


No. D-33021/16/2019-Gen.
Government of India
Ministry of Corporate Affairs

5th Floor, A-Wing, Shastri Bhawan,
New Delhi dated: 28.08.2019.

**TENDER DOCUMENT FOR PROVIDING CANTEEN SERVICES AT CAFETERIA UNDER
MINISTRY OF CORPORATE AFFAIRS, 5TH FLOOR, SHASTRI BHAWAN, NEW DELHI**

IMPORTANT INFORMATION

Sr. No	Items	Description
1	Scope of work	Providing Canteen services at Cafeteria, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi
2	Cost of bid documents	NIL
3	Availability of bid documents	Room No 511-B, Shastri Bhawan, New Delhi or download from www.mca.gov.in/ www.eprocure.gov.in
4	Date of pre-bid meeting	3.30 PM on 11.09.2019 (Room No. 512-A, 5 th Floor, Shastri Bhawan, New Delhi)
5	Last date for submission of bid	By 11.30 AM on 18.09.2019
6	Date of opening of technical bid	03.30 PM on 18.09.2019
7	Date of opening of financial bid	Will be communicated later to successful bidders
8	Earnest Money Deposit	Rs. 2,00,000/- (Rs Two lakh only) By Demand Draft in favour of PAO, Ministry of Corporate Affairs, New Delhi
9	Performance Security	Rs. 5,00,000/- (Rs. Five lakh only) By Fixed Deposit Receipt/Bank Guarantee in favour of PAO, Ministry of Corporate Affairs, New Delhi
10	Place of opening of bids	Room No 526-A, 5 th Floor, Shastri Bhawan, New Delhi
11	Address for communication	Under Secretary (General Section), Room No 526-A, 5 th Floor, Shastri Bhawan, New Delhi, Tel. No.-011-23381349


(Hemant Verma)
Under Secretary to the Govt. of India

GUIDELINES FOR SUBMISSION OF TENDER

1. Please read the Terms & Conditions carefully before filling up the document. **Incomplete Tender Documents will be rejected.**
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given at **Annexure-I** of the Tender Document.
3. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
4. MCA reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of food and services provided by the Tenderer. Decision of MCA with regard to award of the contract will depend upon the feedback received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the MCA in this regard will be final and binding on all bidders.
5. Tender shall be submitted in MCA's official tender form only. If submitted in any other manner, the same shall be summarily rejected.
6. **Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs. 2,00,000/- shall be rejected.**
7. No paper shall be detached from the Tender Document.
8. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the Tender is liable to be rejected.
9. The bids are to be submitted in two parts -
 - i) Sealed Technical Bid (as per format at **Annexure-I**), along with a Demand Draft for Rs.2,00,000/- (Rupees Two lakh only), drawn in favour of PAO, Ministry of Corporate Affairs, New Delhi payable at NEW DELHI, towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed "TECHNICAL BID FOR PROVIDING CANTEEN SERVICES AT MCA, SHASTRI BHAWAN". Tender Document received without EMD will be summarily rejected.
 - ii) Sealed Financial Bid (as per format at **Annexure-II**) placed in a separate envelop super-scribed: "FINANCIAL BID FOR PROVIDING CANTEEN SERVICES AT MCA, SHASTRI BHAWAN".
10. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "BID FOR PROVIDING CANTEEN SERVICES

AT MCA, SHASTRI BHAWAN, NEW DELHI". This bigger envelop, bearing the name & complete postal address of the bidder, should be addressed to the **Under Secretary(General), Room No. 526-A, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi - 110001** and or can be deposited in **General Section (Room No. 511-B), MCA** on or before **11.30 AM on 18.09.2019**. Tenders received after due date & time shall not be accepted.

11. The Financial bid and EMD submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
12. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
13. The MCA reserves the right to reject any or all the tenders without assigning any reason.
14. Before submitting the filled-in Tender Document to the MCA, the bidders may seek clarification(s), if any, during the pre-bid meeting.
15. The MCA reserves the right to change any condition of the tender before opening of the Technical Bids.
16. The successful bidder will have to enter into an agreement with the MCA before taking charge of the Canteen and commencement of the canteen work.
17. Canvassing in any form will make the tender liable to rejection.
18. Conditional tender will not be accepted and will be rejected outright.
19. The bidders' performance, as per format at **Annexure-III** for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements. Feedback received from the previous/present clients and on the spot assessment of the MCA's designated team, will also be evaluated for technical qualification.
20. The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in **Annexure-IV**.
21. 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.
 - i. Lunch- 40% (averaging of rates of items)
 - ii. Snacks-30% (averaging of rates of all items will be done)
 - iii. Juice/Tea/Coffee- 20% -do-
 - iv. Desserts/Sweets-10% -do-
22. **The Technical Bids will be opened on 3.30 PM on 18.09.2019 in Room No. 526-A, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi** in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
23. The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of the MCA in this regard will be final and no requests etc. will

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be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the MCA.

24. EMD of the unsuccessful bidders will be returned to them, without interest, within a period of three months from the date of award of contract to the successful bidder.

A. GENERAL TERMS & CONDITIONS

- 1) MCA reserves the right to obtain feedback from the previous/ present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of food and services provided by the Tenderer. Decision of MCA with regard to award of the contract will depend upon the feedback received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the MCA in this regard will be final and binding on all bidders.
- 2) Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
- 3) The MCA reserves the right to reject any or all the tenders without assigning any reason.
- 4) The firm should have Food Safety Reg. No.(FSSAI).
- 5) Minimum average annual turnover of the contractor in cafeteria sector should be Rs. 60 lakh during the last 3 financial year.
- 6) The firm should not be blacklisted / terminated & debarred in past. The firm required to submit a declaration for the same with affidavit attested by notary.
- 7) Details of past experience of providing similar services in Ministries/Departments/PSUs during the last three years should be attached with the certificate for providing satisfactory canteen services.
- 8) The firm will have to enter into an agreement with the MCA before taking charge of the Canteen and commencement of the canteen work.
- 9) The firm will ensure that raw material used for cooking are of very good quality, safe for human consumption and conform to the standard laid down by the Govt. of India in this regard from time to time. In the event of any food poisoning/contamination, the firm will be held fully responsible and liable to other penal actions under the law. The firm will ensure proper sanitation/hygienic conditions in the premises and deploy persons free from infectious diseases.
- 10) The firm shall be responsible for compliance of the labour laws in respect of the personnel employed by them. The firm shall be the employer for his workers and the Ministry of Corporate Affairs will not be held responsible fully or partially for any dispute that may arise between the firm and his workers.

- 11) The firm would be responsible for verifying antecedents of the persons deployed by him and a certificate to this effect shall be provided by him to the Ministry of Corporate Affairs in respect of each staff member.
- 12) The eatables will be served in neat and clean utensils and the cafeteria staff must be in proper uniform.
- 13) Cost of food & beverages must be competitive and reasonable. Prior approval of the Ministry of Corporate Affairs will be required for any increase in the price of any item.
- 14) The firm may also supply those eatable items which are not under the contract in case of any demand. The cost of such items may be fixed on MRP rates.
- 15) The approved price of the eatables should be prominently displayed at the counter/Notice Board in Canteen.
- 16) Cleaning of canteen shall be done by the firm. The garbage of the canteen shall also be disposed of by the firm on daily basis. The firm shall ensure cleanliness of the canteen all the time.
- 17) The firm shall be responsible for all damages or losses of Ministry's property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
- 18) It shall be the sole responsibility of the firm to obtain and keep ready necessary license/permissions from various government bodies and/or NDMC for running catering services and produce the same before the concerned authority as and when asked for. An undertaking in this regard has to be given by the Firm.
- 19) Liability/responsibility in case of any accident causing injury/death to canteen worker or any of his staff shall be of the firm. The Ministry of Corporate Affairs shall not be responsible by any means in such cases.
- 20) The caterer is required to maintain the details of all his employees/workers.
- 21) The firm would be required to use ISI/Agmark/Food grade products and as per FSSAI norms.
- 22) The firm shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
- 23) The firm shall ensure that all the canteen employees, during their working hours, wear neat and tidy uniform and use hygienic gloves supplied by the Firm. No canteen employee shall be allowed to perform his duty without proper uniform.
- 24) The firm shall not stock any inflammable or otherwise dangerous material, goods, narcotics or drugs in any part of the allotted space which are fire and health hazard to the property.
- 25) The Firm will have to supply breakfast/lunch/dinner in the canteen / MCA premises as per requirement and schedule drawn for the purpose by the concerned authorities of the MCA.
- 26) The Firm will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of MCA.

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- 27) The Firm will be required to provide refreshments/lunch/packed material to the officers of MCA through Swipe Cards as per monthly entitlement of the Card holder. Firm will have to install necessary Swipe Cards reader & billing machines in this regard at its own cost.
- 28) The Firm shall be responsible for engaging adequate number of trained manpower required for providing good canteen services in MCA.
- 29) The firm shall be responsible for serving tea/snacks/lunch etc. in the official meetings of the Ministry as and when required at the prescribed rates as per the contract.
- 30) The employees of the Firm should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- 31) The Firm shall be responsible for timely payment of wages to its workers as per Minimum Wages Act of NCT of Delhi Government and fulfil all other statutory obligations, such as, Provident Fund, ESI, Service Tax etc. in force from time to time. Any lapse in this regard shall be viewed seriously.
- 32) The firm shall provide sufficient sets of Uniforms and pair of shoes to its employees and shall ensure that they wear them all times and maintain them properly.
- 33) The Firm shall ensure proper discipline among its workers and further ensure that they do not indulge in any unlawful activity.
- 34) Employment of child labour is strictly prohibited under the law. Therefore, the Firm will not employ any child.
- 35) The Firm shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
- 36) The Firm shall at all times keep indemnified the principal employer, namely, Ministry of Corporate Affairs and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Firm shall at its own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
- 37) The Firm shall be personally responsible for conduct and behaviour of its staff and any loss or damage to MCA's moveable or immovable property due to the conduct of the Firm's staff shall be made good by the firm. If it is found that the conduct or performance of any person employed by the Firm is unsatisfactory, the Firm shall have to remove the concerned person and engage a new person within 48 hours of intimation by MCA. The decision of the MCA's designated officer in this regard shall be final and binding on the Firm.
- 38) The Firm shall not appoint any sub-firm to carry out its obligations under the contract. Subcontracting in any form will lead to immediate termination of contract.

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- 39) The Firm shall keep the Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of utensils, kitchen, canteen hall, floor, counter, benches, tables, chairs, etc. MCA will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.
- 40) The MCA reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Firm.
- 41) The Firm shall get the prices of all items approved by the MCA and no changes shall be made without prior written approval of the MCA.
- 42) Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipment provided by the MCA are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Firm, failing which the same will be got done by MCA at the firm's risk and cost. In this regard, the decision of the designated officer of MCA shall be final and binding on the Firm.
- 43) All work shall be carried out with due regard to the convenience of MCA. The orders of the competent authority shall be strictly observed.
- 44) The Firm shall install its electronic fly - kill / insect repellent equipment, emergency lighting / gas and fuel supply at its own cost;
- 45) Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the MCA's campus, including Canteen. Any breach of such restrictions by the Canteen Firm will attract deterrent action against the Firm as per statutory norms.
- 46) No minimum guarantee will be furnished to the Firm towards consumption of food items. It is advised to maintain the highest quality at the minimum/reasonable prices so as to attract the maximum number of MCA and other personnel to avail canteen services.
- 47) The workers employed by the Firm shall be directly under the supervision, control and employment of the Firm and they shall have no connection what-so-ever with Ministry of Corporate Affairs. Ministry of Corporate Affairs shall have no obligation to control/ supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against MCA for employment, pension, or any other statutory claim, or regularization of their services by virtue of being employed by the Canteen Firm, against any temporary or permanent posts in MCA. In case of any untoward incident/fire/death/injury of any employee of canteen, MCA will not be liable to pay any damages.
- 48) The owner of the firm shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the MCA.

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- 49) The Firm will bring its own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen services in addition to what is provided for by MCA.

B. PERFORMANCE SECURITY

- 1) The firm will be required to submit with MCA, Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original) made in favour of PAO, Ministry of CORPORATE Affairs, New Delhi for a sum of Rs. 5,00,000/- (Rupees Five lakh only) as Deposit on account of Performance Security. Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original), renewed from time to time, will be retained by the MCA for the entire period of the contract and on termination of the contract, the MCA will refund to the firm the sum of Rs. five lakh without interest.
- 2) If the firm withdraws or the services provided by the firm are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, MCA reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

C. AMENITIES TO BE PROVIDED BY MCA

- 1) The MCA will provide adequate space at 5th Floor of Shastri Bhavan, Dr Rajendra Prasad Road, New Delhi to the Firm for storing raw material, kitchen equipment for cooking and preservation of perishable items, sitting and serving, billing, etc. free of cost.
- 2) The MCA will provide and maintain furniture (tables and chairs) air conditioners and LED TV in the serving area. The MCA will also provide crockery, utensils, water purifiers, water coolers and other kitchen equipment. Firm has to arrange for rest of the equipment which are not provided by MCA.
- 3) Electricity & water charges will be borne by the firm if Electricity and water bill, in respect to MCA Cafeteria, is raised separately by CPWD.
- 4) Gas consumption charges will be paid by firm.

D. PAYMENT

- 1) The payment in respect of official hospitality bills (including those of Swipe Cards) of the MCA submitted in duplicate by the Firm shall be released on receipt basis subject to fulfilment of obligations by the Firm imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the firm.
- 2) In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Firm shall not be entitled to any interest to be paid by the MCA for late payment.

E. VALIDITY OF CONTRACT

- 1) The contract for Canteen Services shall remain valid initially for a period of two years. However, in order to evaluate the performance and services of the Firm, the contract will

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have probationary period of three months. The contract for the remaining 21 months will be confirmed only if the services and quality of items served by the firm are found satisfactory during the probationary period.

- 2) On termination of the contract, the Firm will hand over all the equipment/furniture/articles etc., supplied by MCA, in good working condition, back to MCA.
- 3) For premature termination of the agreement, one month notice from the Ministry's side and three months' notice from Firm's side shall be required in writing. The Firm shall vacate the premises, if desired by the Ministry and shall handover the same to the Ministry along with all articles as may have been provided. The decision of the Competent Authority in the Ministry shall be final and will be binding upon the firm.
- 4) Ministry reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by Ministry from Security Deposit or pending bill or by raising a separate claim. However, the agreement can be terminated by the Firm by giving three months' notice in advance. If the agency fails to give three months' notice in writing for termination of the Agreement then three month's payment, etc. and any amount due to the agency from this Ministry shall be forfeited.
- 5) If the MCA is not satisfied with the quality of eatables served, services provided or behavior of the firm or his/her employees, the Firm will be served with 24-hour notice to improve or rectify the defect(s), failing which the MCA will be at liberty to take appropriate necessary steps as deemed fit.

F. PENALTY

- 1) A Canteen Management Committee will be nominated by the Ministry to inspect the functioning of the Canteen with a view to ensure hygienic and satisfactory service. In case repeated failures or lacunae are noticed by the Committee on the part of the firm, the HoD and/or Chairman of the Canteen Management Committee may impose a fine of upto Rs. 5,000/- on each occasion.
- 2) In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month's notice resulting in the forfeiture of Performance Security.
- 3) In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacture, a penalty of Rs. 500/- will be imposed for each default.
- 4) In the event of violation of any contractual or statutory obligations by the Firm, it shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the MCA by any individual, agency or government authority due to acts of the Firm, the Firm shall be liable to make good/compensate such claims or damages to the MCA. As a result of the acts of the Firm, if the MCA is required to pay any damages to any individual, agency or government authority, the Firm would be required to reimburse such amount to the MCA or the MCA reserves the right to recover such amount from the payment(s) due to the Firm while settling its bills or from the amount of Security Deposit of

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the Firm lying with the MCA.

- 5) If the Contract is terminated by the Firm without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Firm with the MCA, the Security Deposit will be forfeited without prejudice to the MCA Management's right to proceed against the firm for any additional damages that the MCA suffers as a result of the breach of the aforesaid terms and conditions.
- 6) The MCA reserves the right to impose a penalty (to be decided by the MCA authorities) on the Firm for any serious lapse in maintaining the quality and the services willfully or otherwise by the firm or its staff or for any adulteration.

G. JURISDICTION

Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Delhi courts only.

H. RATES OF ITEMS:

As Per Annexure-II

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DOCUMENTS FOR PROVIDING CANTEEN SERVICES AT MCA CAFETERIA,
MINISTRY OF CORPORATE AFFAIRS, SHASTRI BHAWAN

NAME OF THE FIRM (as per Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE FIRM (as per Registration Certificate)	
Company Profile	
1. Name of the Company/Firm and Complete registered address	
1(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)	
1 (b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
1(c) Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof.	
1(d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
2. Name, Designation and Tel. No(s) of the Contact Person, -Fax No(s) and email address	
3. Year of commencement of business	
4. Statutory details (photocopy to be attached) <ul style="list-style-type: none"> a) Registration No. of the Firm- b) PAN- c) ESI Reg. No.- d) GST Reg. No.- e) EPF registration No. f) ESI registration No. 	



g) Food Safety Reg. No.(FSSAI)-				
5. Income Tax Assessment Completion Certificates for last three financial years Duly certified by CA.				
6. Details of the past experience of providing canteen services in Ministries / Departments/PSUs during last three years should be attached.				
7. Declaration regarding that the company was never blacklisted/terminated and debarred in the past.				
7. List of present and past clients (Please use separate sheet for each) as per the following format.				
Format for details of present and past clients:				
Sr. No.(1)	Name of Organization with complete postal address(2)	Name and Designation of contact person with Tel. No./Mob. No.(3)	Date from which the contract was awarded(4)	No. of persons deployed by your firm(5)
8. Volume of business done <u>minimum annual turnover of 60 lakh</u> during the last three years (please submit documentary evidence like audited balance sheets and Profit & loss accounts etc.				

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ANNEXURE-II**FINANCIAL BID**

S.No.	Name of Items	Unit	Quantity	Rate (in words/figure)
I.	BEVERAGE			
1.	One Cup tea (standard)	ML	125	
2.	One Cup coffee (standard)	ML	125	
3.	Ice tea	ML	125	
4.	Lassi/Chhachh	ML	200	
5.	Masala Butter Milk	ML	200	
6.	Green Tea	ML	125	
II.	SNACKS			
1.	One Samosa	GMS	70	
2.	One Bonda	GMS	70	
3.	One Dal Vada	GMS	70	
4.	One Chana Vada	GMS	70	
5.	One Gobhi Pakora	GMS	70	
6.	One Bread Pakora	GMS	Half piece	
7.	One Bread Pakora	GMS	Full piece	
8.	One piece Sambhar Vada	GMS	70	
9.	Two piece Sambhar Vada	GMS	70 * 2 = 140	
10.	One Vegetable Cutlet	GMS	70	
11.	One piece Bread slice	GMS	Big size	
12.	Two Bread Slice	GMS	Big size	
13.	Two pieces Vegetarian Sandwich	GMS	Big size	
14.	Samosa Chat	GMS	Big size	
15.	Dahi Bhalla	GMS	Big size	
16.	Papri Chaat	GMS	Big size	
17.	Raj Kachori	GMS	Big size	
18.	Aloo Tikki chaat	GMS	Big size	
19.	Masala Dosa	GMS	Big size	
20.	Plain Dosa	GMS	Big size	
21.	Upma with Sambhar	GMS	Big size	
22.	Idli with sambhar	GMS	Big size	
23.	Egg Boiled	GMS	1piece	
24.	One Egg Omelette			
III.	LUNCH			
1.	One Roti Tandoori/plain roti	GMS	100	

2.	One Plate Dal	GMS	200	
3.	One Plate Chhole	GMS	200	
4.	One Plate Rajma	GMS	200	
5.	One Plate Kadhi Pakora (with 2 pc pakoras)	GMS	200	
6.	One Plate Seasonal Vegetable	GMS	200	
7.	One Plate Kofta Curry (with 2 pc Kofta)	GMS	200	
8.	One Plate Aalu Matar	GMS	200	
9.	One Plate Mixed Vegetable	GMS	200	
10.	One Plate Raita	GMS	200	
11.	One Plate Matar Paneer	GMS	200	
12.	One Plate Palak Paneer (with 2 pcs of Paneer)	GMS	200	
13.	Half Plate Rice (Basmati)/ Pulao	GMS	200	
14.	Full Plate Rice (Basmati)/ Pulao	GMS	400	
15.	Veg. Biryani with curd or Raita	GMS	400	
16.	Stuff Parantha	GMS	200	
17.	Aloo Parantha with Raita and Pickle	GMS	200	
18.	One Plate Egg Curry		2 Eggs	
19.	Half Plate Mutton Curry		2 Piece	
20.	Half Plate Chicken Curry		2 Piece	
21.	Half Plate Butter Chicken		2 piece	
22.	One Plate Mughlai Chicken		2 piece	
IV.	SWEETS/ICE CREAM			
1.	Gulab Jamun (One piece)	GMS	60	
2.	Burfi (One piece)	GMS	60	
3.	Rasgulla (One piece)	GMS	60	
4.	Rasmalai (one piece)	GMS	60	
5.	One Plate Gulab jamun		2 pcs	
6.	Ice-Cream (Standard Brand and weight)		1 Scoop	
V.	FRUITS			
1.	Fresh Cut-Fruits		1 Plate	
2.	Fruit Cream		1 Plate	
3.	Fresh Fruit Juice		1 Glass	
VI.	LUNCH (Combo/Thali)			
1.	Ordinary Lunch (Dal, 1 vegetable, Rice, 4 Roti, Salad)		1 Plate	

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2.	Special Lunch(Dal, 1 Ordinary Vegetable, 1 Paneer Dish, Rice, Sweet, 2 Naan/Parantha, Curd, Salad)		1 Plate	
3.	Non-Vegetarian Lunch (Soup, Pulao/ Fried Rice, Roti/Poori/ Paratha/Naan/ Dahi Vada/Raita/Plain Dahi/Butt Chicken/Mughlai Chiken, Shami Kabab/fish Fried, Salad/Achar/papar/ Chatni, Ice-cream/sweet dish/Custard		Per plate	

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A. RATES FOR MCA OFFICIAL MEETINGS/PROGRAMMES

1. LUNCH :
(Pulao/ Fried Rice, Roti/Poori/Naan/Parantha, Dal Makhani/Rajma/Chhole, Seasonable Veg. Malai Kofta, Shahi Paneer/ Palak Paneer/ Kaju Korma/ Matar Paneer, Dahi Vada/Raita/Dahi Plain/ Green Salad/Plain Salad, Achar/Papar/Chatni, Ice-Cream/Sweet Dish/ Custard/Fruits)
2. HIGH TEA (with Cookies, cashewnuts, sweets/pastry) :
3. Tea/coffee with two samosas/Bondas/cutlets :
4. Tea/coffee with biscuits (good quality)- 2 types:
5. One cup tea :
6. One cup coffee :
7. Pastry/sweet (1 Piece) :

B. Rates For MCA Non- Gazetted Official including outsourced/contractual staff of the Ministry (50% of fixed rate)

1. SAMOSA (per piece) or inlieu of samosa any other item of the same rate or less may be provided to the employee, if it is desired :
2. TEA (one cup) :
3. COFFEE (one cup) :
4. WORKING LUNCH (per plate) :

Handwritten signature

FORMAT FOR PERFORMANCE CERTIFICATION REFERRED

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location
2. Agreement no.
3. Scope of Contract
4. Contract Cost
5. Date of start
6. Period
7. Amount of compensation levied, if any
8. Performance Report
 - (i) Quality of Food - Excellent/Very Good/Good/Fair
 - (ii) Resourcefulness - Excellent/Very Good/Good/Fair
8. Compliance of all statutory requirements- Yes / No

(Seal of the Organization)

(Signature of the authorized representative)

Date:



PERMISSIBLE BRANDS OF CONSUMABLES

ITEM	BRAND
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brand s
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Mother's or Priyaor Tops
Atta	Aashirvad, Pillbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest/Britania make
Jam	Kissan, Nafed
Milk	Toned milk of Mother Dairy, Delhi Milk Scheme
Paneer	Amul/Mother Dairy
Tea	Brook Bond, Lipton, Tata
Coffee	Nescafe, Rich Bru
Biscuits	Britania, Parle, Good Day
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell – all varieties
Mineral Water	ISI marked Kinley/Bisleri/Ganga
Besan, Dal	Rajdhani
Rice	Basmati
Cold Drinks	Pepsi, Coke etc.
Packed Juices	Real, Tropicana
Lemon Water	Hello
Sweet	Bikaner, Haldiram

The Contractor may use any other equivalent brand after obtaining prior approval from MCA.

JW