

**OFFICE OF THE EXECUTIVE ENGINEER
SOUTHERN MAINTENANCE DIVISION-4
D.D.A., VIKAS SADAN, NEW DELHI-23**

NOTICE INVITING TENDER

NIT No. 36/EE/SMD-4/DDA/2021-22

Online item rate tender on license basis in two bid system (Technical and Financial) is invited through E-tendering mode for following work by the Executive Engineer, SMD-IV/DDA, Vikas Sadan, INA New Delhi-110023, on behalf of DDA from the approved eligible contractors/reputed financial sound firms having experience in running canteen in Central/State Government/PSU Office/Autonomous Bodies/Statutory Bodies/Municipal Bodies through E-tendering mode.

NIT No.	Name of Work	Estimated cost in (Rs.)	Earnest Money in (Rs.)	Period of completion	Last date & time of submission of EMD, Documents, E-tender & Documents on CPP Portal	Time & date of opening of eligibility document /Technical bid
1	2	3	4	5	6	7
36/EE/SMD-4/DDA/2021-22	Name of work :- Providing catering and related services for running Staff Canteen C-Block, Ground Floor at DDA's Office Vikas Sadan, I.N.A, New Delhi. 4 09/02/22 Sr. Jishi DDA	Rs. NIL	Rs. 10,000/-	03 years (1095 days)	At 3.00 P.M on 21.02.2022	At 03.30 P.M on 22.02.2022

Note:-

- 1) The intending bidder should ensure before tendering in DDA that the requisite fee plus GST as applicable has already been deposited with CRB, DDA, Vikas Minar, ITO, New Delhi.
- 2) For terms and conditions, eligibility criteria and other any technical related queries, please call at 24 x 7 Help Desk No. 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787. Please visit DDA's website www.dda.org.in or <https://eprocure.gov.in/> eprocure/app or dial 1800110332. For any policy related matter / clarifications, please contact department of Expenditure of Ministry of Finance Govt. of India on email cppp-nic@nic.in

Any further agenda /corrigenda/extension of date/clarification/responses to bidder queries in the respect of the above NIT, which shall be posted only on DDA website and no separate notification shall be issued in the newspapers. Bidders are therefore requested to regularly visit DDA's website to keep themselves updated in this regard.

Important terms & conditions for bidder. Bidders are required to go through the same before participating in the tender.

1. The unique transaction reference of RTGS/NEFT against EMD etc, shall be submitted online at specified location for Electronic Time and Attendance Recording System for tender.
2. The Bidder technically qualified will be at liberty to be present either in person or through an authorized representative at the time of opening of the Price Bids with the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end.
3. The bidder should furnish Earnest Money in the form of RTGS/NEFT. The Earnest Money will be returned to unsuccessful bidders. Earnest Money of successful bidder will be returned only after receiving the performance Guarantee. However, no interest shall be payable on the earnest money.
4. The bidder will use one UTR for one work only. In case it is found that he has used one UTR number for different tenders, all the tenders submitted by him will be rejected and he will be debarred from further tendering in DDA in future.
5. **DDA reserves the right to reject or accept any tender without assigning any reason whatsoever.**

S. No.	Items	Description
1.	Scope of Work	Providing catering and related services for running Staff Canteen C-Block, Ground Floor at DDA's office Vikas Sadan, INA, New Delhi for a period of three years, extendable upto 5 years depending upon the performance of the firm/company (on yearly basis).
2.	Availability of tender documents	The tender document as uploaded can be viewed by intending bidder free of cost. Please visit DDA's Website https://eprocure.gov.in/eprocure/app or www.dda.org.in
3.	License Fee	The agency has to deposit nominal license fee of Rs.1000/- per annum (Rupees One Thousand) plus applicable GST from time to time as per criteria mentioned in bid documents in respect of Staff Canteen, C-Block ground floor, Vikas Sadan.
4.	Earnest Money	The bidder shall deposit Rs.10,000/- (Rupees Ten Thousand) only as earnest money through RTGS/NEFT mode in favour of Sr. A O CAU South Zone
5.	Date of opening of Financial Bids	Will be communicated later to the technically qualified bidders in due course of time.
6.	Address for pre-bid meeting and opening of Financial Bid.	In the Chamber of Commissioner (Personnel) Room No. E-1, Ground Floor, B-Block, Vikas Sadan, INA, New Delhi.
7.	Security Deposit forfeit	The Contractor does not commence Staff Canteen within 21 days of the award of contract.

6. The successful bidder will be the lowest bidder who satisfies all the pre-qualification criteria. Following weightage shall be given for evaluation of Financial Bids: -
 - a. Lunch-40% (average of rates of items)
 - b. Snacks-30% (average of rates of all items will be done)
 - c. Juice/Tea/Coffee-20% -do-
 - d. Deserts/Sweets-10% -do-

The Tender shall be submitted online in two part, viz, technical and Price bid:-

Technical Bid

The bidders are required to scanned following documents in technical bid.

1. Scanned copy of Earnest Money deposited through RTGS/NEFT NEFT in the Account of Sr. AO of CAU/SZ, Account No. 16651110000012, HDFC Bank G-B, Hauz Khas, New Delhi, ISFC Code HDFC0001665.
2. Scanned copy of Fee deposited in Contractor Registration Board (CRB) DDA First Floor Vikas Minar ITO, New Delhi for sum of Rs. 6000/-.
3. Scanned copy of Registration Certificate of the firm.
4. Scanned copy of acknowledgement of I.T.R. of last five years, along with audited financial statements.
5. Scanned copy of GST Registration certificate.

6. Scanned copy of ISO Certificate and License as per Food Safety and Standard Act, 2006 Food Safety (FSSAI) Regd. No.
7. Scanned copy of Tender Acceptance Letter (It is mandatory to be given on Company Letter Head).
8. Scanned copy of satisfactory performance/experience certificate of running canteen in Central/State Government/PSU Office/Autonomous Bodies/Statutory Bodies/Municipal Bodies for at least 3 years, from a service recipient i.e., Central/State Government/PSU Office/Autonomous Bodies/Statutory Bodies/Municipal Bodies (on the letter head and with complete address and telephone No.) and Number of employees in each bidder is running the Canteen.
9. Scanned copy of PAN No.
10. Scanned copy of Annual Financial turnover as per Income Tax Returns Certificate of the Firm during the last five Financial Years.
11. Scanned copy of No. of partner in Firm along with copy of partnership deed, if any.
12. The Bidder should not have been debarred or black listed in any Central/State Government/PSU Office/Autonomous Bodies/Statutory Bodies/Municipal Bodies. An undertaking on non-judicial stamp paper of rupees 100/- need to be furnished.
13. Scanned copy of EPF and ESI No. of Firm/Company

Note:- The bidders are advised to scan/upload the documents strictly as per order given above. Any Tender found lacking with respect to the necessary information and/or documents with the bid will not be considered and summarily rejected.

Price Bid:-

- i. Schedule of Price bid in the form of BOQ XXXXXXXX.xls.


Executive Engineer
SMD-4/DDA

No. F.6(2)EE/SMD-4/DDA/2021-22/94

Dated : 04/02/22

Copy to:-

1. The Chief Engineer (SZ.), DDA,
2. The Suptdg. Engineer/SCC-2, DDA.
3. Director System, DDA, with the request to put on DDA "Website".
4. Dy. Director (IR&SW).
5. Finance Officer, to Chief Engineer (SZ), DDA
6. Sr. Accounts Officer, CAU/South Zone /DDA.
7. A.O.(Work), DDA
8. All A.E's, SMD-4, DDA.
9. Asstt. Accounts Officer, SMD-4, DDA.
10. Asstt. Section Officer/SMD-4 /DDA.
11. E-Mail address : ddatender@dda.org.in
12. Notice Board.


Executive Engineer
SMD-4/DDA