E-TENDER DOCUMENT FOR RENDERING SERVICES FOR OPERATING CAFETERIA ON LEAVE AND LICENSE BASIS IN

NATIONAL SCIENCE CENTRE, DELHI

National Science Centre
(A Unit of National Council of Science Museums)
Near Gate No.4, Pragati Maidan, Bhairon Road,
New Delhi – 110001

सत्यमेव जयते

Ministry of Culture
Government of India

NATIONAL COUNCIL OF SCIENCE MUSEUMS
(Ministry of Culture, Govt. of India)

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INSTRUCTIONS TO THE E-TENDERERS/ BIDDERS FOR E-SUBMISSION OF BIDS ONLINE THROUGH E-PROCUREMENT SITE https://eprocure.gov.in/eprocure/app

This E-Tender document has been published on the Central Public Procurement (CPP) Portal (URL: https://eprocure.gov.in/eprocure/app). The E-Tenderers /bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the E-Tenderers/bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app

REGISTRATION:-

1) E-Tenderers/bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "**Click here to Enrol**" on the CPP Portal. Enrolment is free of Charge.

   As part of the enrolment process, the E-Tenderers/bidders will be required to choose a unique username and assign a password for their accounts.

   E-Tenderers/bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

   Upon enrolment, the E-Tenderers/bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

   Only one valid DSC should be registered by E-Tenderers/bidders. Please note that the E-Tenderers/bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

   Bidder then logs in to the site through the secured login by entering their user ID & password and the password of the DSC / e-Token.

SEARCHING FOR E-TENDER DOCUMENTS:-

(a) There is various search options built in the CPP Portal, to facilitate E-Tenderers/bidders to search active E-Tenders by several parameters. These parameters could include organization name, location, date, value, etc. There is also an option of '**Advanced Search'** for E-Tenders, wherein the E-Tenderers/bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a E-Tender published on the CPP Portal.

(b) Once the E-Tenderers/bidders have selected the E-Tenders they are interested in, they may download the required documents / E-Tender schedules. These E-Tenders can be moved to the respective "My E-Tenders" folder. This would enable the CPP Portal to intimate the E-Tenderers/bidders through SMS / e-mail in case there is any corrigendum issued to the E-Tender document.

(c) The bidder should make a note of the unique E-Tender ID assigned to each E-Tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:-

(a) E-Tenderer/bidder should take into account any corrigendum published on the E-Tender document before submitting their bids. Please go through the E-Tender advertisement and the E-Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and contents of each of the document that need to be submitted.

(b) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the E-Tender document / schedule and generally they can be in PDF / XLS / RAR / DWF formats as mentioned. **Bid documents may be scanned with 100 dpi with black and white option.**

(c) To avoid the time and efforts required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the e-Tenderers/bidders. E-Tenderers/bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting the bid just by tagging and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:-

1) E-Tenderer/bidder should log into the site well in advance for bid submission so that he/she up loads the Bid in time i.e. on or before the bid submission time as per the system. Bidder will be responsible for any delay due to other issues.

2) E-Tenderer/bidder has to digitally sign and upload the required bid documents one by one as indicated in the E-Tender document.

3) E-Tenderer/bidder has to select the payment option as "offline" to pay the E-Tender Fee & EMD and enter details of DD/RTGS/NEFT/any other accepted instrument.

4) E-Tenderer/bidder should prepare the E-TENDER FEE & EMD instrument as per the instructions specified in the E-Tender document. Scanned copy of DD/RTGS/NEFT/any other acceptable instrument as mentioned towards EMD & E-Tender Fee should be uploaded while online submission of the E-Tender and the original should be posted/couriered/given in person to the E-Tender Processing Section latest by the last date and time of bid submission or as specified in the E-Tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the Scanned copy and the data entered during bid submission time otherwise the E-Tender will be summarily rejected.

   In the case of payment by NEFT/RTGS, the transaction details are to be provided in the form of screen shot taken at the time of payment in pdf format. ***The hard copy of all the documents uploaded in Technical bid document is to be submitted by post/courier/given in person to the E-Tender Processing Section latest by Bid Opening (Technical) Date & Time***.

5) The E-Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the E-Tenderers/bidders. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during E-Tender opening, the bid is liable to be rejected.

6) E-Tenderers/bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard **Offer Sheet** in .xls format with the E-Tender document, which is to be downloaded and to be filled by all the E-Tenderers/bidders. E-Tenderers/bidders are required to download the **Offer Sheet** file, open it and complete the cyan colored (unprotected) cells with their respective financial quotes and other details (such as name of the E-Tenderer/bidder). No other cells should be changed. Once the details have been completed, the E-Tenderer/bidder should save it and submit it online, without changing the filename. If the **Rate Quote Sheet** file is found to be modified by the E-Tenderer/bidder, the bid will be rejected. In e-E-Tendering, intending E-Tenderer/bidder can quote their rate in figures only. The total amount is generated automatically. Therefore, the rate quoted by the E-Tenderer/bidder in figures shall be taken as correct. The Comparative Statement is also generated automatically by the system. The Comparative Statement and rate quoted by each E-Tenderer/bidder shall be downloaded. **The manual calculation check of E-Tenders/bids and Comparative Statement shall be final. In case, any discrepancy is noticed, the decision of appropriate authority of museum/Centre shall be final and binding.**

7) The server time (which is displayed on the E-Tender's/bidder's dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the E-Tenderers/bidders, opening of bids etc. The E-Tenderers/bidders should follow this time during bid submission. The E-Tenderers/bidders are requested to submit the E-Tenders/bids through online E-Tendering system to the **E-Tender Inviting Authority (E-TIA)** well before the bid submission end date & time (as per Server System Clock).

8) All the documents being submitted by the E-Tenderers/bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

9) The uploaded E-Tender documents become readable only after the E-Tender opening by the authorized E-Tender/bid openers.

10) Upon the successful and timely submission of E-Tenders/bids, the portal will give a successful E-Tender/bid submission message & an E-Tender/bid summary will be displayed with the NIT/E-Tender/bid no. or Name of Work and the date & time of submission of the E-Tender/bid with all other relevant details.

11) The E-Tender/bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any E-Tender/bid opening meetings.

ASSISTANCE TO E-TENDERERS/BIDDERS:-

(a) Any queries relating to the E-Tender document and the terms and conditions contained therein should be addressed to the **E-Tender Inviting Authority (E-TIA), National Science Centre, Delhi, Contact No.** 7428693710 - 17, Website: www.nscd.gov.in, Email: nscdl01@gmail.com

(b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Ph. **1800- 3070-2232.**

INSTRUCTIONS FOR FILLING THE E-TENDER:

01. The instructions and specifications given herein in the tender document will be strictly binding on the E-Tenderers and deviation, if any, make the tender or E-Tender liable to be considered invalid.

02. The hard copies of E-Tenders shall be submitted strictly in accordance with the instructions contained in this document in a properly sealed envelope addressed to **National Science Centre, Near Gate No.4, Pragati Maidan, Bhairon Road, New Delhi-110001** and clearly superscribed "**E-Tender for Operation of Cafeteria on Leave and License basis at NSC, Delhi**".

03. E-Tenders which do not fulfill all or any of the conditions laid down in the General Conditions of the E-Tender or are incomplete (i.e. offers received without prescribed offer form, general terms and conditions, proforma of agreement and declaration duly signed with official seal on all pages) will be rejected straightway without any reference to the E-Tenderer.

04. Fax/Email E-Tenders are not accepted and will be ignored / rejected.

05. E-Tenders incorporating additional conditions are liable to be rejected.

06. E-Tenderer shall submit the following documents along with the offer:
    i) Copy of current and valid trade license.
    ii) Copy of valid Income Tax Clearance Certificate and PAN Number
    ii) Copy of documents in support of their working experience in catering/canteen operation.
    iv) GST Registration Number and copy of registration certificate.

07. The interpolations, insertions, cuttings and corrections in the offer form are not permitted and shall be rejected straightway without any reference.

08. The National Science Centre, Delhi does not bind itself to accept the highest E-Tender in terms of license fee and reserves the right to accept or reject any or all E-Tenders or partially accept any of them without assigning any reason.

Important Information & Dates

Minimum License Fee for Cafeteria & KIOSKs	**₹35,00,000/- per annum for Cafeteria (excluding GST & TCS) and** **₹75,000/- per annum for per Kiosk (excluding GST & TCS) and** ** Rate below the above said amount will be rejected.
EMD Amount	**₹97,000/-** This deposit shall be made in the form of NEFT/RTGS /bank draft favoring "National Science Centre" payable at Delhi as per Annexure – C. ** Eligible MSMEs in relevant services shall be exempted from payment of EMD.
Cost of E-Tender document/ E-Tender fee	NIL
Tenure and validity	Initially 03 months on trial basis, there after 09 months subject to satisfactory performance of the agency. The License may be renewed on year-to-year basis based on the satisfactory performance for a maximum period of 03 years at the discretion of the Museum/ Centre.
Bid Document Publishing Date & Time	06-11-2026 (11:30 AM)
Bid Document Download Start Date & Time	06-11-2026 (11:40 AM)
Bid Document Download End Date & Time	25-11-2026 (02:00 PM)
Bid submission Start Date & Time	06-11-2026 (11:55 AM)
Pre Bid Meeting	**12-11-2026 (12:00 Noon)**
Bid submission End Date & Time	25-11-2026 (02:00 PM)
Bid Opening (Technical) Date & Time	**26-11-2026 (03:00 PM)**

TERMS AND CONDITIONS FOR PROVIDING SERVICES FOR OPERATING CAFETERIA ON LEAVE AND LICENSE BASIS IN NATIONAL SCIENCE CENTRE, DELHI.

NOTICE INVITING E-TENDER (e-NIT) No. NSCD/18011/E-Tender- 07/2026-27

Online E-Tenders are hereby invited from reputed caterers, operators of restaurants, hotels, canteen/ cafeteria and similar agencies having proven experience in preparation and capability in serving quality food by running and operating cafeteria for **RENDERING SERVICES FOR OPERATING CAFETERIA ON LEAVE AND LICENCE BASIS IN THE PREMISES OF NATIONAL SCIENCE CENTRE, NEAR GATE NO.4, PRAGATI MAIDAN, BHAIRON ROAD, NEW DELHI – 110001** on payment **Of Non-Refundable ANNUAL LICENSE FEE.**

01. E-Tenderer shall have adequate working experience in catering/operation of Cafeteria/ canteen / Restaurant etc.

02. **The E-Tenderer should fulfill the following eligibility criteria: -**

(i) Should be either registered as a Company under Companies Act 1956/ 2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence as such entity for not less than 05 years as on **30 September, 2026**.

(ii) Should be in possession of (a) Trade License (b) PAN Card [in the name of firm/ agency or proprietor]: (c) EPF/PF Registration (d) ESI Registration (e) P-Tax registration (f) Registration under the Shops & Establishment Act (g) GST Registration Certificate issued by Labour Department. (if applicable)

(iii) Intending agency should be an independent legal entity, registered under the applicable Act for running business of cafeteria/ canteen/ food court etc. dealing with preparation, stocking and serving of eatable for minimum three years.

(iv) Intending agency should possess valid license issued by food safety & standard authority of India (FSSAI) or any other such certificate applicable in the state of Delhi issued from appropriate authority.

(v) The firm/ agency should never have been blacklisted by any of the central/ state Govt. organization and no criminal case should be pending against the firm/ agency.

(vi) The Minimum Average Annual turnover of the firm/ company should be 20 lakhs in last three consecutive financial years. [E-Tenderer shall attach relevant documents (audited report Trading, P/L & B/S from authorized Chartered Accountant) as proofs with the Technical bid]

03. The place of work shall be the place where the museum/ Centre is located in **NATIONAL SCIENCE CENTRE, NEAR GATE NO.4, PRAGATI MAIDAN, BHAIRON ROAD, NEW DELHI – 110001**.

04. Before submitting the E-Tender, the E-Tenderer must assess the mandatory commitment, quantum and nature of services involved in cafeteria operation at the Centre after physical inspection of the premises.

05. The e-Tenders are invited under **two electronic envelopes system**. The first electronic envelope will be named as Technical Envelope & will contain documents of tenderer's/bidder's fulfilling the eligibility conditions, scanned copies of documents towards experience details, declarations, signed & stamped E-NIT, etc. and the second electronic envelope will be named as Financial Envelope containing Rate Quote Sheet for operating cafeteria on leave and license basis at NSC, Delhi. The bidder shall submit **TECHNICAL BID ENVELOPE** and **FINANCIAL BID ENVELOPE** simultaneously. The technical bids will be evaluated first and thereafter, financial bids of only the eligible tenderers/bidders shall be opened. These envelopes shall contain one set of the following documents:

a) **TECHNICAL BID ENVELOPE** shall contain the following documents:

i) Scanned copy of Enlistment Order/Registration certificate with appropriate Authority/necessary license as required under the Shops and Establishment Act in .pdf format.

ii) Digitally signed e-Tender document (along with addenda/ corrigendum, if any issued to the technical bid document) should be submitted in .pdf format.

Hard copy of e-NIT endorsing signature and rubber seal of the bidder/tenderer on all pages should be submitted to the Museum/Centre **on or before the due date of submitting the tender.**

iii) Scanned copies of EXPERIENCE CERTIFICATES/ CONTRACT EXECUTION CERTIFICATE along with **Work Order/Letter of Intent** issued by Govt./Semi-Govt./Autonomous/PSUs/Municipal Bodies/Corporate Bodies and/or corporate firms of repute as per the e-NIT in PDF format.

iv) Detailed information in respect of the bidder is to be provided in pdf format as given in **Annexure – D**.

v) Scanned copy of **Declarations** and **Undertaking (as per Annexure – E)** duly signed with and affixing Tenderer's/Bidder's seal in PDF format. Otherwise, the MUSEUM/CENTRE shall reject the bid.

vi) **Self-attested Scanned copies of**

a. Trade License (wherever applicable),
b. Registration certificate under Shops and Establishment Act,
c. Registration certificate/ Labour Licence under the Contract Labour Act.,
d. License issued by Food Safety & Standard Authority of India (FSSAI) or any other such certificate applicable in the state of Delhi issued from appropriate authority.
e. PAN Card,
f. GSTIN Certificate,
g. EPF registration certificate,
h. ESI registration certificate,

i. Professional Tax Registration certificate,

j. Valid License to engage in the business of running cafeteria/ canteen in the District/State of NCT of Delhi issued by the respective State Govt., ***wherever applicable,***

k. Income Tax Returns (for last three years) and audited Balance Sheet and Profit & Loss accounts for last three years **in PDF format**.

A checklist has been provided in **Annexure – F** which may be filled up and submitted in this part.

b) **FINANCIAL BID ENVELOPE** shall contain the Rate Quote Sheet in .XLS format (Ref. document is available at **Annexure – G)** as provided in the Tender in CPP Portal.

06. **EVALUATION OF BIDS & AWARD OF CONTRACT (EVALUATION PROCEDURE)**

- The bids shall be evaluated in two stages, namely Technical Evaluation and Financial Evaluation, under the Quality-cum-Cost Based Selection (QCBS) method.
- The Technical Bids shall first be evaluated to determine responsiveness of the bids and eligibility of the bidders with reference to the prescribed eligibility criteria and documents submitted by the bidders.
- Only those bidders whose Technical Bids are found responsive and who secure the minimum qualifying marks in Technical Evaluation shall be considered for opening of Financial Bids.
- The evaluation of bids shall be carried out on the basis of the information and documents furnished by the bidders. The bidder shall be responsible for correctness and authenticity of the information submitted in the bid.
- National Science Centre reserves the right to verify the information, documents and references furnished by the bidder from any source without further notice to the bidder.
- The Technical Bid and Financial Bid shall carry weightage of 70% and 30% respectively for determination of the Final Score under QCBS methodology.
- The following terms shall apply for evaluation of bids:
- Technical Bid Score (TBS): Score obtained by the bidder in Technical Evaluation.
- Financial Bid Score (FBS): Score obtained by the bidder in Financial Evaluation (Scoring will be based on overall highest bid basis).

FBS = (Bidder's Quoted Amount/ Highest Quoted Amount) *100

- Final Score (FS): Composite score derived under QCBS methodology.
- The Final Score (FS) shall be calculated as under:
- FS = (TBS × 0.70) + (FBS × 0.30)
- **The bidder securing the highest Final Score (FS) shall be declared the successful bidder.**
- In case two or more bidders secure identical Final Scores, the bidder securing higher Financial Bid Score shall rank higher. In case of further tie, the bidder securing higher Technical Bid Score shall rank higher.
- Evaluation of bids shall be carried out strictly in accordance with the criteria specified in the tender document and no additional criteria shall be applied during the evaluation process.

- The decision of Director (NSCD) in respect of evaluation of bids and award of contract shall be final and binding on all bidders.

S.No	Description	Max Score	Details / Break-up of marks
01	Experience in Similar work (In any Departments/ Autonomous Institutions/ Public Sector Undertakings of the Government of India/ other State Government or Public Sector Banks of Local Bodies/ Municipalities during last three financial years.)	15	At least one completed similar work of value not less than 30 lakhs in last 03 years – 10 marks. Additional completed works of operating cafeteria/ canteen at any Govt. Institutes of value not less than 15 lakhs – 5 marks. (1 marks for each works per year subject to maximum 5 marks.)
02	Financial Capability (Turnover during any 3 FYs from 2022-23 to 2025-26)	10	More than ₹70 lakhs to less than ₹1 crore – 3 ₹1 Crore to less than ₹1.5 crore – 5 ₹1.5 Crore to less than ₹2 crore – 7 More than ₹2 crores – 10
03	Years of experience in operations in providing service (In any Departments/ Autonomous Institutions/ Public Sector Undertakings of the Government of India/ other State Government or Public Sector Banks of Local Bodies/ Municipalities during last three financial years.)	15	5 years to less than 7 years – 5 7 years to less than 10 years – 8 10 years to less than 15 years – 12 Above 15 years – 15

04	PRESENTATAION BY VENDERS ON HOW THEY WILL SHOWCAST CANTEEN AT NSCD - DETAILING	60	A. EARLIER DONE QUALITY CANTEENS - 20 MARKS B. SCHEME TO RUN CANTEEN AT NSCD WITH SUCH FOOTFALL OF AROUND 8 LAKHS - 20 MARKS C. OTHER AREAS WHERE CAFÉ ETC TO BE INSTALLED, WHAT IS THE PLAN AND PROPOSED FOOD ITEMS FOR SALE - 10 MARKS D. STAFFING OF CANTEEN AND PRRESENTATAION OF CANTEEN PLANNED - 10 MARKS

****MINIMUM 70% PASSINHG MARKS REQUIRED IN TBS, FOR OPENING OF FINANCIAL BID.**

07. Successful E-Tenderer shall be required to enter into an agreement with the Centre, governing the terms and conditions of the license on non-judicial stamp paper as per the proforma enclosed.

08. The cafeteria shall be kept open for 363 days of the year except (Holi & Diwali festivals) from 9.00 A.M. to 6.00 P.M. but the cafeteria services should be extended beyond these hours as per requirements in public exigencies and in case of touring officials/guests staying in this guest house of NSCD.

09. Serving food items including food, snacks, fast food and other items such as soft drinks, ice cream, tea, coffee through specified areas to the visitors and the staff members.

10. The term 'Centre' wherever mentioned in the N.I.T. shall mean the authorities of National Science Centre, Delhi. The term 'Licensee' wherever mentioned in the N.I.T. shall mean the individual/organization selected for award of this license on leave and license basis.

11. The Centre will permit the Licensee to use a vacant space at the ground floor of the NSCD building covered area of 210 sqm. (Public Dining Space Area), 155 Sqm. Kitchen Core Space Area, 29 Sqm. Officials Dining Space Area out of the 394 Sqm. area of "**Cafeteria**" and 05 Nos. KIOSKs at various floors of area 3.34 sqm. each in the National Science Centre, Delhi (layout drawing enclosed as **Annexure – I (i-vi)**). The area of **"Cafeteria and Kiosks"** shall be under the scope of the tenderer for its upkeep and maintenance for maintaining hygienic conditions.

(NO WATER AND DRAINAGE WILL BE PROVIDED at KIOSK Areas)

12. Mandatory tea and snacks (like Samosa/ Bread Pakoda/ Daal Vada / Poha/ Idli with coconut chutney/ upma etc.) should be served to the staff members at their working areas twice a day i.e. once in morning between 10.30 AM to 11.15 AM and once in evening between 3.30 PM to 4.00 PM at rates specified in Annexure – 'A'.

13. Mandatory Chicken Curry & Egg Curry should be served to the staff members in their lunch once in a week.

14. Lunch/tea/snacks/dinner etc. should also be provided to officials of the Centre and NCSM officials during working hours and also for those working beyond office hours for the Bonafide interest of the Centre. However, for providing food items beyond the normal office hours, intimation regarding timing and quantity will be informed to the Licensee in advance at least four hours. Even single guest is there; agency has to provide the food.

15. The Licensee shall pay the license fee in advance to the Centre annually for such use of the facilities provided (described in the Schedule of Agreement) and delay in payment of annual license fee beyond the stipulated date will result in imposing of penal interest @ 18% p.a. on each day of default in payment. In the event of failure to pay the same, the Licensee will be liable for termination of the contract and in such case the performance security deposit amount will be forfeited.

    KIOSK LICENSE FEE SHOULD BE QUOTED SEPERATELY THAN MAIN CANTEEN SPACE.

16. The Licensee shall pay monthly for the electricity, water charges and sewage charges as per actual consumption etc. as generated in the original bills of the core supply department. For this purpose, separate energy meter will be provided by the Centre. The water and electricity that will be supplied to the licensee from the Centre's source for which the Centre shall take reasonable care to maintain adequate supply but shall not be liable for any damage or loss which may be caused by any deficiency in water or electric supply and the licensee will not be entitled to any remission or compensation for such damage. The supply of electricity and water by the Centre is subject to availability of normal supply from respective sources.

17. The Licensee shall pay the monthly water and electricity charges as per actual consumption within 15 days from the date of raising the bills failing which penalty 10% of actual bill shall be imposed in the next bill. In case of delay of such payments beyond two billing cycles, the Centre reserves the right to disconnect such facilities at the cost and risk of Licensee.

18. The licensee will not use the said space and facilities provided specifically for the purpose of providing service for running cafeteria on Leave and License basis in the Centre for any purpose other than the purpose specifically agreed upon. The licensee shall not violate this contract either in part or in whole by any means whatsoever.

19. The Licensee will be awarded the contract initially for a period of 3 months (trial period) and the contract will be extended for further nine months on satisfactory performance of contract by the licensee. The contract will be renewed further **on year-to-year basis for a maximum period of 3 years subject to satisfactory performance of the contract by the Licensee and at the discretion of the centre subject to further condition that the license fee shall be increased @ 10% every year in the event of the license being renewed at the sole discretion of the licensor and extension/ renewal of the agreement before expiry of the contract**. In case the performance of the Licensee is not found satisfactory during the trial period, the contract will be terminated and in such case the SD will be forfeited and the license fee will be refunded after deducting proportionate license fee.

20. This agreement is liable to be cancelled at any time if the Licensee fails to abide by the agreed terms and conditions by giving one month notice.

21. The Centre will not provide any refrigerator, cooking gas, hot case, crockeries utensils, cutleries etc. or any other equipment except built-in kitchen equipment with fresh air ventilation and gas pipe network system etc. as given in the **Annexure - H** for use by the licensee.

22. The licensee shall install necessary equipment and provide good quality utensils, crockery, cutlery and have their own LPG (commercial) connections for smooth running and service of the cafeteria. Coal, wood or other smoke generating fuels will not be allowed to be used in the cafeteria kitchen or within the premises of the Centre without prior consent of authorities.

23. The foodstuff to be prepared by the Licensee shall be made under good hygienic conditions and the standard of hygiene and quality of food must be strictly maintained**.** Failure on this account on part of Licensee shall be dealt with by imposition of penalty of Rs.1000/- per occasion. This would be inspected and ascertained by the Cafeteria Coordination Committee (CCC) whose directions would be binding on the licensee. The food, sweets and other articles shall be fresh, wholesome and of good quality. Licensee shall abide by the Municipal Laws relating to sale of food etc.

24. The licensee shall furnish the license for carrying out the food business within the premises of the Centre from Food Safety and Standard Authority of India (FSSAI), Delhi Police and Hygiene & health clearance certificate from MCD within three months from the date of award of the contract. Failing which the Contract is liable to be cancelled.

25. The licensee shall be fully responsible in keeping the entire Cafeteria area clean, neat & free from foul smell, insects, mosquito, house-flies, dust and dirt etc. The agency should also use disposable bags in dustbins for easy and hygiene disposal of canteen waste. The premises of the cafeteria shall be inspected by the Centre's Cafeteria Committee periodically and if the premise is found dirty and sanitary condition are unsatisfactory; the contract is liable to be cancelled or penalty as may be deemed appropriate by the Centre shall be imposed. The agency has to dispose-off the cafeteria waste/ wet garbage on the same day or early to the next day.

26. In order to facilitate the Centre to make proper alternate arrangements for running this public facility, the Licensee must give at least eight weeks' notice in case they do not wish to continue the contract after expiry of the awarded contract tenure. In case the said notice is not given, then the licensee is liable to continue service beyond the awarded contract tenure for such period remaining short of the required notice and pay proportionate license fee to this Centre for such period.

27. The price of the foodstuff prepared in the cafeteria for the staff will be as given in **'Annexure – A'.** Regarding the prices for visitors, a formal approval needs to be obtained from the authorities of the Centre before they are put up for sale. The approved item-wise rates shall be exhibited near the sale/cash counter in English and Hindi for the benefit of consumers. The Licensee shall serve food items at the rates prescribed in **'Annexure – B'** for the official meetings/conferences/functions etc. organized by the Centre. Rates of the food stuff once fixed and approved by the

authorities shall not be allowed to be enhanced without prior permission of the Centre **the Licensee, therefore, needs to quote their rate after carefully considering their commitments without compromising on quality or quantity of foods.**

28. For the satisfaction of the optimum number of visitors, it is preferred that the services may be available to them at reasonable prices prevailing in the market. The rates for visitors should be clearly displayed in the cafeteria in aesthetic manner. The display may be got approved before putting up from the Centre.

29. The establishment of the Licensee shall be separate from the establishment of the Centre for all purposes and in all respects and in no case any kind of liability of the Licensee will be transferred or borne / shared by the Centre. The Licensee shall be responsible for indemnifying the Centre for any such past, present or future liabilities.

30. The Licensee shall not erect or install any temporary or permanent structure or fixture inside the cafeteria premises or outside without written approval of the Centre.

31. The Licensee or any of his/her salesperson shall not sell / consume pan, pan masala, tobacco or any alcoholic drinks or drugs or any such products banned for sale in the Delhi region within the premise of the centre**.**

32. In respect of all persons engaged for rendering the services directly or indirectly by the Licensee or under the Licensee, the Licensee shall be considered as their employer and the Licensee shall also be considered as principal employer as per Contract Labour Regulation Act. The successful tenderer shall pay not less than minimum wage as prevalent in the Municipal area of New Delhi and shall abide by all and every kind of legislation that are incidental to and concerned with such deployment of persons for the time being for carrying out and rendering the services for preparation, sale and serving for running the cafeteria. The licensee shall also be responsible to make arrangement of accidental insurance for the persons deployed at cafeteria. The Centre shall have no liability of any kind with regard to the employees of the Licensee.

33. The licensee shall observe at all times the provisions of the employment of Child Labour Act and any other enactment made in this regard.

34. The Licensee shall ensure that all statutory wages and allied benefits like P.F., Bonus, ESIC etc., as are prescribed by the Government from time to time, are paid to their staff deployed for the purpose of this contract. The Licensee shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. for this purpose and shall also remain liable for any contravention thereof. The Licensee shall have to abide by the Minimum Wage Legislations and must pay Minimum Wages, as per law, to their staff deployed at any time by them in the campus of the Museum/Centre for the purpose of this contract.

35. The Licensee shall pay wages to the personnel deployed by them in their respective Bank Accounts latest by the 7th of every month through e-transfer and shall produce copy of acquaintance roll and bank remittance statement every month.

36. The Licensee shall obtain necessary License etc., as required under the Contract Labour (Regulation & Abolition) Act, 1970 or any other act as may be applicable.

37. The Licensee, for the purpose of fulfilling his obligations may deploy persons as their own employees as servers, cooks, etc. who must be medically fit, mentally sound with no contagious diseases, wear neat and clean cloth and shall have good character and fit for work in a public place cafeteria where high-quality public service is expected. Also need to ensure adequate sanitary facilities are provided and ensure food workers thoroughly and frequently wash their hands. Wearing of Mask, Soap and water is adequate for hand washing in order to prevent the COVID-19 pandemic. For such engagements, the licensee shall submit the names and credentials of his employees duly certified by the local police to the Centre for security reason. The Centre reserves the right for approval or rejection of any such engagements. Replacement of employees of the licensee shall be done by following similar formalities by the licensee. Any employee of the licensee if recommended for replacement for valid reasons (such as lack of integrity, indecency, misconduct, etc.) by the Centre shall be binding on the licensee for immediate compliance and replacement to be made by the licensee.

38. The existing security personnel of Centre shall remain vigil round the clock in the campus yet the Licensee has to make proper arrangement for protecting their items from theft/pilferage etc.

39. The Licensee is liable to pay compensation for any damages caused to the fixture, property (including furniture placed in the visitor dining space) etc. due to mishandling/ negligence of their staff, the compensation as determined by the authority of the Centre thereof shall be recovered from the Licensee or deducted from the Security Deposit.

40. The Licensee shall also provide tea, breakfast, working lunch and dinner for touring officers, council members and other VIPs according to present menu and at the rates applicable to the staff of the Centre as mentioned in **Annexure – A & B**.

41. The Licensee, including all persons deployed or engaged by the licensee in any manner, shall abide by the security arrangements of the Centre and shall be liable for search, frisking, scrutiny physically or otherwise, by the security personnel of the Centre. The Licensee and his/their staff shall not reside inside the campus except in special cases emerging out of exigency when the competent authority of the Centre specifically instructs in writing such staff members to do so temporarily.

42. The Licensee shall provide working Lunch/Dinner/Tea/Coffee services for participants in programmes organized by the Centre or in collaboration with the Centre at a fixed rate as per **Annexure 'B'**. However, for programmes other than mentioned above, the Licensee shall have the freedom to charge rates as found suitable by him but the rates should be comparable to prevailing market rates and after due approval of competent authority.

43. The outside agencies, who are hiring Auditorium / Conference Room of this Centre for their functions, are not bound to avail services from the Licensee. However, those agencies will be referred to the Licensee at the first instance for negotiations and serving food.

44. The licensee shall submit the following documents and payments within 7 (seven) days from the date of award the work order/letter of intent:

i) Duplicate copy of the Work Order duly signed and sealed by the tenderer as a token of acceptance of the service contract award letter/LOI.

ii) Original copy of Agreement/Deed of License (in duplicate) governing the terms and conditions of the Contract on non-judicial stamp paper of appropriate value as per the proforma enclosed.

iii) Security Deposit as contained in Clause-48 of the terms and conditions for providing the services of operation of the cafeteria.

iv) Payment of 50% of the total annual license fee in the form of a Bank Draft in favour of **National Science Centre, Delhi** payable at Delhi and the balance amount shall be paid to the Centre within a month from the date of execution of this agreement.

The details of the bank account of National Science Centre, Delhi are given in **Annexure – C** for making above payments.

45. The charges for electricity, water and supporting facilities shall be paid by the licensee to the Centre on monthly basis starting from one month after the execution of the agreement as per conditions laid down in previous clauses.

46. The Licensee shall provide reasonably decent uniforms, aprons, gloves, head gear and photo identity card to the cafeteria waiter and other servants working in the cafeteria.

47. The Licensee shall deploy/ engage separate expert cooks/ chefs for preparing different cuisines. (North Indian, South Indian, Snacks and non-Veg as and when required.)

48. The licensee shall have to deposit to the Centre a sum equivalent to 10% of the Annual License fee for the entire period of the tender as "**Security Deposit (SD)**" for the due and complete performance of the provision of the terms, conditions and agreement. This deposit shall be made in the form of bank draft favouring "National Science Centre" payable at Delhi. No interest will be paid on the SD for the period the contract. This deposit is refundable subject to adjustments at the time of normal expiry of the term of the Contract.

49. The E-Tenderer shall declare in writing that none of their Partners, Proprietors or Directors are in any way related to any officer of National Council of Science Museums including the units under its control.

50. The licensee shall comply with all and every requirement of the various local municipal and other statutory authorities for rendering services for running the cafeteria.

51. In case any proceeding is initiated against the Licensee by the Court/ MCD/FSSAI/Govt. Authority under the provision of Food Adulteration Act 1952 or any law/regulation applicable in such matter, the licensee shall be solely and directly liable for that.

52. The licensee is not permitted to assign or in any way transfer the right under this License to any other person or agency.

53. Provided nevertheless that the agreement may be terminated by either party giving to the other not less than 8 weeks' notice in writing on their behalf without assigning any reason thereof and no damage or compensation shall be claimed by either party.

54. The licensee on completion of the specified term of license/contract or on termination of the license/contract shall peacefully vacate the premises of the Centre and remove all their persons and materials from the Centre within three days after settling all dues.

55. On violation of any of the terms and conditions of the Agreement/Deed of License/NIT by the licensee, the Centre may at his discretion terminate the agreement at any time after 15 days clear notice and for such termination of agreement, the licensee will not be entitled to any remission, compensation or damage. The Centre shall have the full liberty to call for absolute tidiness, cleanliness of the maintenance of the entire facility as agreed upon and also to demand neat and clean liveries for those who will be deployed by the licensee for the services as servers, cooks, etc. and to request the licensee to replace or change such person or persons within 48 hours' time, if so needed.

56. The licensee shall obtain specific written prior permission of the Centre for any display in the nature of sign boards, display of rate list and like, which shall commensurate with overall display of the Centre. The specific spaces of the Centre where such display shall be made also require specific approval of designs and permission of the Centre.

57. The licensee shall not exhibit/display in the Centre any printed or written notice or advertisement of any kind whatsoever without the previous written approval of the Centre except that of any notice concerning the cafeteria.

58. The licensee shall be required to serve Tea/snacks/food etc. to the guests and other senior touring officers of NCSM visiting New Delhi with proper crockeries/cutleries in the Guest House of the Centre situated in the premises at the rates monitored in **Annexure 'A**'.

59. In case of any dispute arising out of this contract between the Centre and the Licensee, the matter shall be referred to the sole arbitration of a person to be appointed by the Director General of NCSM on receipt of an official request with details of the dispute, from either the Centre or the licensee. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or reenactment thereof and of the rules made thereunder for the time being in force.

60. **Court Jurisdiction** All disputes arising out of the tender and this contract shall be subjected to exclusive jurisdiction of the Courts at Delhi (place of the Museum / Centre) and the writ jurisdiction of Hon'ble High Court of Delhi (the state where the Museum / Centre is situated).

61. **FORCE MAJEURE** In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be

suspended for the period during which such cause lasts. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire, pandemic, epidemic, quarantine restriction, natural calamities directly affecting the performance of the Contract, Flood and Acts and Regulations. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said cause by giving notice to the other party within 72 hours of the ending of the cause respectively. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts. If deliveries/services are suspended by Force Majeure conditions lasting for more than 2 (two) months, (Museum/Centre) shall have the option of cancelling this contract in whole or part at their discretion without any liability at their part.

Key Points

62. Absolute clean and hygienic ambience to be maintained in the cafeteria premises (including kitchen and service area). Advisories issued by concerned authorities regarding preventive measures on COVID-19 protocol are to be followed.

63. The persons engaged by the canteen must be in clean uniform for service.

64. The quality and quantities of food items must be maintained throughout the contract tenure.

65. Unbroken, neat and clean crockeries / cutleries must be provided by the contractor.

66. Rates to be quoted should be based on the mandatory commitments regarding food prices for staff of this Centre.

67. They should engage sufficient manpower to provide proper and prompt service both within the cafeteria as well as serving in the office.

68. Headgears, caps, aprons, gloves, Mask / Face shield & photo identity cards etc. must be worn by the cafeteria crew while in-side the kitchen or serving food.

69. Garbage and kitchen waste segregated in dry and wet and disposed-off separately in plastic bags and are to be removed from garbage dump area at least twice in a week.

70. Food items and raw materials etc. should be covered & stored only in racks and shall not be littered on the floor of cafeteria.

71. The Licensee or any authorized person of the Licensee must visit the cafeteria on a daily basis, without fail, for checking the proper functioning of the same and to redress the complaints/ grievances of the staff as well as visitors of the Centre, if any.

72. The KIOSK areas may be utilized as a take away area. The area will be used for rest, the design may be done by the vendor but must be approved by Competent Authority, NSCD.

NATIONAL SCIENCE CENTRE
(National Council of Science Museums)
Near Gate No.4, Pragati Maidan, Bhairon Road, New Delhi - 110 001

PROFORMA FOR AGREEMENT

This Agreement/Deed of License is made on …… day of ……Two thousand Four between National Science Centre (under National Council of Science Museums, a Society registered under Societies Registration Act of West Bengal, 1961) having its office Near Gate No.4, Bhairon Road, Pragati Maidan, Delhi – 110001 (hereunder referred to as "the Centre" which expression, unless repugnant to the context, mean and include its successors, administrators and assigns) ON ONE PART.

A N D

M/s…… having its registered office at …… (hereinafter referred to as "the Licensee" which expression, unless repugnant to the context, mean and include its successors, administrators, legal representatives and assigns) ON THE OTHER PART.

AND WHEREAS the licensee has offered and applied for grant of license for operating the cafeteria of the Centre on Leave and License basis and to do the acts and things specified in the first schedule hereto over the space for which the Centre is the owner and occupier as described in the second schedule as per the terms and conditions set out the Notice Inviting Tender as well as the conditions agreed to hereinafter in this Agreement/Deed of License.

AND WHEREAS the Centre hereby licenses and authorities 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:

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

2. The licensee shall pay to the Centre such sum as shall become payable at the time and in the manner specified in the said terms and conditions.

3. The service is the essence of this agreement and the successful tenderer/licensee shall proceed with the quality service of preparation of foods, snacks, tea, coffee etc. sell and serving being the same of high class quality for providing the service of cafeteria to the staff members of National Council of Science Museums and to sell the same at a concessional rate and to the visitors to the Centre at a reasonable rate for profit, subject to approval of all such rates by the Centre, under good hygiene conditions as detailed in the terms and conditions hereinabove mentioned in the Notice Inviting Tender.

4. That the licensee has to bear the electricity and water charges over and above the payment of license fee specifically mentioned in the said terms and conditions.

5. Utensils, crockery, cutleries and furniture etc. have to be maintained of a very high standard and use of any kind of cracked or broken crockery, cutleries and utensils will not be allowed on the ground of hygiene conditions.

6. The Licensee shall during the continuance of this agreement/tenure of the contract be allowed to enter upon such premises of the Centre building as the authority of the Centre (Director of the Centre) may authorize for the purpose of rendering the services for operating the cafeteria for sell of items at an approved rates to the visitors of the Centre and the staff of the Centre during the specified working hours (of the Centre).

7. 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.

8. 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.

9. The Licensee hereby agrees to indemnify the Centre from and against all actions, claims and penalties which may be suffered by the Centre on the part of licensee, his servants and agents on any count whatsoever in any manner.

10. The License will be valid for 1 year, which may be extended on an year to year basis up to a maximum period of three years at the sole discretion of the licensor, subject to satisfactory operation of the cafeteria as per the agreed terms and conditions, and the license fee shall be increased@ 10% every year in the event of the license being renewed at the sole discretion of the licensor.

11. This agreement comprises of the services and all subsidiary duties and services connected therewith for rendering the services for operating the cafeteria even though the same may not be very specifically mentioned in the said terms and conditions.

12. In the event of any dispute or difference of any kind related to the interpretation and application of the provisions of the contract, the matter should be referred to the Sole Arbitration of a person to be nominated by the Director General, National Council of Science Museums and the decision of the Sole Arbitrator, so appointed in this regard, shall be final and binding on both the Centre and licensee.

In addition to the various terms and conditions mentioned in the subject NIT and the work order/letter of intent, the following documents shall also be the part of this agreement.

FIRST SCHEDULE

(a) To prepare, sell and serve foods, snacks, tea, coffee etc. for providing the service of cafeteria to the staff and to sell the same at a concessional rate as described in THIRD SCHEDULE and to visitors to the Centre at a reasonable rate for profit under good hygienic conditions subject to details 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 the Centre 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 "Principal Employer" for the purpose. The successful tenderer shall pay not less than "fair wage" and shall abide by all kinds of legislations that are incidental to and 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

(Description of the space and facilities to be provided by the licensor to the licensee)

The Centre will permit the Licensee to use a vacant space at the ground floor of the NSCD building covered area of 210 sqm. (Public Dining Space Area), 155 Sqm. Kitchen Core Space Area, 29 Sqm. Officials Dining Space Area out of the 394 Sqm. area of "**Cafeteria**" and 05 Nos. KIOSKs at various floors of area 3.34 sqm. each in the National Science Centre, Delhi (layout drawing enclosed as **Annexure – I (i-vi)**). The area of **"Cafeteria and Kiosks"** shall be under the scope of the tenderer for its upkeep and maintenance for maintaining hygienic conditions.

(NO WATER AND DRAINAGE WILL BE PROVIDED at KIOSK Areas)

THIRD SCHEDULE

The prices of the food stuff to be provided for the staff of the Centre shall be as given in the **Annexure – A & B.**

Signed for and on behalf of the Centre

In presence of

(1).....

(2).....

Signed by the licensee

In presence of

1).....

(2).....

NATIONAL SCIENCE CENTRE
(A Unit of National Council of Science Museums)
Near Gate No.1, Pragati Maidan, Bhairon Road, New Delhi - 110 001

OFFER FORM

E-TENDER FOR OPERATION OF CAFETERIA NATIONAL SCIENCE CENTRE, DELHI

I/ We have read understood and accept all the terms and conditions applicable for operating National Science Centre, Delhi Cafeteria as laid down by the National Science Centre, Delhi in the relevant tender document.

I/We hereby offer to pay to National Science Centre, Delhi a non-refundable license fee of Rs…… (Rupees ……) per annum for operating the Cafeteria in National Science Centre, Delhi as per the terms and conditions laid down in the agreement made for this purpose .

I/ We also agree to pay electricity and water charges fixed by the authorities of National Science Centre, Delhi as per the said agreement and also agree to pay 10% of the Annual License Fee for the entire period of the tender as Security Deposit amounting to Rs._____ (Rupees ……) to National Science Centre, Delhi against due and complete performance of the provision of the terms and conditions laid down in the Agreement.

(**) Please indicate the percentage of increase of License fee every year, subject to a minimum of 10%

My/ Our business particulars are as follows:

(i) Name(s) of the Tenderer(s) :

(ii) Permanent Postal Address (full) :

(iii) Police Station :

(iv) Telephone No. :

(a) Office :

(b) Residence :

(c) Fax (if any) :

(d) E-mail / Web site :

(e) Mobile :

(v) Name and full Address of Banker :

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

Date :
Place :

Signature of the Tenderer(s)/ Constituted Attorney with official seal

Information Sheet for making the Offer

1. No. of operating days: 363 days in a year

2. Average visitors' statistics: **8.00 lakhs** per annum (approx.)

3. NSCD has 142 staff and other members (Security/ Conservancy/ Contractual persons etc.) serving at NSCD who might take food in cafeteria.

The above information is indicative and is meant to serve as guidance for the tender. It is not means constitutes a Commitment of any kind.

'Annexure – A'

(Description of the rates for soft drinks and food items applicable for NSCD staff and NCSM touring officials)

RATES APPLICABLE TO COUNCIL STAFF (AS PER NIT)

TEA / COFFEE	
Item	Rates (Rs.)
Coffee (Nescafe / Bru etc.)	5.00
Tea 140 ml.	5.00
Tea – special (Branded Tea Bag)	10.00
Soup - Veg. Soup/Tomato/sweet corn (small)	10.00

COLD DRINK / BISCUITS		
Coca Cola / Trip / Thums Up / Pepsi / Frooti etc. (300 / 350 ml.)		**Max. Retail Price**
Fountain Pepsi (Large / Small)		Max. Retail Price
Biscuits (Britania / Parle / Bakemans etc.)		Max. Printed Price
Sweet Lassi (200 ml.)		15.00
Nimbu Pani		Max. Printed Price
Lassi/ Chaanch		Max. Printed Price
Ice-cream		Max. Printed Price
SNACKS		
Bread Pakora (Large Bread)	Each	5.00
Bread Roll	Each	5.00
Bonda	Each	3.00
Egg Omelets with 2 slice breads	2 Eggs	15.00
Egg (Boiled)	Each	8.00
Veg. Pakora with chutney	1 Plate (100 gms.)	10.00
Khasta Kachori (30 gms.) with Alu Subzi	Each	15.00
Dhokla	2 pieces with green chutney	15.00
Poha	150 gram	15.00
Pao Bhaji	2 pieces pav, 200 gram Subji	20.00
Samosa	80 gms. Each	6.00
Vada with Sambhar	2 pcs.	15.00
Veg. Cutlet	50 gms.	7.00
Sprouts	150 gram	15.00
Patties	1 big size	15.00
Muffins	-	MRP
Veg. Upma	150 gms. Each	10.00
Idli Sambar (2 pcs.)	100 gms. Each	15.00
Dosa Plain with Sambar	100 gms.	20.00
Onion Dosa/Masala Dosa with Sambar & chatni	100 gms.	25.00
Chole and Bhature (2 nos.)	100 gms.	25.00
Chowmein	Per plate	25.00
Chilli Potato	Per plate	25.00
Bread Toast – with butter & jam	2 pieces	10.00
Toasted Bread slice – plain	----	2.00
VEGETARIAN ITEMS (Per plate) (To be served in the Cafeteria)		
Puri Sabji 4pc.	-	20.00

1 pc. Stuffed Parantha and Curd (Aloo/ Gobi/ Paneer/ Onion)	-	20.00
Chapati (Tawa)	Each	2.00
Curd (Plain)	200 gms.	10.00
Roasted Papad big size		2.00
Rice Plate	100 gms	10.00
Fried Rice	Per plate (200 gram)	25.00
Dal Fry – Arhar / Moong	200 gms.	10.00
Dal Plain – Arhar / Moong	200 gms.	10.00
Dal Rajma / Kabuli Channa	200 gms.	15.00
Seasonal Vegetables	200 gms.	15.00
Mattar Paneer	200 gms.	20.00
Soya Chapp Malai Kofta	200 gms.	20.00
Shahi Paneer/Palak Paneer	200 gms.	30.00
NON-VEG. ITEMS		
Chicken Curry / Fish Curry – 2 pcs.	100 gms. Each	50.00
Egg Curry	2 Eggs.	20.00
Mutton Curry	200 gms.	70.00
Omlet 1 egg.	-	12.00
Omlet 2 egg.	-	20.00
2 Slice Bread 1pc Egg Omlet	-	25.00
SWEETS		
Gulab Jamun / Rasgulla	2 nos.	16.00
Carrot Halwa/ Moong dal Halwa	100 gms.	12.00
Shrikhand		
FIXED THALI LUNCH		
Rice Plate (200 gms.), Dal (100 gms.), Puri- 4 nos. / Chapati – 3 nos., Curd – 100 gms., Seasonal Veg. – 100 gms., Salad and Pickle		30.00

FIXED THALI DINNER		
Rice Plate (200 gms.), Dal (100 gms.), Chapati - 3 nos./ puri – 4 nos. Curd – 100 gms., Seasonal Vegetable (other than potatoes) – 100 gms., Salad and Pickle, Gulab Jamun/Rasgulla -1		50.00
STANDARD BREAKFAST		
5 nos.Puri,Subzi(100 gms.) and Tea (100 ml.) **OR** 2 Slices Bread and Butter and Jam + 2 Eggs Omlette / boiled/ + Tea **OR** 2 pcs. Veg. Cutlet and bread/ 2 pc. stuffed Paratha with Curd/Chutney +		25.00

Tea **OR** Corn flakes with hot milk and vegetable sandwiches' and Tea (100 ml. with each or any combination) OR Poha / Upma (150-200 gm) with chutney and Tea		

In addition to the above, if the licensee prepares any other items for serving to public, the Centre shall fix the rate at which such food items will have to be served to the staff and this decision shall be binding on the Licensee.

Standard breakfast/lunch/snacks shall be available for staff on all days during working hours.

Annexure - B

Best quality cutlery to be used and men in proper uniform to be deployed for serving food items.

Meetings	Menus	Rate	Remarks
Category - 1 -Snacks	**Menu**	@ Rs.120/- + Taxes	
	Bisleri 250 ml. (with cut glasses with coaster)		
	Un-mixed Tea & Coffee including Lemon Tea / Green Tea / Tetra Pack Juice		
	Roasted Cashew (10 to 12 pcs per plate)		
	Cookies (top quality) - 2pcs		
	Chips (Lays American green salted or equivalent) – 5 to 6 pcs		
	Good quality Sweet – 01pc (Pista Burfi) / Kalakand / Milk Cake / Kaju Burfi		
Category - 1 –Lunch/ Dinner	**Menu**	@ Rs.500/- + Taxes	
	SOUP - Sweet Corn / Soup (Baby Corn) / Mashroom / Tomato / Veg. (seasonal) / Chicken		
	Mix Veg. boiled (All seasonal Veg)		
	Palak Paneer with baby corn / Matter Paneer / Shahi Paneer / Kadhai Paneer / Paneer Kofta/ Paneer Bhurjee		
	Mix. Vegetable (All Seasonal Veg.)		
	DAL - Yellow dal / Dal Makhni / Dal Fry (Arhar)		
	RICE - Basmati Rice (Plain) Good quality / Jeera Rice / Peas Pulao (use Best quality branded quality Basmati rice)		
	Assorted Bread Basket (Chapati / Lachcha Parantha / Rumali Roti) / Pastry / Sandwich / Dhokla / Khandwi / Brown Bread etc. with butter chiplet.		
	Non-Veg. - Boneless chicken (dry &/or different preparation)		
	Ice Cream / Sweet – Rasmalai / Gulab Jamun (2 pcs.) / Rabri & Jalebi / Rasgulla (2 pcs.) Each from Nathu's/ Bengali Sweets		
	Roasted Papad , Salad and Pickle (Good quality)		
	RAITA - Curd/ Cucumber Raita/ Onion Raita Raita/ Dahi Bhalla/ Pine apple Raita/ Fruit Raita/ Fruit Cream		
	Bisleri – 250 ml.		
Category - 2 -Snacks for meeting per plate	**Menu**	@ Rs.80/- + Taxes	
	Bisleri 250 ml. (with cut glasses & coasters)		
	Unmix Tea & Coffee / Green Tea / Lemon Tea / Tetra Pack		
	Cookies (top quality) 2pcs		
	Lays (American green salted) – 5 to 6 pcs		
	Good quality Sweet – 01/02 pc. (Pista Burfi) / Kaju Burfi / Kalakand		
Category - 2 -Lunch/	**Menu**	@ 300/- +	Same menu

Dinner	Mix Veg. boiled (All seasonal Veg)	Tax	with one non-veg dish will be @ 350/-
	Palak Paneer with baby corn / Matter Paneer / Shahi Paneer / Kadhai Paneer		
	Dal - Yellow dal / Dal Makhni / Dal Fry (Arhar)		
	Rice - Basmati Rice (Plain) Good quality / Jeera Rice / Peas Pulao		
	Assorted Bread Basket (Chapati/ Lachcha Parantha /Rumali Roti)/ Pastry/ Sandwich/ Dhokla / Khandwi		
	Sweet – Rasmalai / Gulab Jamun / Jalebi with Rabri – 2 pcs. Each (from Nathu's/ Bengali Sweets)		
	Roasted Papad, Salad and Pickle (Good quality)		
	Raita - Curd / Cucumber Raita / Onion Raita Raita/ Dahi Bhalla / Pine apple Raita / Fruit Raita / Fruit Cream		
	Bisleri – 250 ml.		
Category - 3 – Snacks for meeting per Plate	**Menu**	@ Rs.60/- + Taxes	
	Bisleri 250 ml. (with cut glasses & coaster)		
	Unmix Tea & Coffee		
	Dhokla / Khandvi / Paneer Pakoda		
	Cookies (top quality) 2pcs		
	Lays (American green salted) – 5 to 6 pcs		
	Sweet/Namkeen (dhokla/paneer pakoda, khandvi etc.)		
Category - 3 – Lunch/ Dinner	**Menu**	@Rs.170/- + Taxes	
	Mix. Veg. (seasonal)		
	Palak Paneer with baby corn / Matter Paneer / Shahi Paneer / Kadhai Paneer / Paneer Kofta		
	Dal - Yellow dal / Dal Makhni/ Dal Fry (Arhar) / Kadhi / Rajma / Chhole		
	Basmati Rice (Plain) Good quality/ Jeera Rice / Peas Pulao		
	Sweet –Gulab Jamun / Jalebi – 2 pcs. Each / Moong dal Halwa / Carrot Halwa/ Suji Halwa and the like		
	Papad, Salad and Pickle Good quality		
	Plain Roti (Made from MP wheat flour) / Puri		
	Curd / Cucumber Raita / Onion & Tomato Raita		
	Dahi Bhalla / Pine apple Raita		
	Bisleri – 250 ml.		
Category -4 – Lunch (For staff on special occasions organized by the Centre)	Palak Paneer with baby corn / Matter Paneer / Shahi Paneer / Kadhai Paneer / Paneer Kofta	Rs. 90/- + Taxes	
	seosanal vegetable		
	Dal - Yellow dal / Dal Makhni / Dal Fry (Arhar) / Kadhi / Rajma / Chhole		
	Plane Rice / Pulao / Jeera Rice		
	Roti / Puri		
	Sweet – Gulab Jamun/Halwa etc.		
	Salad / Raita / Dahi / Papad/ Pickle		

Category -5 **Educational Activities / Programmes**	1) TETRA Pack Juice 1 pc 2) Samosa / Bread Pakora / Daal Vada /Alu Bonda (1 pc.) 3) Biscuit Parle – G 1pc 4) Banana- 1pc	Rs. 50/- + Taxes	Per Packet

For food items, other than those mentioned above at Annexure 'A', if the Licensee wishes to prepare and serve, the rate of staff will have to be got approved by the Centre.

Signed for and on behalf of the Centre Signed by the licensee

Director
National Science Centre
Near Gate No.1, Bhairon Road,
Pragati Maidan,
New Delhi - 110 001

In presence of In presence of

(1) ..... (1) .....

(2) ..... (2) .....

Annexure -C

BANK DETAILS OF NATIONAL SCIENCE CENTRE, DELHI

Name of the Account Holder	**NATIONAL SCIENCE CENTRE, DELHI**
Account No.	2417101004100
Bank Name	CANARA BANK
Bank Address	6, Bhagwan Das Road, New Delhi
IFSC Code	CNRB0002417
MICR Code	110015045
Type of Account	Saving Account
Branch Code	2417

Annexure–D

INFORMATION IN RESPECT OF THE BIDDER

(All information should be given in the following format with complete details)

1.	एजेंसी का नाम Name of the Agency(in block letters)	
2.	स्थायी पत्राचार का पता Permanent Postal Address(full)	
3.	दूरभाष सं / Telephone No	
	i. कार्यालय (Office) ii. निवास (Residence) iii. फ़ैक्स सं (Fax No.) iv. ईमेल पता (Email ID) v. मोबाइल सं (Mobile No.)	
4.	एजेंसी का प्रकार (स्वामित्व / साझेदार/प्राइवेट लिमिटेड/निजी संस्था/अन्य कोई, उपयुकत दस्तावेज़ संलग्न करें) Type of agency (Proprietorship/ Partnership /Private Limited/Limited Co., relevant document to be attached)	
5.	यदि साझेदारी में हैं तो प्रत्येक साझेदार का पूरा विवरण दें In case of partnership full details of each partner are to be given	
6.	एजेंसी के कुल कर्मचारियो की संख्या Total number of employees of the agency.	
7.	कैफ़ेटेरिया संचालन का कुल अनुभव (वर्षों में) Total experience in running cafeteria (in years)	
8.	पिछले पाँच वर्षों में एजेंसी द्वारा कैफ़ेटेरिया संचालन /खाद्द /कैटरिंग सेवा व परोसे गए व्यक्तियों की संख्या आदि को शामिल करते हुए किया गया कार्य:- i. सरकारी/अर्ध सरकारी/सार्वजनिक क्षेत्र के उपक्रम/स्वायत निकाय के साथ कैफ़ेटेरिया संचालन का विवरण उल्लेखित करें। ii. प्रख्यात कंपनी (प्राइवेट/लिमिटेड) Business done by the Agency in last five years in cafeteria operation/food/catering services including number of heads served etc.:- i. Mention details of catering business done with Govt./Semi-Govt./ Public Sector Undertaking/ Autonomous Bodies. ii. Reputed Company (Ltd/Pvt. Sectors)	
9.	वर्तमान मे कैफ़ेटेरिया संचालन का विवरण॰ (क़रार/दस्तावेज़ की प्रतिलिपि, क्लाईंट का नाम,पता, दूरभाष न॰ व कैफ़ेटेरिया की छायाचित्र डिजिटल फॉर्मेट मे संलग्न करें) Current catering assignments (attach a copy of agreement/documents, name of clients, clients address, phone number and supply photographs in digital format).	

10.	दुकान एवं पंजीकरण संख्या और अधिष्ठान अधिनियम Registration No of shop &Establishments Act	
11.	पिछले तीन वर्षो का आयकर रिटर्न/जी॰एस॰टी॰ पंजीकरण का विवरण। (आयकर रिटर्न, पैन,पंजीकरण प्रमाण-पत्र की छायाप्रति संलग्न करें) Copy of Income Tax Return for last three years / GST Registration. (copy of GST registration/PAN to be attached)	i. GST NO. ii. PAN NO.
12.	स्वच्छ और स्वास्थ्य निकासी प्रमाणपत्र (वर्तमान प्रमाणपत्र की छायाप्रति संलग्न करे) M.C.D/local corporation Hygiene and Health Clearance Certificate (copy to be attached for current assignment)	
13.	कैफ़ेटेरिया व्यापार के संचालन हेतु निर्गमित व्यापार लाइसेंस का विवरण। (वर्तमान प्रमाणपत्र की छायाप्रति संलग्न करे) Details of trade license for operating catering business issued by the concerned authority. (copy to be attached for current assignment)	
14.	बैंक का नाम व पता जहाँ एजेंसी का खाता संचालित है। Name & full address of the Banker of the agency	
15.	एजेंसी का वार्षिक वित्तीय व्यवसाय (पिछले तीन वर्ष की बैलेन्स शीट संलग्न करे) Annual financial turnover of the agency (copy of audit balance sheet/ for last three years to be attached)	
16.	अन्य जानकारी यदि कोई हो॰ Other information, if any	

ertified that the information furnished above are true to the best of my/our knowledge.

Signature of the proprietor/Partner/Authorized signature of the agency with seal

Date:

Place:

Note : **Enclosure may be used if the space is found inadequate**

Annexure–E

(Format for Declarations & Undertaking to be typed on bidder agency's letterhead and to be submitted in Part – I (TECHNICAL ENVELOPE) of the e-tender document)

DECLARATION -1

This is to certify that neither I/we/any of us is in anyway related to any employee in the National Council of Science Museums, Kolkata or any of its constituent units.

Date: (Signature of the tenderer)
with company seal/rubber stamp

Place:

DECLARATION -2

I/We hereby declare that I/we have not quoted any extra condition along with the Part-II (FINANCIAL ENVELOPE) of the e-tender.

Date: (Signature of the tenderer)
with company seal/rubber stamp

Place:

UNDERTAKING

This is to certify that I/we have carefully gone through all the details terms and conditions, etc. given in the e-tender document & have clearly understood the working conditions by way of physical inspection and have accordingly quoted my balanced rates after going through all details.

I/we hereby give an undertaking that I/we shall render cafeteria services strictly as per the given terms and conditions, and shall abide by the instructions issued by NSC, Delhi in this regard.

I/We also undertake that the physical EMD instrument shall be deposited by me/us with the office of NSC, Delhi inviting the e-tender before the bid opening date otherwise the NSC, Delhi inviting the e-tender may reject the bid and also take action to withdraw my/our enlistment or debar me/us from further tendering in NSCD or its constituent units.

Date: (Signature of the tenderer)
Place: with company seal/rubber stamp

Annexure – F

CHECK LIST ON PREPARATION OF BIDS

Sl. No.	Particulars	Yes/No
1.	Have you filled in and signed the Contact Details Form?	
2.	Have you read and understood various conditions of the Contract and shall abide by them?	
	TECHNICAL BID	
3.	Have you taken prints of all the Sections of E-Tender, in the prescribed paper size and signed on all the pages of the E-Tender documents?	
4.	Have you attached with E-Tender the proof of having met the required minimum eligibility criteria?	
5.	Legal Valid Entity: Have you attached the attested Certificate issued by the Registrar of firms/Companies with the E-Tender?	
6.	Financial Capacity: Have you attached Audited Balance Sheets with the E-Tender?	
7.	Registration with Government Bodies like ESIC, EPF, Labour Laws: Have you attached a copy of each of the Registration Certificate / license from FSSAI with the E-Tender?	
8.	Experience: Have you attached the attested experience certificates issued by the Organizations / Government Departments/ Corporate Sector for the last five years with the E-Tender?	
9.	Have you attached the copy of work order for cafeteria services of last three years?	
10.	Have you attached the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
11.	Have your Technical Bid been prepared and attached as per the requirements of the E-Tender?	
	FINANCIAL BID	
12.	Have your Financial Bid proposal is duly filled, sealed and signed on all pages?	
13.	Have you studied carefully studied the tender terms and conditions?	
14.	Have your Financial Bid been submitted in the prescribed offer form?	

SAMPLE OF E-OFFER FORM (BOQ)

Annexure - G

Tender Inviting Authority: Director, National Science Centre, Delhi								
Name of Work: Rendering Services for Operating Cafeteria on Leave and License Basis at National Science Centre, Delhi								
Name of Agency	(to be entered by Bidder)							
Sl. No.	Item Description	Qty.	Units	Basic Rate (to be entered by Bidder)	GST Percentage (%)	Total Amount without Taxes	Total Amount with Taxes	Total Amount in Words
1	Rendering Services for Operating Cafeteria on Leave and License Basis at National Science Centre, Delhi							
1.01	Rendering Services for Operating Cafeteria on Leave and License Basis at Cafeteria as per Annexure I(i) **(Basic Rate must not be below ₹35.00 Lakhs)**							
1.02	Rendering Services for Operating Cafeteria on Leave and License Basis at Kiosk in 10D Theatre Area as per Annexure I(ii) **(Basic Rate must not be below ₹75,000/-)**							
1.03	Rendering Services for Operating Cafeteria on Leave and License Basis at Kiosk First Floor as per Annexure I(iii) **(Basic Rate must not be below ₹75,000/-)**							
1.04	Rendering Services for Operating Cafeteria on Leave and License Basis at Kiosk Second Floor as per Annexure I(iv) **(Basic Rate must not be below ₹75,000/-)**							
1.05	Rendering Services for Operating Cafeteria on Leave and License Basis at Kiosk Third Floor as per Annexure I(v) **(Basic Rate must not be below ₹75,000/-)**							
1.06	Rendering Services for Operating Cafeteria on Leave and License Basis at Kiosk Fourth Floor as per Annexure I(vi) **(Basic Rate must not be below ₹75,000/-)**							
					Total			

DRAFT

Annexure – H

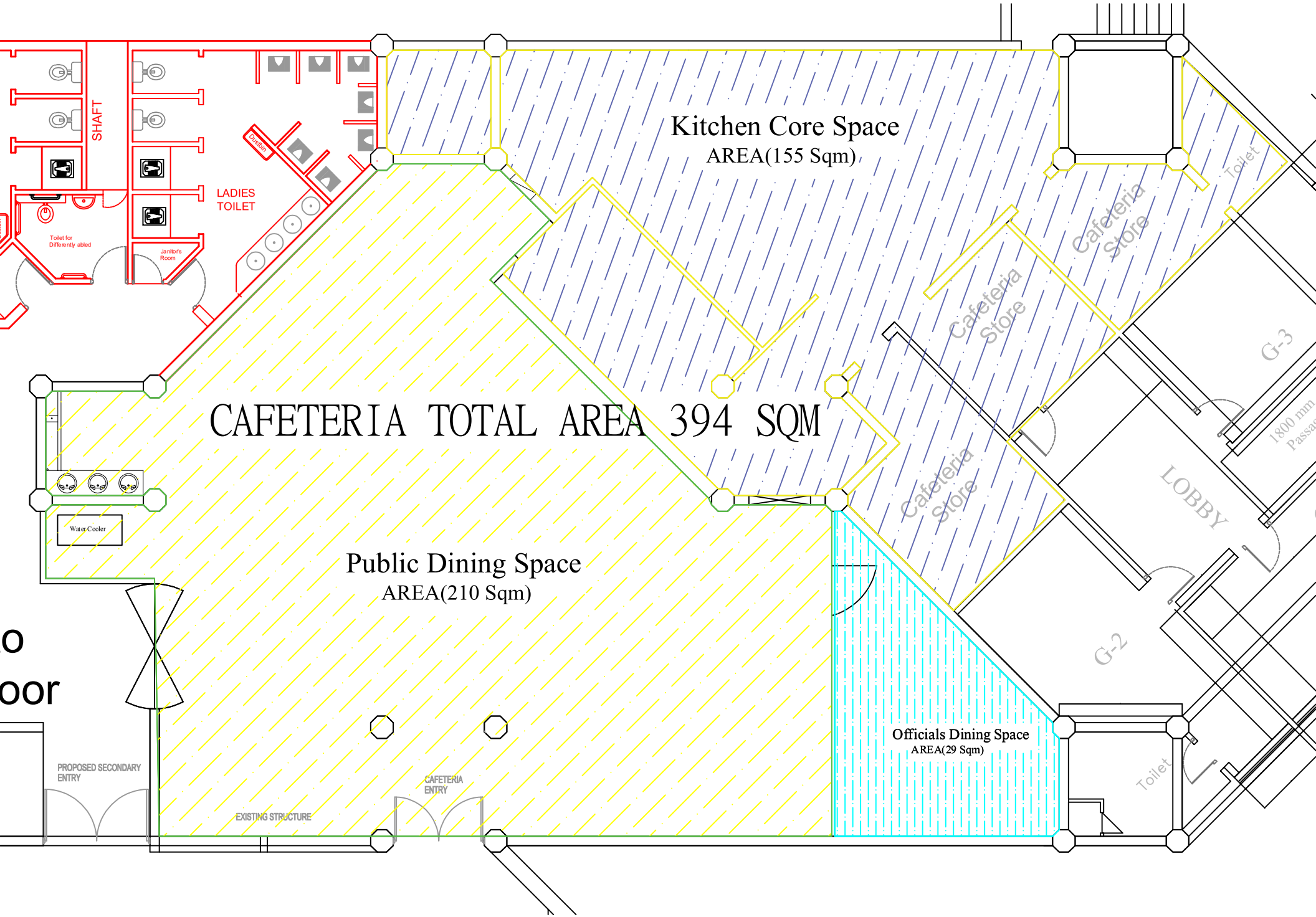
National Science Centre
(National Council of Science Museums)
Near Gate No.-4 Pragati Maidan
New Delhi – 110001

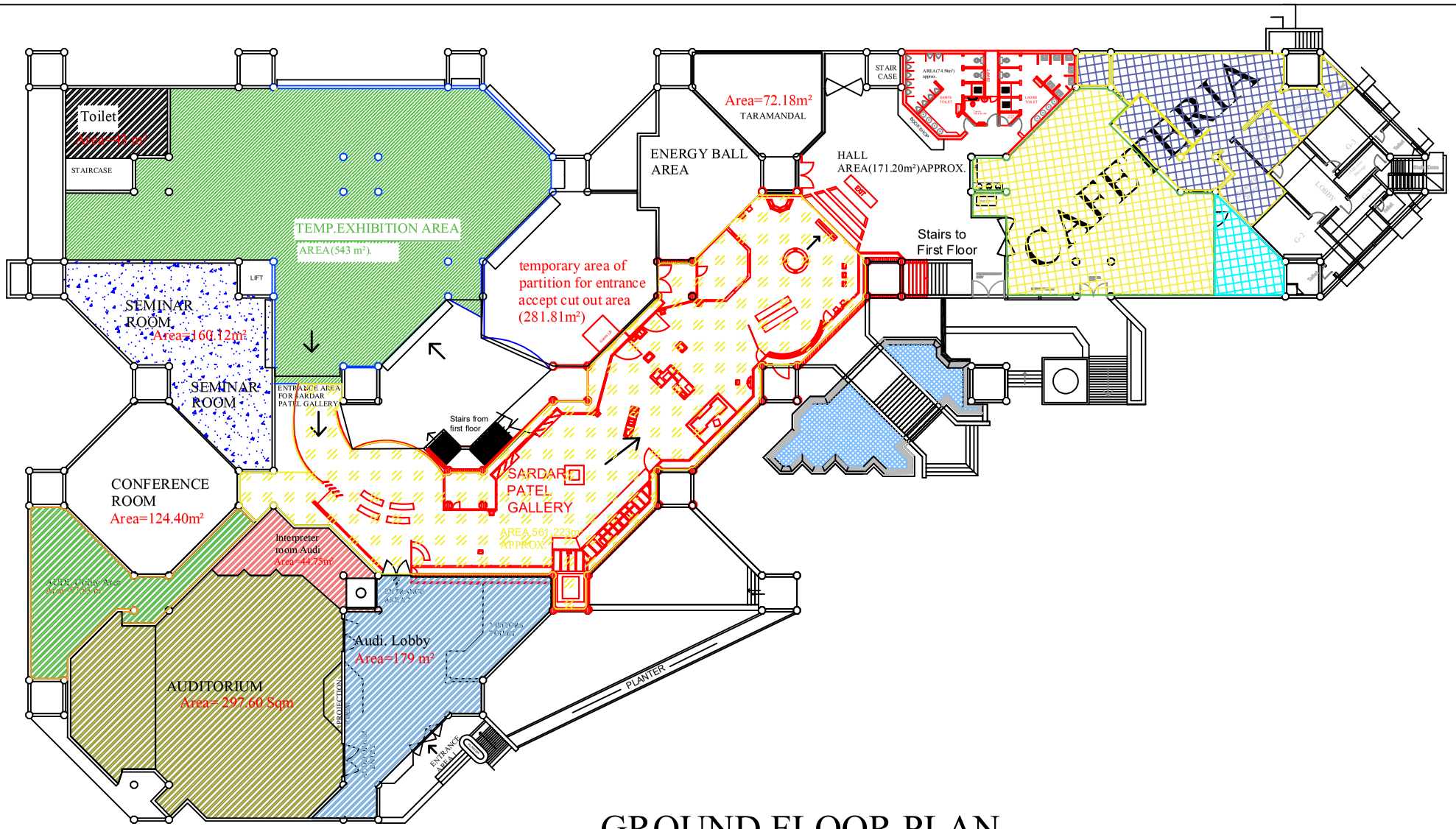
DETAILS OF EQUIPMENTS INSTALLED / PROVIDED IN THE KITCHEN

S.No.	Description	Qty.
1.	6000 CFM Exhaust Blower with suitable capacity phase electric motor drive etc. and required MS angle stand etc. complete.	1 SET
2.	5000 CFM blower type Air cooling unit with suitable capacity 3 phase electric motor drive etc. and required MS angle stand/supports etc. complete.	1 SET
3.	Exhaust / Air cooling ducting made with 22SWG GI sheets fixed to walls/hung from ceiling with necessary hangers/supports.	85 SqM
4.	Air cooling supply air grills powder coated finish.	15 Nos
5.	Electrical control panel 600x600 mm for exhaust and air-cooling system.	1 No
6.	Custom fabricated 304 grade stain less steel 22SWG wall cladding.	20 SqM
7.	LPG gas bank external type for 4 cylinders, with MS welded mesh enclosures on all exposed sides with MS angle frames, necessary gas pipe lines and control valves etc. complete as per IS specification	1 set
8.	Exhaust air hood made with 22 SWG Stain Less steel sheets fixed to walls/hung from ceiling with necessary hangers/supports, SS baffles, filters, Oil collection tray etc. of size 9100x1200x600.	1 set
9.	304 grade stainless steel sink double unit	1 No
10.	304 grade stainless-steel pick-up counter with overhead shelf of size 1500x650x850+350+450	3 Nos
11.	304 grade stainless steel movable work table with wheel size 1500x650x850.	3 Nos
12.	304 grade stainless steel work table 600x600x850.	1 Nos
13.	Stock pot burner with 304 grade stainless steel table 60x600x500.	2 Nos
14.	Two burner range with 304 grade stainless steel stand 1200x750x850+150.	1 Nos
15.	304 grade stainless steel work table 450x750x850+150.	1 Nos
16.	Burner & Chapatti plate with puffer 304 grade stainless steel work table 1200x750x850+150	1 Nos
17.	304 grade stainless steel work table with sink 500x750x850+150.	1 Nos
18.	Dosa Plate with burner and 304 grade stainless steel stand 1200x750x850+150.	1 Nos
19.	304 grade stainless steel work table 4560x750x850+150.	1 Nos
20.	Three burner Range for Chinese items with 304 grade stainless work table 1500x750x850+150	1 Nos
21.	304 grade stainless steel work table 450x750x850+150	1 Nos

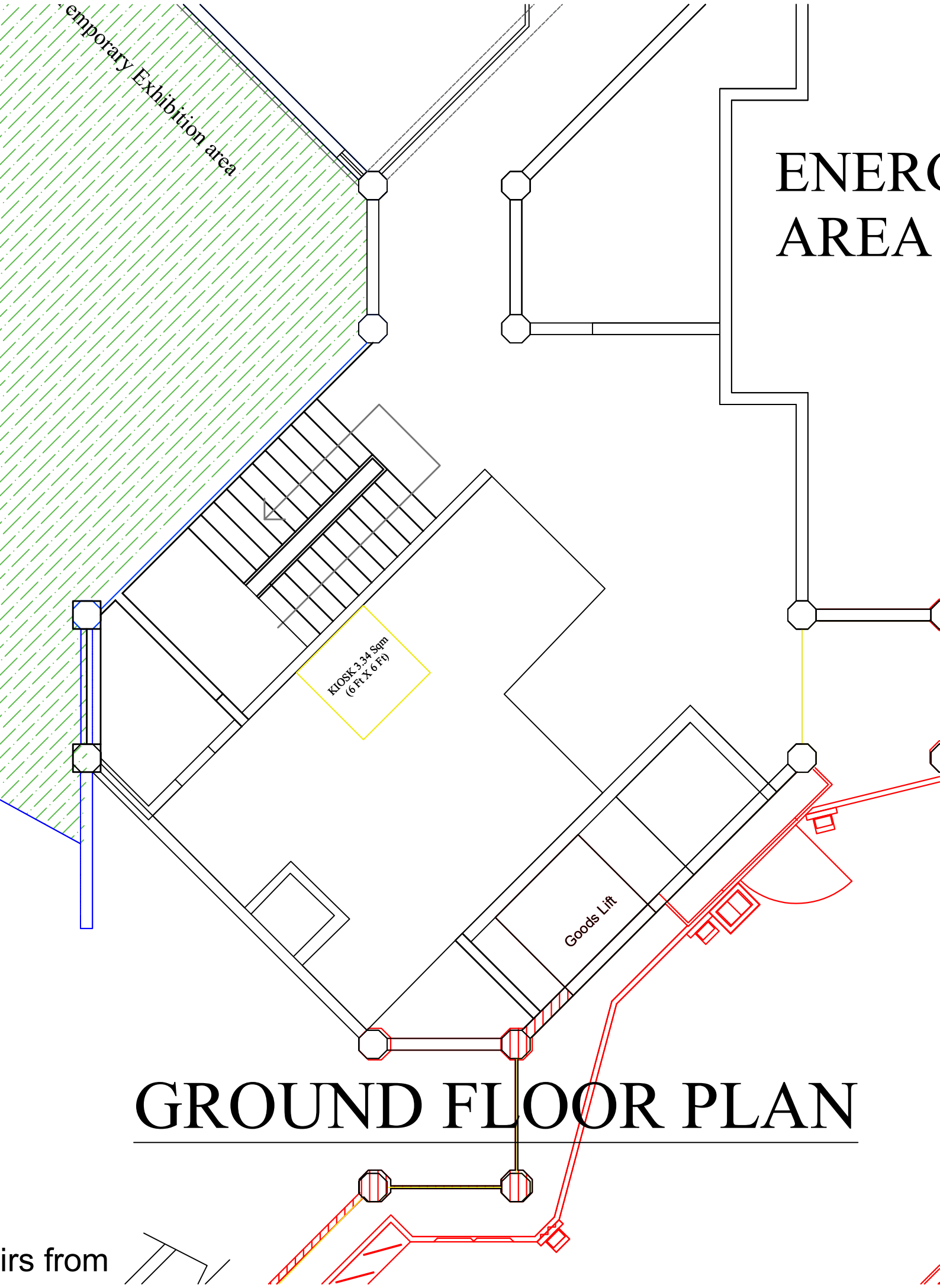
DETAILS OF PUBLIC AMINITIES / FACILITIES PROVIDED IN THE DINING AREA

1.	Granite Top Table 38” x 38”	20 Nos.
2.	Granite Top Table 38” x 27”	03 Nos.
3.	Granite Top Table 38” x 24”	02 Nos.
4.	Stainless Steel Top Buffet Table 47” x 18”	06 Nos.
5.	Wooden Dining Chair	22 Nos.
6.	PVC Dining Chair	08 Nos.


SHAFT
LADIES TOILET
Toilet for Differently abled
Janitor's Room
Station
Kitchen Core Space
AREA(155 Sqm)
CAFETERIA TOTAL AREA 394 SQM
Cafeteria Store
Cafeteria Store
Cafeteria Store
Cafeteria Store
Toilet
G-3
1800 mm
LOBBY
G-2
Water Cooler
Public Dining Space
AREA(210 Sqm)
Officials Dining Space
AREA(29 Sqm)
Toilet
PROPOSED SECONDARY ENTRY
CAFETERIA ENTRY
EXISTING STRUCTURE



GROUND FLOOR PLAN



GROUND FLOOR PLAN

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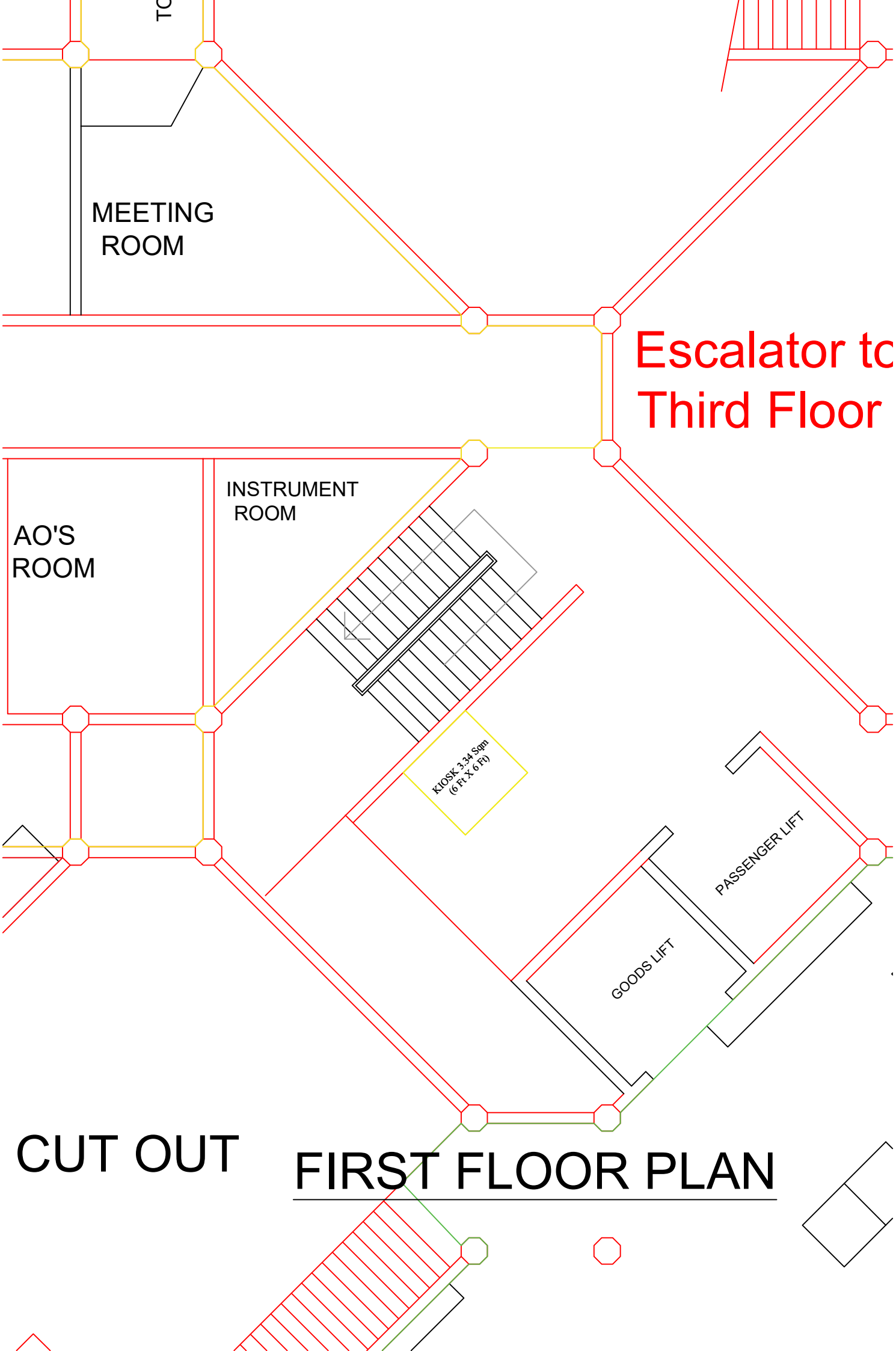
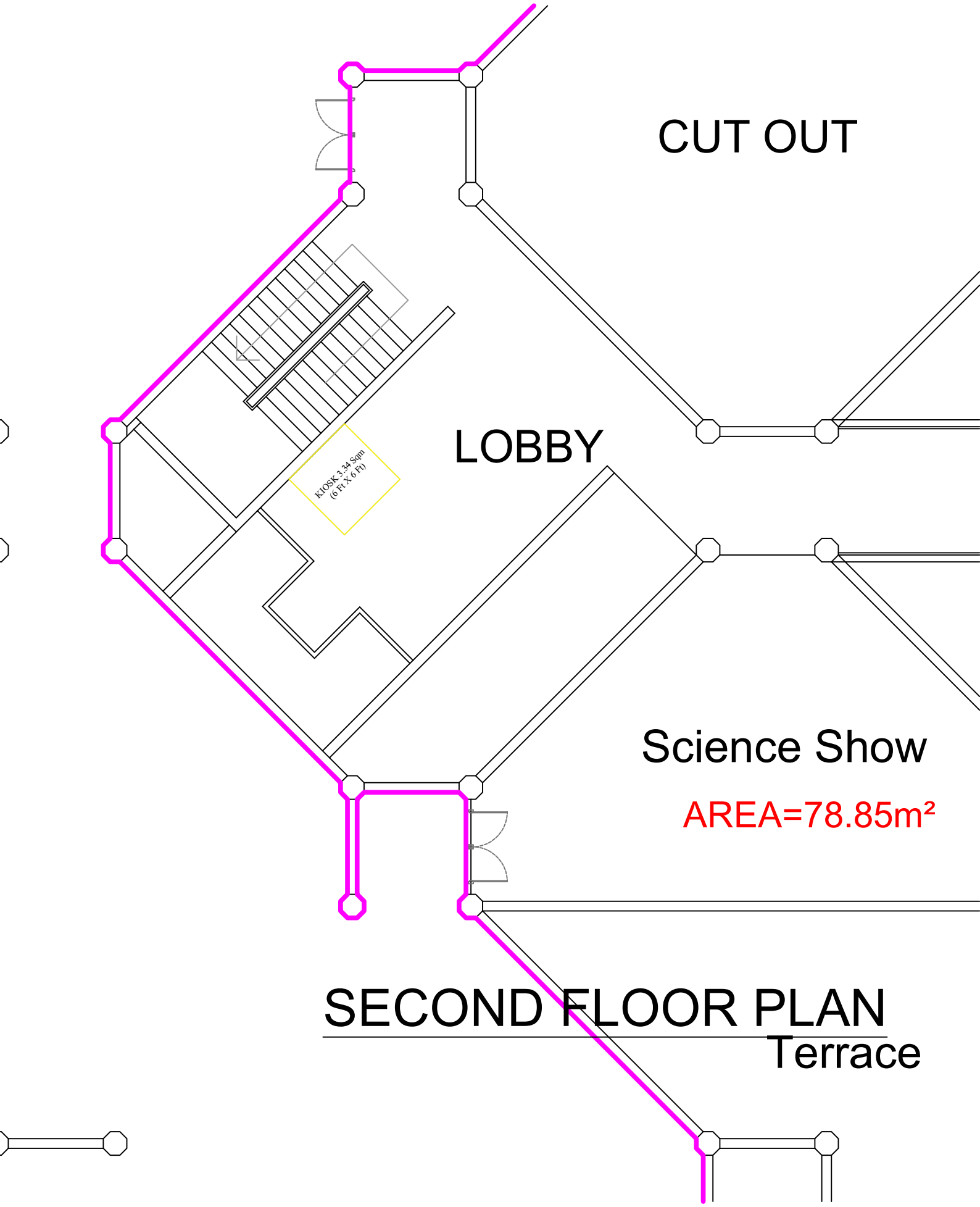
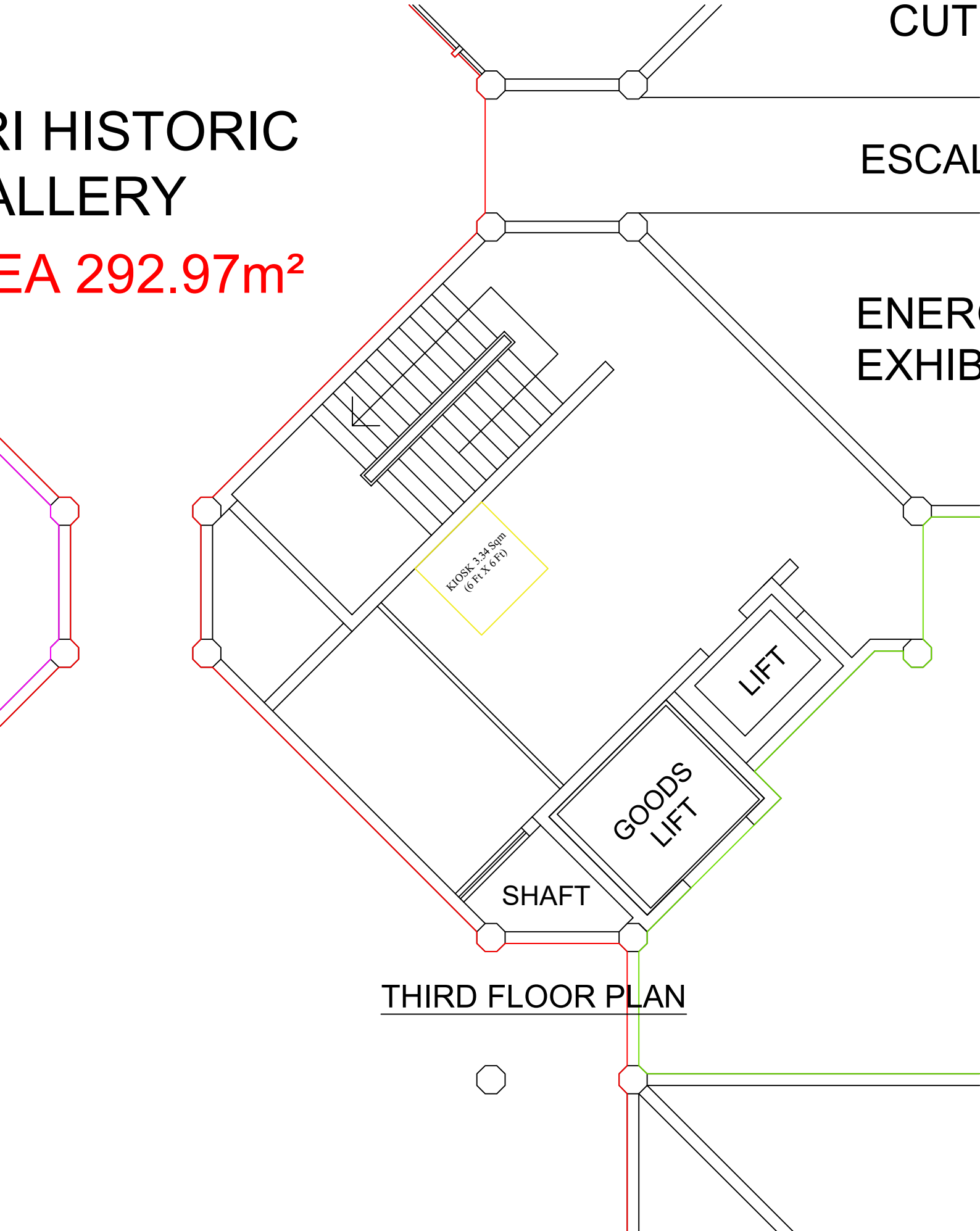


CUT OUT

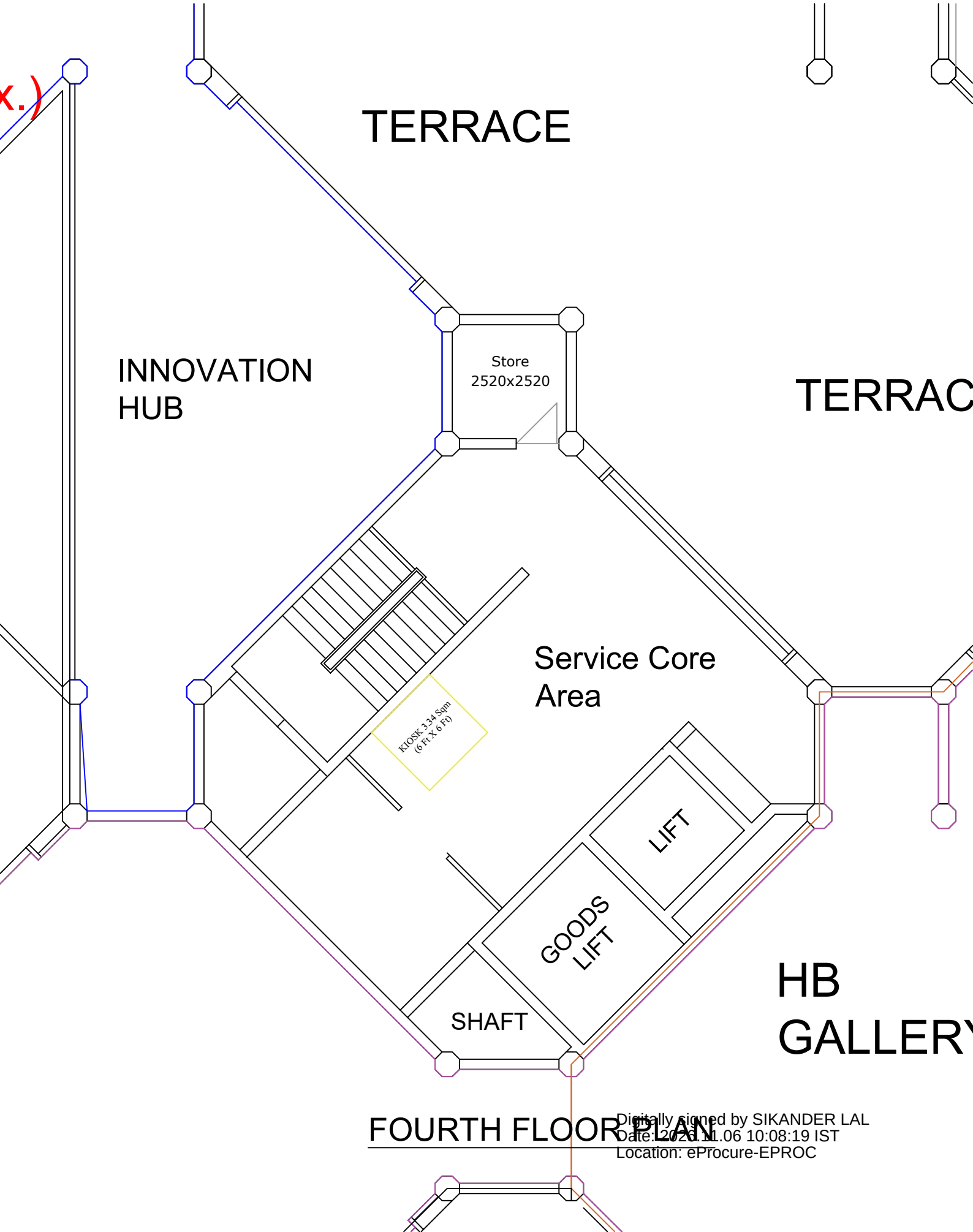
FIRST FLOOR PLAN


CUT OUT
LOBBY
KIOSK 3.34 Sqm
(6 Ft X 6 Ft)
Science Show
AREA=78.85m²
SECOND FLOOR PLAN
Terrace

RI HISTORIC
ALLERY
EA 292.97m²



THIRD FLOOR PLAN



FOURTH FLOOR PLAN

Digitally signed by SIKANDER LAL
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