in (a).
- c) All the above mentioned conditions in (a) and (b) are subject to detailed terms and conditions mentioned and agreed to by and between the Parties.

#### **SECOND SCHEDULE**

- a) The space earmarked for Canteen at Directorate General :Doordarshan, Tower-B New Delhi including Kitchen, Storage and Service Counter : 2400 sq.ft. approx and Canteen at Prasar Bharati Secretariat, Tower-C New Delhi including Kitchen, Storage and Service Counter : 1820 sq.ft. approx and Kiosk area at Tower-A, B & C..
- b) The tariff for food items should in no case be more than as rates approved by DG:DD.
- c) Work Order No. ....dated .....

श्रीमान् श्री/ MOHAN SINGH  
 अध्यापक अधिकारी/ Section Officer  
 प्रसार भारती/ Doordarshan  
 14, टॉवर-1, 10001, नया दिल्ली-110021

IN WITNESS WHEREOF the Parties hereto have set their respective hands the day and the year herein mentioned.

Signed for and on behalf of the Licensor

Signed by the Licensee

Director  
Directorate General : Doordarshan  
Copernicus Marg, Mandi House  
New Delhi - 110001

In presence of :

- 1)
- 2)

In presence of :

- 1)
- 2)

मोहन सिंह/MOHAN SINGH  
अनुमान अद्वितीय/Section Officer  
दूरदर्शन प्रसारण/DO : Doordarshan  
ई दिल्ली - 110001/New Delhi, India

**ELIGIBILITY CONDITIONS**

	<b>Criteria</b>	<b>Supporting Documents to be submitted by Bidders</b>	<b>Compliance (Y/N)</b>
1	Intending agency should be an independent legal entity, registered under the applicable Act in running business of cafeteria/canteen/food court etc.	Certificate of Incorporation under company act, 1956/ Partnership Deed/ Proprietorship or any other related documents.	
2	Intending agency should possess <b>Valid food safety &amp; standard authority of India (FSSAI) license issue of Delhi Govt. /Central Govt., PAN, and copy of GST registration certificate</b> from appropriate authority.	Copy of FSSAI license issue of Delhi Govt./Central Govt.  Copy of PAN  Copy of GST Registration certificate	
3	Intending Agency should possess experience of successfully completing at least one contract in the last three years. (The Firm/agency has the experience of dealing 500 to 1000 persons daily in preparation, stocking and serving of eatables food.)	Copy of Contract completion Certificate/ Performance certificate issued by the Department/organisation/ Institution	
4	The firm/company should never been blacklisted by any of the Central/State Govt. Organization and no criminal case is pending against the firm/Company.	An undertaking in this regard should be submitted on letter head of the company/firm.	
5	Intending agency should have annual turnover of Rs.30 lakhs per annum (each year) in the last three consecutive financial years 2016-17, 2017-18 and 2018-19	Certificate duly certified by CA and ITR	
6	The firm/company should have no record of termination of contract before completion of tenure for deficiency in services and non-maintenance of hygiene & cleanliness.	An undertaking in this regard should be submitted on letter head of the company/firm.	
7	Details of Earnest Money Deposit	Bank Draft No _____  ii) Date _____  iii) Drawn on _____  iv) Amount _____	

— Dr. MOHAN SINGH  
 Section Officer  
 Door Darshan  
 Delhi-110001

**ANNEXURE -VIII****TECHNICAL EVALUATION CRITERIA**

	<b>Criteria</b>	<b>Evaluation</b>	<b>Supporting Documents</b>
1.	<b>Criteria No.1:</b> Agency/firm should have successfully completed at least one contract for running canteens in the last three years.	<b>40 marks (Total)</b>	<b>Copy of self certified Letter of award of contract/work order and completion certificate.</b>
a.	Last three years only one contract	20	
b.	Last three year two contracts	30	
c.	Last three years three or more contracts	40	
2.	<b>Criteria No.2 :</b> Agency/firm should have Experience in business for running canteens/cafeteria for minimum three years.	<b>20 marks (Total)</b>	<b>Certificate of incorporation and, license issued under FSSAI and self certification copies of work orders/ completion certificates.</b>
a	Firms having experience upto 3 yrs	10 marks	
b	Firms having experience 3 yrs to 5 yrs	15 marks	
c	Firms having experience more than 5 yrs	20 marks	
3.	<b>Criteria No.3</b> Annual turnover should be atleast 30 lakhs(each year) in the last three consecutive financial year 2016-17, 2017-18 and 2018-19	<b>40 marks (Total)</b>	<b>Certificate duly certified by CA</b>
a	Firms having average turnover of 30 lakh and less than 50 lakh in the last three consecutive years	20 marks	
b	Firms having average turnover of 50 lakh and above but less than 75 lakhs in the last three consecutive years	30 marks	
c	Firms having average turnover more than 75 lakhs in the last three consecutive years	40 marks	

**NOTE: BIDDERS SECURING CONSOLIDATED MARKS OF 50 AND ABOVE WILL BE DECLARED QUALIFIED AND FINANCIAL BID OF ONLY THOSE BIDDERS WILL BE OPENED.**

श्री रमेशचान सिन्हा  
 सहायक अधिकारी/Section Officer  
 खास कार्यालय/DG (Procurement)  
 B-1/1/021 (New Delhi Post)

**ANNEXURE -IX**

**FINANCIAL BID**

	<b>Description of Items</b>	<b>Unit</b>	<b>Amount per annum</b>
1.	License fee to be paid annually for rendering services for running for Canteen/Snacks Kiosk on license fee basis in Doordarshan Bhawan, Tower-A, Tower-B and Tower-C Copernicus Marg, New Delhi-110001.	Annually	Rs.....  In words Rupees..... ..... .....

**Note: The bidder has to quote the license fee in financial bid above the minimum license fee (i.e. - Rs. 8,21,000/-) to participate in tender. The quotation below the minimum license fee (Rs. 8,21,000/-) will not be considered.**

मोहन सिंह/MOHAN SINGH  
अधीक्षक/अधीक्षक/Section Officer  
दूरदर्शन प्रसारण विभाग/DOSS / Doordarshan  
नई दिल्ली-110001 / New Delhi-110001

