

TERMS & CONDITIONS & SPECIFICATIONS

OF

**TENDER FOR CATERING AND
ALLIED SERVICES**

TENDER NO: C-DOT/DEL/ADMN/2020-2021/02

CENTRE FOR DEVELOPMENT OF TELEMATICS
C-DOT Campus, Mehrauli, Mandi Road, New Delhi-110030
Ph. 011-26802856

TENDER FOR CATERING & ALLIED SERVICES

C-DOT/DEL/ADMN/2020-2021/02

C-DOT is a registered Scientific Society set up by the Govt. of India to carry out research and development work in Telecommunications. It has staff strength of about 650 members at Delhi, having its office at C-DOT Campus, Mehrauli, New Delhi –110 030.

1.0 GUIDELINES FOR SUBMISSION OF BIDS

C-DOT adopts a two-bid Tender System. Therefore, separate TECHNICAL and FINANCIAL BIDS are to be submitted as per following procedure, by the interested bidders.

- 1.1 **Critical date sheet:** For details regarding Critical Dates related to this tender, please refer Notice Inviting Tender (NIT) Document
- 1.2 In case, the Bid Opening Date of the tender happens to be an unscheduled holiday, the tender will be opened on the NEXT WORKING DAY at the same time.
- 1.3 **Document Download:** Tender documents may be downloaded from C-DOT website www.cdote.in (for reference only) and Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> (henceforth referred to as CPP Portal) as per the schedule given in 'Critical date sheet'.
- 1.4 **Bid Submission:** Bids shall be submitted online only at CPP Portal on or before Bid Submission End Date, as mentioned in 'Critical date sheet'. Bids sent by FAX, email or offline mode will not be considered.
- 1.5 **Currency:** The prices should be quoted strictly as per Price Bid format in BoQ format in INDIAN RUPEES only.
- 1.6 Only One Bid per Bidder should be strictly adhered to while bidding for this Tender
- 1.7 **Pre - Bid Meeting :** A pre-bid meeting would be conducted at C-DOT Campus, Delhi as per the schedule given in the Critical dates table (refer NIT document) .

All the queries with regard to the Pre-Bid Meeting (in *.xlsx format only) should reach C-DOT via e-mail latest by the date/time stated in the NIT (notice inviting Tender) document for seeking clarifications/ submission of queries. No query shall be entertained after the scheduled date and time. The subject of the mail should contain the tender reference number. A maximum of 02 authorized representatives will be allowed to attend the Pre-Bid meeting
- 1.8 Bidder, who has downloaded the tender from the C-DOT website or CPP Portal shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, bid will be completely rejected and bidder shall be liable to be banned from doing business with C-DOT.
- 1.9 Intending bidders are advised to visit C-DOT website and CPP Portal regularly till closing date of submission of tender for any corrigendum/addendum/ amendment.
- 1.10 No clarifications/amendments shall be entertained under any circumstances once the bid has been submitted

2.0 FEE/ CHARGES RELATED TO BID:

2.1 Tender Fee: **Tender fee of Rs. 1180/-** (Rupees One Thousand One Hundred and Eighty only), payable by way of Non-refundable Demand Draft (DD) / Pay Order in favour of 'CENTRE FOR DEVELOPMENT OF TELEMATICS' purchased on or after publication date of this tender, and payable at New Delhi should be obtained from any Nationalized/ Scheduled Bank, valid for three months, to be submitted to C-DOT and scanned copy of this DD to be uploaded in the portal along with technical bid. All applicable bank charges shall be borne by the applicant and he/she shall not have any claim whatsoever on this account on C-DOT.

Please note that there is no Exemption for Tender fee (for any category). Bids without Tender fee shall be rejected outright.

2.2 **Earnest Money Deposit (EMD):** In accordance with the OM F. No. 9/4/2020-PPD dated 12th November 2020, issued by Department of Expenditure (Ministry of Finance), no EMD will be charged against this tender. However, Bidders will need to submit a Bid Security declaration as per Annexure III.

3.0 SUBMISSION OF TECHNICAL AND FINANCIAL BIDS

C-DOT adopts a two-bid Tender System. Therefore, separate TECHNICAL and FINANCIAL BIDS are to be submitted as per following procedure, by the interested bidders.

Technical Bid should Comprise:

- 1) A scanned copy of the Demand Draft towards tender fee.
- 2) Scanned copy of **Bid Security Declaration as per prescribed format (Annexure III) in lieu of EMD.**
- 3) Details of the bidding Agency and other relevant details as per Annexure-I with all supporting documents as mentioned in the Annexure.
- 4) Undertaking as per Annexure II
- 5) A copy of the Tender Document duly signed on all pages by the authorized signatory with the seal of the bidders.
- 6) Documents requested for in Section 8 of this tender document.

Financial Bid shall comprise only of Rates for providing such services which should be filled in the BoQ (in .xls format) and submitted online on CPP Portal only.

Technical Bids shall be opened first and will be evaluated technically. The decision of the Technical Evaluation Committee in this regard will be final. The Technical Evaluation Committee, as part of evaluation process shall visit the Office, Training Centers of the Contractor to assess the infrastructure and also the client's office to have firsthand information on the services rendered. The feedback of the clients of the tenderer will also be a decisive factor to technically shortlist a contractor/ firm/company.

The Financial Bid of the technically accepted bidders will be opened, the date of which will be notified to the technically qualified bidders.

Technical and Financial bid must be submitted giving complete details with supporting documents as sought in the enclosed Annexures. Bids without supporting documents as required shall be rejected. The decision of C-DOT shall be final in this regard

Each page of the offer should bear the signature, name and title of the person signing the

offer with date and rubber stamp of the Bidder.

4.0 OTHER TERMS & CONDITIONS OF THE TENDER

- 4.1 C-DOT reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of C-DOT is final and unquestionable.
- 4.2 C-DOT reserves the right to award the contract to deserving parties either in full or in parts. The decision of C-DOT is final and no enquiry will be entertained in this regard.
- 4.3 Bids should be complete in all respects and incomplete bids will be summarily rejected. No clarification will be taken by C-DOT in this regard.
- 4.4 Canvassing in any form entails the bidder's disqualification. If any bidders are found influencing or intimating other bidders/tender processes, his tender is liable for disqualification.
- 4.5 Bids, which do not comply with the conditions laid down in the tender document, are liable to be rejected.
- 4.6 The entire schedule of the tender should be quoted for and the quote shall be unconditional, failing which the tender bid shall be rejected.
- 4.7 Where the bidder makes counter terms and conditions of business, the tender shall not be deemed responsive, unless C-DOT in its discretion, may give specific written acceptance thereof.
- 4.8 The scope of services proposed should not be altered and if found altered, the tender bid shall be rejected.
- 4.9 Bidders are requested to study the terms and conditions of the tender carefully, and then submit their tenders accordingly. Any bid received against this tender and any contract resulting from this tender shall be governed by the terms and conditions indicated in the tender document and the bidder quoting against this tender shall be deemed to have read, understood and accepted the same.
- 4.10 Bidders may also visit the C-DOT Campus during office hours on all working days for this purpose with prior appointment, with Manager -Administration. Contact Number **011-26598239 / 011-26598887**. Email id for seeking appointment: **tender.admindelhi@cdot.in**
- 4.11 Any family member of C-DOT staff is not eligible to participate in the tender.
- 4.12 The successful bidder shall commence the services within fifteen days from the receipt of the award of the contract or from a later date as indicated by C-DOT during the award of contract.
- 4.13 In case additional services of similar nature are required by C-DOT during the contract period, the same will be provided by the contractor at the contract rates.
- 4.14 The bill raised to C-DOT after rendering the services shall be subject to statutory levies like GST, Income Tax etc. Thus, the payments to the successful bidders are subject to statutory deductions, e.g. deduction of Income Tax at source as are applicable at the time of payment.
- 4.15 The contract shall be governed by C-DOT's Terms & Conditions of this Tender and the terms & conditions of contract awarded to the Contractor. In case of any discrepancy in between the above, the contract document shall prevail.

- 4.16 The contractor or his authorized representative shall attend a meeting every fortnight for discussion /and evaluation of performance with the C-DOT Admin. Representative. The C-DOT representative shall intimate the date and time of such meetings.
- 4.17 Prices quoted shall be inclusive of all charges applicable for services at C-DOT premises in clear terms. Statutory levies and taxes shall be clearly specified as excluded.
- 4.18 The bid submitted shall be valid for acceptance by C-DOT at least for a minimum period of 180 days from the last date of submission of quotes.
- 4.19 For the purpose of comparison of the rates, conditional discounts, if any, offered shall not be taken into account. However, C-DOT reserves the right to avail the same during award of the contract.

5.0 PRICE AND VALIDITY

- 5.1 The rates must be quoted as per the Financial Bid format in the BoQ on CPP portal only, covering the entire activity as per the scope of the contract. **RATES SHOULD BE INCLUSIVE OF ALL CHARGES WHATEVER IS APPLICABLE VIZ. PF/ESI/MINIMUM WAGES (as per central govt. minimum wages) AND OTHER STATUTORY LEVIES like Bonus as applicable.**
- 5.2 Minimum wages payable by the Contractor shall be as per the rates applicable for the respective indicated manpower categories. Rates agreed upon shall remain same throughout the period of contract. As and when there is a revision in minimum wages duly notified by the Govt. of India, the rates will be revised accordingly. However, any changes as and when notified, will be considered only on submission of documentary evidence. No other increase will be granted other than the applicable statutory increases.
- 5.3 Offer quoted shall be valid minimum for a period of 180 days from the last date of submission of quotes.

6.0 SELECTION OF L1 BIDDER

Financial Bid BoQ has two sheets – BoQ1 and BoQ2.

Please note that bidders will have to quote for all the items in the BoQ1 & BoQ2. However, L1 Bidder shall be decided only on basis of the BoQ 1 quotation. The L1 shall be decided on the basis of the total value of the contract (for 1 year), based on the total cost provided in the price bid BoQ1.

Rates quoted in BoQ2 will not be part of deciding L1 as exact requirement for these add on services is not known yet. However, for any such requirements during the contract period, the rates for those services shall be fixed as per the rates quoted in the BoQ2. Therefore, it is mandatory that prices should be given for all the items mentioned in BoQ2 as well.

Additional Documents: - the breakup of the total rate quoted in BoQ 1- i.e. the details in terms of basic salary, VDA, EPF, ESI, Bonus, Service charges etc. will need to be submitted by the bidder, after the Financial Bid opening as and when requested for, by C-DOT.

7.0 DURATION OF THE CONTRACT.

- 7.1 The contract will be valid for a period of One year (with effect from 1st April 2021 to 31 March 2022). However, in order to evaluate the performance and quality of services, contract will cover a probationary period of 2 months. Only after the services are found to be satisfactory during the probationary period, the contract will be confirmed for a further period of 10 months under the same terms and conditions.
- 7.2 During the probation period, C-DOT alone reserves the right to terminate the contract by giving 30 days' notice, without assigning any reasons thereof.

8.0 MINIMUM CRITERIA FOR SHORTLISTING

- 8.1 The Contractor/Firm should be registered under Shops & Commercial Establishment Act /Registrar of Firms/ or under any equivalent authority.
- 8.2 The Contractor should possess requisite licenses, permits, registrations, etc., from appropriate Statutory Authorities for Catering & allied Services and should be functioning from a well- established office.
- 8.3 The Contractor should have a minimum experience of 5 years in providing Catering & allied Services.
- 8.4 The Contractor should have at least two minimum running contracts of Catering & allied services with companies of repute and one of such contract being executed should be in Delhi/NCR. The value of one of such running contracts should not be less than Rs.50.0 Lakhs per annum.

(Enclose copy of the existing contracts and the copies of the contract executed during the past 5 years. Self-certification will not be accepted).

- 8.5 The Contractor's annual turnover arising out of such contracts should not be less than Rs. 2.00 Crores per annum in the last three financial years i.e. 2017-18, 2018-2019 & 2019-2020. Copies of the audited report must be enclosed.
- 8.6 The Contractor should have PF/ESI/other statutory registrations and GST registration number. Copies of the registration should be enclosed.

Note: Documentary evidence supporting the above and of details in Annexure I (Bidder details) should mandatorily be submitted along with the Technical Quote .

9.0 SCOPE OF THE OVERALL SERVICE CONTRACT:

- 9.1 The scope of the contract Services include:
- (i) Preparation and serving of Coffee/Tea, Breakfast, Lunch, Snacks and Dinner.
 - (ii) Conference room service for meetings, get-together and parties.
 - (iii) Pantry services at various Officers' Blocks, Conference Rooms and Reception.
 - (iv) Providing services at any other location as and when required i.e., during picnics, etc.
 - (v) Maintenance of the Food Court including the kitchen area, dining area, washing area, hand wash area, Stores, etc.
- 9.2 Cook and serve breakfast, lunch, dinner, snack items and coffee/tea at timings as specified by us from time to time.

- 9.3 Menu should be rotated periodically. The menu list should be drawn every week and prior approval must be obtained from the Admin. Representative. Any last-minute changes in the menu should be carried out only on approval from the Admin. Representative. Indicative Menu and list of items that are generally prepared in the canteen are listed in Annexure V.
- 9.4 Any new item introduced should be done only after obtaining approval of the Competent Authority of C-DOT.
- 9.5 Sweeping & Mopping of floors with cleaning equipment and first quality cleaning agents (to be provided by C-DOT) should be done twice a day as per timings specified by C-DOT Representative. The kitchen area should be washed every day. The cleanliness of the total Food Court area should be maintained i.e., thorough cleaning of the kitchen, provision stores, equipment, steel-wall, exhaust duct brackets, crockery arrangement, removal of cobwebs, etc., and cleaning of any area related to canteen.
- 9.6 Fumigation/pest control will be carried out by us regularly on specified days. The same should be monitored by your Manager as per norms.
- 9.7 The request for requirement of raw materials / vegetables, dairy products, cleaning agents, etc., should be raised and submitted well in advance to the Admin. Representative.
- 9.8 Availability of Gas cylinders in adequate quantity for the gas bank to be ensured all the time and prior intimation should be given to the Admin. Representative in order to book the refills. The Contractor shall be responsible for maintenance of the gas bank and ensure all safety measures.
- 9.9 The contractor should provide services for meeting, conferences, Guests visiting C-DOT and for C- DOT meetings / conferences outside, in the form of lunch/dinner or snacks as per instructions from the Admin. Representative.
- 9.10 All equipment like Bain Marie, Refrigerators, walk-in-Cooler, tea/coffee dispenser, Microwave oven, water dispensers, cooking equipment, burners, exhaust chimneys, etc., cutleries & crockery, spoons, utensils for cooking, grinders, etc., and the infrastructure provided by C-DOT should be maintained by your personnel in good condition. An inventory of the same should be maintained. Any loss or damage to the same due to the negligence of your personnel should be compensated by the contractor. The decision of C-DOT will be final with regard to the extent of such loss/damage.
- 9.11 The contractor should maintain inventory of the assets of Canteen equipment, cutleries, vessels, etc. and submit on demand by C-DOT Representative.
- 9.12 The contractor should provide canteen services for conferences, picnic, get-together etc. arranged outside office premises, if required.
- 9.13 The contractor should ensure catering and maintaining of the used utensils in proper condition, Similarly, all canteen equipment, gadgets, etc, should be cleaned regularly and kept in a ready to use condition.
- 9.14 The contractor shall be entirely responsible for proper trouble-free catering and allied services during the period of contract. In case of loss, inadequate / improper maintenance/ inadequate service, the contractor shall be held responsible and deduction equal to the loss assessed will be made from the monthly bills as per the recommendations of the C-DOT authorities. This shall be binding on the contractor.

- 9.15 The contractor shall be responsible for the proper conduct of his staff. Any misconduct by the contractor's staff shall not be tolerated and the administration representative shall have the right to remove the staff members. It would be the responsibility of the contractor to provide immediate replacement.
- 9.16 Upkeep of Equipment, Vessels, Electronic Appliances, etc. handed over will be the responsibility of the contractor.
- 9.17 The groceries, vegetables, fruits, dairy products, packed food items, etc., will be handed over to the Manager on procurement of the same and it would be the responsibility of the Manager to store them safely in appropriate way and ensure there is no misuse / wastage of the same.
- 9.18 The contractor would be responsible for maintenance of all the Water Dispensers in the Campus. Re-filling of water bottles provided by the Centre should be carried out periodically.
- 9.19 The contractor should maintain, the nominal roll attendance register, leave register, holiday register, wage register and any other registers as per statutory requirements.
- 9.20 The contractor should ensure that his personnel do not overstay in our Campus beyond their duty hours.
- 9.21 The contractor should ensure that his personnel reporting to duty should be in a presentable condition, failing which; they will be denied entry into our Campus.
- 9.22 The contractor shall be held responsible for any act of omission or commission, on part of his employees, in case of any deficiency in the service. Contaminated/adulterated/unhygienic food being served and any complications (civil/as per IPC) and consequences thereafter will be the sole responsibility of the contractor.
- 9.23 The contractor should maintain manpower utilization register such as attendance register, holiday register at all location. The registers maintained should be free from overwriting/alterations, etc. The same should be produced for verification as and when required. Your personnel also may be asked to enter their attendance through biometric system provided at the specified entry point.
- 9.24 The personnel to be posted will be first shortlisted by the Contractor. The shortlisted candidate will be approved by C-DOT officials before deployment. Immediate replacement has to be provided in case of any rejection.
- 9.25 The contractor shall arrange replacement as necessary at their own expenses in case of sickness, absenteeism, leave of your employees or absence of his personnel for any reason whatsoever subject to prior approval of the Admin. Representative.
- 9.26 In the event of an accident to the deployed staff while discharging their duties at C-DOT premises, C-DOT will not be held responsible for the same. Contractor will therefore be solely liable for treating his staff medically, payment of compensation if any, etc.
- 9.27 The contractor should replace immediately such personnel who do not perform their duties effectively and those who commit acts of indiscipline.
- 9.28 The personnel posted should all be healthy and medically fit. The selection of the personnel to be posted in C-DOT Campus will be at the discretion of C-DOT.
- 9.29 The personnel posted should be adept in using/handling the equipment, appliances, etc., in the Kitchen.

- 9.30 If at any stage, the performance of any of the personnel is found unsatisfactory, C-DOT reserves the right to seek his replacement. The replacement should be provided by the Contractor within 24 hours. C-DOT campus is a tobacco free premises. Smoking of cigarette, beedi etc., or chewing of gutka, paan, tobacco and consuming alcohol is strictly prohibited. No personnel posted by your Contractor in our Campus should have this habit. Any of your personnel violating this rule shall be removed immediately by C-DOT .
- 9.31 The contractor is expected to use his experience and expertise in providing the above services to C- DOT. The services specified above are indicative only and are there to provide guideline to Contractor. The Contractor will ensure that all aspects of providing manpower for Catering & allied Services are adhered to.
- 9.32 The Contractor/ shall be responsible to abide by legal and labour provisions prescribed by the Government of India which shall include Income tax, Insurance, Accident, ESI, PF, Minimum Wages, Contract Labour R&A Act, Bonus Act, etc. as applicable. The Contractor shall ensure PF/ESI contributions deposited every month for each employee and statement of compliance submitted to C-DOT. Any change in the minimum wages shall be paid extra as and when announced by the Govt. Corresponding benefits shall also be computed accordingly. The same shall be paid to the Contractor only after providing proof of payment of the same by the Contractor.
- 9.33 The contractor would be responsible for submitting medical reports of all his employees at C- DOT offices every 03 months from the Govt. Hospital or Medical Officer approved by C-DOT. The medically unfit personnel should be replaced immediately.
- 9.34 The quality of personnel will be assessed through the clients and information received from the feedback system. A profile of the personnel which is required for information is built up with:
- A. Photo + Bio – data
 - B. Copy of Certificates
 - C. Copy of Aadhar Card
- 9.35 The personnel deployed, have to be approved/interviewed by C-DOT Representative and shall not be removed by the Contractor without C-DOT approval.
- 9.36 It shall be obligatory for the Contractor to make payment of wages to personnel deployed at C- DOT (on the basis of notified minimum wages) by the 7th of each month to the bank account of the respective personnel and issue salary slips. The bank statement to the effect of payment of wages should be submitted to the Admin. Representative every month.
- 9.37 The Catering Services (excluding cooking and preparation time) are required from 0800 Hrs. to 2100 Hrs. on all days of the week except Sundays. In case of special circumstances, the services may be required beyond the above-mentioned timings and on Sundays and it will be intimated in advance to the contractor C-DOT will be the deciding authority for changes, if any.
- 9.38 The distribution of manpower (total 28 persons) will be decided by the contractor based on C-DOT working days' requirement and weekend requirements in shifts. However, the total number of working hours will be as per statutory requirements.
- 9.39 In special circumstances e.g. present COVID situation, contractor may also be required to pack and distribute the food within C-DOT premises.

- 9.40 HACCP certified norms for QA/QC should be strictly adhered to.
- 9.41 The Contractor should provide:
- 9.42 Uniform, Caps, Shoes, hand gloves, Identity Cards and other related accessories to all your personnel deployed in our Campus.
- 9.43 The Contractor should ensure that the manpower provided adheres to the following:

Etiquette and manners

- Be polite to Employee / Guests
- Service with a smile
- Good posture

Personal Hygiene, Appearance and Grooming

- To prevent food contamination
- Precaution against illness (self / others)
- Have self-confidence
- Clean habits (avoid smoking, chewing, tobacco, beetlenut/pan, etc.) while on duty.
- Clean and trimmed nails
- Wear Clean Clothes
- Clean and properly trimmed hair

Use of uniform

- Wear prescribed uniforms
- Giving or displaying a pleasant, neat and tidy look

Taking Orders

- Orders to be taken politely
- Orders to be taken carefully
- Noting orders correctly
- Sense of Urgency

Serving Tea/Coffee, Snacks and Meals

- Clean crockery / cutlery
- No spilling
- Sugar requirement/quantity
- Timely cleaning of crockery / cutlery and periodic replacement
- Proper serving of snacks in plates
- Proper serving of Meals
- Timely clearance of Meal Plates

Cleaning and sanitization the Food Court Daily Cleaning

- Sweeping
- Mopping

- Cleaning and sanitization of Furniture
- Cleaning of utensils properly
- Cleaning and sanitization of Kitchen area, Dining Area, Wash areas, etc.

Weekly cleaning

- Cleaning and sanitization windows/doors
- Cleaning cobwebs
- Cleaning and sanitization of store rooms, etc.

10.0 MANPOWER REQUIREMENT

10.1 The manpower to be engaged for smooth operations of Catering & allied Services will be as follows:

Sl. No.	Post	No. of Post(s)	Preferable Age Group	Category
1	Manager	1 No.	30-50 years	Highly skilled
2	Front Office Asst. / Stores Keeper	1 No.	22-40 years	Semi skilled
3	Head Cook	2 No.	30-50 Years	Highly skilled
4	Asst. Cook	3 Nos.	25-40 Years	Semi skilled
5	Kitchen Helpers	3 Nos.	22-40 Years	Semi skilled
6	Service Boys/Stewards	10 Nos.	22-30 Years	Semi skilled
7	Utility Hands	8 Nos.	25-40 Years	Unskilled
	Total Nos. of persons	28 Nos.		

Note : In case of additional manpower required during the contract period, the contractor should provide the same at the agreed contract rates only. Similarly C-DOT reserves the right to curtail the services, if necessary.

The above manpower will work in shifts as decided by the Admin. Representative from time to time.

In addition to the above manpower, the following manpower shall be provided on casual basis as and when required.

Sl.No.	Post
1	Head Cook
2	Sweet Maker
3	Asst.Cook
4	Kitchen Helpers
5	Service Boys/Stewards
6	Utility Hands

The manpower to be provided should meet the following requirements:

Manager

The Manager should have a minimum of post qualification experience of 5-8 years in similar nature of work in any corporate /MNC environment with a Graduate degree and should have preferably completed one-year Certificate Course in Hotel Management / Catering Technology from any Govt. recognized Institute. He should have thorough knowledge of Catering & allied Services, VIP Service, Maintenance of Stores, Kitchen and other canteen related activities.

- The Manager will be overall responsible for running of the canteen and he should ensure upkeep of the assets of C-DOT, handed over for running the Canteen including their maintenance by ensuring periodical servicing of the same.
- The Manager will be responsible for maintenance of adequate fuel in the gas bank including maintenance ensuring adherence to safety measures.
- The Manager will be responsible for maintaining adequate raw materials, fuel , cleaning agents, etc., provided by C-DOT for day to day running of the Canteen.
- The Manager should ensure maintenance of adequate stock and ensure that the items are procured well in advance by raising indents and hand over the same to the Admin. Representative for the required items to be procured.
- The Manager should ensure that the food is cooked in hygienic way and sufficient quantity is prepared to meet the requirement on day to day basis.
- The Manager should also have basic knowledge in cooking.
- The Manager should ensure avoiding wastage of raw materials, dairy products, food items, etc..
- The Manager should ensure periodical medical checkup of his personnel and their general cleanliness and hygiene. He should be conversant in Kannada, Hindi and English.
- The Manager should ensure that the kitchen area, washing area, dining area, store room and other related areas are cleaned and sanitized periodically as per the instructions of the Admin. Representative.
- The Manager will be responsible to cope with any kind of absenteeism and ensure that the services are not affected.
- The Manager will be responsible for maintenance of provision stock register, crockery & cutlery stock register, equipment details, etc.

Front Office Asst. / Store Keeper

The Front Office Asst./Store Keeper should have passed PUC/ an intermediate or equivalent with an experience of at least 3 years in similar capacity and should be conversant in , Hindi and English and possess computer knowledge.

- The Front Office Asst. / Store Keeper should take orders and ensure timely service.
- The Front Office Asst. / Store Keeper should keep account of the all the items being provided by C-DOT in the prescribed format as specified by the C-DOT Representative.

Head Cook

The Head Cook should be an expert in preparing North Indian, South Indian Chinese and Continental Dishes. He should have an experience of at least 5 years in similar capacity.

Experience in an industry/hotel of repute would be an added advantage. The Head Cook should know to make variety of Indian Sweets.

Asst. Cooks

Should have an experience of atleast 2 years in similar capacity. Two cooks with experience in Vegetarian North Indian dishes and one cook with experience in Vegetarian South Indian dishes would be preferred. One of above Asst.Cooks should also be expert in making sweets, tava cooking like Dosas, Chapathis, etc., and Coffee/Tea making.

Kitchen Helpers

Should have an experience of atleast 2 years in similar capacity.

Stewards/ Service Boys

Should have passed S S L C or equivalent with at least 2 years experience in similar capacity and should be conversant in Hindi and English.

Utility Hands

Should have an experience of atleast 2 years in similar capacity in a Canteen/Hotel.

The above manpower will also be assigned other allied activities in addition to their regular assignments when need arises and the same should be carried out.

Note : Submission of documentary evidence in support of the qualification and experience of the personnel to be posted in various posts is mandatory.

11.0 SECURITY DEPOSIT

11.1 In order that the Contractor fulfils the obligations under the terms of the contract, he shall provide C-DOT a Security Deposit equivalent to 3 % of the total contract value by way of DD within 02 weeks from the date of award of the contract. This will be returned interest free three months after the successful completion of the contract.

Or

In order that the Contractor fulfils the obligations under the terms of the contract, he shall provide C-DOT with the Bank Guarantee equivalent to 3 % of the total contract value from any nationalized/scheduled bank, in the prescribed format as per Annexure IV. The above Bank Guarantee should be submitted within 02 weeks from the date of award of contract and should be valid for over three months after the expiry of period of the contract.

C-DOT will be free to en-cash the Bank Guarantee/Security Deposit in the event of any failure on the part of the Contractor to meet his obligation under the contract or in the event of any demand by the concerned Statutory Authorities for dues from the Contractor at its sole discretion.

12.0 PENALTY

12.1 All contractual obligations will be strictly enforced. Deductions will be made for poor services like-

- Failure to follow statutory provisions of PF, ESI and other laws related to labour welfare- Termination of Contract / forfeiture of EMD & Security Deposit apart from the penalties levied by Statutory Authorities.
- Non-availability of fuel due to ignorance by your personnel.

- Shortage of Food.
- Any insect/foreign particle found in the meal Supply of adulterated / contaminated / unhygienic food.
- Non-maintenance of cooking equipment, vessels, utensils, Refrigerators, Grinders, etc. given by C-DOT – Penalty will be arrived at based on the extent of damage / repair.
- Non-maintenance of the groceries, fruits, vegetables, dairy products, packed food, etc., resulting in wastage.
- Non-Maintenance of the serving area, kitchen area, Dining Hall, Dining, Tables/Chairs, Store Room, etc.
- Poor Quality of Food.
- Shortage of Manpower.
- Frequent Absenteeism.
- Delay in Service.
- Refusal to perform the duty assigned
- Misbehaviour / Act of indiscipline by your Personnel.
- Willful omission in carrying out responsibility resulting in loss/ damage of C-DOT Asset- amount equivalent to the value of loss (value as fixed by C-DOT Representative)
- Repair or damage caused to C-DOT asset due to your Personnel's negligence – cost equivalent to acquisition of the new asset.
- Personnel posted do not possess the qualification and experience as required by C-DOT
- Misuse of the resources (power, water, etc.,)provided by C-DOT – At the discretion of C-DOT.
- Any other issue/shortcomings/lapse other than the above as occasion demands at the discretion of C-DOT.

12.2 Penal deduction will also be made for any other poor services on the basis of assessment by C- DOT at its discretion. The defaulting staff posted by you should be replaced immediately in such cases.

12.3 The decision of C-DOT will be final with regard to levying of penalty.

12.4 The above are not exhaustive. The decision of the C-DOT Representative will be final with respect to the extent of penalties being levied.

13.0 PAYMENT SCHEDULE

13.1 The Contractor shall submit its claim for the services rendered showing distinctly the charges payable, no. of manpower employed for services. These claims are to be made in the first week of the month immediately following the month for which the bill is raised. The bill should be accompanied by the proof of payment of PF subscription and ESI subscription of all the eligible personnel posted at C-DOT. A list of your personnel along with their PF and ESI Nos. should also be submitted along with the bill.

- 13.2 Payment shall be made against bills to be submitted by the Contractor during first week of every month for their services rendered during the previous month. Payment shall be released within fifteen days of submission of bill.
- 13.3 Income Tax shall be deducted at source as per rules in force from time to time.
- 13.4 In the event of any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor/ will not be entitled to any interest to be paid by C-DOT for late payment.
- 13.5 No advance payment claims or running bills will be entertained by C-DOT.

14.0 REPORTS

- 14.1 Reports in various formats should be submitted periodically as sought by the Admin. Representative.

15.0 OBLIGATIONS OF THE CONTRACTOR

- 15.1 The contractor should provide the requisite particulars of all personnel proposed to be posted to our Centre in advance and only on approval from the Centre they can be posted. He should ensure that only the personnel possessing sufficient experience as required by us is posted at C- DOT, failing which stringent action will be taken and appropriate penalty levied. The decision of the C-DOT Representative will be final.
- 15.2 The contractor will be responsible for timely payment of wages as per rules to his personnel with submission of proof of payment with copies of salary slips. The wages /salaries to the personnel should be paid to their respective bank accounts only.
- 15.3 The contractor should ensure compliance of all laws relating to providing the services to our Centre.
- 15.4 Any payment to be made by C-DOT to any statutory authority due to non-adherence of the stipulated norms by the contractor should be borne by the contractor.
- 15.5 The contractor should be responsible for issuing identity cards, minimum of three sets of uniform (per annum) and other requisite accessories including caps, aprons, gloves, shoes and other necessary accessories to the personnel posted in our Centre. The Contractor should provide one bi-cycle for the use of his personnel inside the C-DOT Campus. The maintenance of the bi-cycle will be the sole responsibility of the Contractor. In case the contractor does not provide any of the items listed, the Centre will provide the same and deduct the expenses incurred towards such procurement from the bill of the contractor.
- 15.6 The contractor should depute his Field Officer to visit our Campus to carry out periodical checks on the quality of cooking, maintenance of the Kitchen, Store Room, etc. at least once in a week.
- 15.7 The contractor will solely be responsible for conduct and behaviour of his personnel and any loss or damage to the Centre's property due to the conduct of his personnel should be made good by the contractor.
- 15.8 In the event of theft, pilferage or damage to the Centre's property by the personnel posted by the Contractor, the Contractor should make good all the losses and replace the personnel immediately.
- 15.9 C-DOT will not be directly responsible for any accident, death or injury to your employees which would arise during the course of their duty nor would we be responsible/ liable to pay

damage or compensation to such persons. The Contractor/ should at all times indemnify and keep C- DOT indemnified against all claims which may be made under Workmen Compensation Act, any statutory modifications thereof or otherwise for or in respect of any damages or compensation payable in consequence of any accident or injury sustained by any workman while in our premises or during course of their duty. The Contractor/ will also be responsible for appropriate insurance coverage of their employees.

- 15.10 The successful tenderer should indemnify the Centre against any claim by any authority. In the event the Centre has to pay any individual, statutory body or any Contractor for reasons directly or indirectly attributable to this contract, the contractor should pay such claim/damages and even if the Centre is called upon to pay such damages/penalties, the contractor will reimburse the same. This is subject to the condition that the Centre complies with various requirements in respect of the laws applicable to it.
- 15.11 The contractor should ensure that the laid down assignments are carried out by the personnel posted by him.
- 15.12 In case of additional manpower required during the contract period, the contractor should provide the same at the contract rates only. No increase in the rates will be entertained during the pendency of contract. Similarly, C-DOT reserves the right to curtail the services, if necessary.
- 15.13 In the event of any query, objection, delay or dispute with regard to any bill or a part thereof, the contractor will not be entitled to any interest to be paid by the Centre for late payment.
- 15.14 The contractor and his personnel should strictly follow the Security Manual /Rules of C-DOT to the extent it is applicable.

16.0 OTHER TERMS AND CONDITIONS

- 16.1 The performance of the Contractor will be reviewed on a monthly basis by the concerned C-DOT officer. Where the performance is below the standard expected or where damages to C-DOT property was caused by/at the instance of Contractor's staff, then appropriate deductions will be made as per the assessment made by the officer concerned shall be final and binding. No further representation will be entertained by C-DOT.
- 16.2 Any dispute, difference or disagreement between C-DOT and the Contractor concerning the existence, validity, interpretation, performance, termination or breach under this Contract, shall be amicably resolved in good faith. Failing which, the matter shall be referred for settlement by arbitration in accordance with provisions of Indian Arbitration & Conciliation Act, 1996, as amended from time to time. Either Party may refer the dispute to the Arbitrator, mutually agreed between the two parties. The language of arbitration proceedings shall be English and the venue and seat of the arbitration shall be Delhi. The arbitration award shall be final and binding on both the Parties.
- 16.3 Sub-contracting is not allowed by the Bidder. If it is found that the job has been sub-contracted, the contract with the Bidder shall be terminated with immediate effect with forfeiture of the Security Deposit.

BIDDER DETAILS
C-DOT/DEL/ADMN/2020-2021/02

1.0 PROFILE OF THE COMPANY/CONTRACTOR	
1.1 Name of the Company/Firm and Address & Registration details	
1.2 Legal Status <ul style="list-style-type: none"> ➤ Individual, ➤ Proprietary Firm ➤ Partnership Firm ➤ Private Ltd. Co. ➤ Others (specify) (Specify and Enclose Supporting Documents)	
1.3 Name of the Individual/Partners/Directors, address designation & occupation	
1.4 Is your Company/Contractor carrying out any other trade/Business in addition to Catering & allied Services? Furnish particulars of the other trade /business carried out.	
1.5 If there are branches, furnish names & location of all branches.	
1.6 Mention the annual turn-over of the Contractor from Catering & allied Services for the years 2017-2018, 2018-2019 & 2019-2020. Enclose supporting documents.	
1.7 Please provide your Banker's name and address.	
1.8 No. of years of experience your Contractor/ company has in providing Catering & allied Services only.	
1.9 No. of employees on the rolls of your Contractor/Company.	

2.0 STATUTORY DETAILS	
<p>2.1 Are you Registered under the following:</p> <ul style="list-style-type: none"> ➤ Employees State Insurance Act 1948 ➤ Provident Fund & Miscellaneous Provision Act 1952 ➤ GST ➤ PAN No. issued by Income Tax Authorities <p>(If yes, Enclose supporting documents).</p>	<p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p>
<p>2.2 Have you registered with</p> <p>(A) State Labour Authorities.</p> <p>(B) Central Labour Authorities.</p> <p>(If yes, Enclose supporting documents)</p>	<p>YES / NO</p> <p>YES / NO</p>
<p>2.3 Specify whether there are any issues/ disputes against your Contractor before Commissioner Provident Fund, Commissioner ESI, Income Tax authorities, Labour Tribunal Authorities, etc.</p>	
<p>2.4 Specify whether at any point in time your Contractor/firm/Company was banned or de-listed by any Government or quasi Government agencies or PSUs.</p>	<p>YES / NO</p>
3.0 INFRASTRUCTURE	
<p>3.1 Furnish details of infrastructure maintained by your Contractor/ Company for providing Catering & allied Services.</p>	
<p>3.2 Address, e-mail ID and Fax Nos. of the Office in Delhi</p>	
<p>3.3 Details of contact persons in your Office with Mobile phone numbers</p>	
4.0 WELFARE MEASURES	
<p>4.1 Is any transport facility provided to your staff?</p>	
<p>4.2 Do you issue Uniform to your staff at subsidized rate / free of cost / on full payment, please specify.</p>	
<p>4.3 Do you pay bonus? If so, what is the quantum of bonus proposed to be paid?</p>	
<p>4.4 Any other welfare measure provided in addition to the above?</p>	

5.0 GENERAL	
5.1 Who are the major corporate clients of your Company / Contractor to whom Catering & allied Services are provided? a. Served over 5 years b. Served over 3 years c. Existing	
5.2 Furnish any other information with supporting documents which may help C-DOT in assessing your Company's / Contractor's capabilities.	
5.3 What is the time limit you require to take over the services if you are selected?	

NOTE : Information sought above may be given in separate sheets, if the space provided above is not enough. Enclose all supporting documents substantiating the above statement.

Date : _____

Signature: _____

Place : _____

Name : _____

Designation _____

Seal of the Company/ Contractor

Name of the Company/Contractor: _____

Details of Clients

I. Existing Contracts for Catering & Allied Services

Sl.No.	Name of the Client / Customer	Contract Value	Contract Valid upto	Contact Details of the Officer Incharge

II. Contracts served for over 5 years

Sl.No.	Name of the Client / Customer	Contract Value	Contract Valid upto	Contact Details of the Officer Incharge

Note : Additional information of clients, if any, can be provided in separate sheets

UNDERTAKING:

TENDER NO: C-DOT/DEL/ADMN/2020-2021/02

I/we hereby certify that I/we have studied all the Terms and Conditions of the tender document, understood the same and hereby accept the same completely and I/we are signing this document as an authorized signatory in the capacity of _____.

I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

I/we certify that our Company/Agency has not been blacklisted/ debarred from doing business by any customer organization (including Govt.) during last three financial years.

I/we certify that all the information provided against the Tender document are correct and abide by it. I / we have no objection to C-DOT verifying any or all the information furnished in this document with the concerned authorities, if necessary. If at any stage the same is found to be incorrect, C-DOT shall be free to take appropriate legal action against us including but not limited to termination of contract and forfeiture of Security Deposit.

I/We agree to provide services as per the rates quoted by us.

I/We hereby confirm we will provide services as per the terms and conditions of the contract awarded, failing which C-DOT will be free to make alternate arrangements at our risk and cost. We also confirm that in case of unsatisfactory services, C-DOT has the right to take any legal course of action against us.

If my/our Bid is accepted, I/we shall submit the Performance Bank Guarantee as per terms and conditions of the tender document which would be valid for a period of 3 months beyond the contract period. The PBG shall be submitted within 2 weeks of the release of the Work order by C-DOT, as per given format, towards faithful performance of the Contract.

Until a formal Agreement is prepared and executed, our bid offer, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

Irrespective of the outcome of this Tender document, we undertake not to disclose/transfer/share/use contents of this Tender Document for any other purpose in any form.

Date : _____

Signature _____

Place : _____

Name _____

Designation _____

Seal of the Company / Contractor

BID SECURITY DECLARATION FORM

I/We, the undersigned declare that:

I/We understand that, according to the tender terms and conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Centre for Development of Telematics (C-DOT) for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn /modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

- b) Having been notified of the acceptance of our Bid by the purchases during the period of Bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to bidders in the Tender Document.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of C-DOT's notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my / our Bid.

Signed : insert signature of person whose name and capacity are shown)
In the capacity of (insert legal capacity of person signing the Bid Security Declaration)
NAME (insert complete name of person signing the Bid Security Declaration)
Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)
Dated on _____ day of _____ (Insert date of signing)

Corporate Seal

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the joint venture that submits the bid)

FORMAT FOR PERFORMANCE BANK GUARRANTEE (PBG) TO BE SUBMITTED ON AWARD OF CONTRACT

PERFORMANCE BANK GUARANTEE

GUARANTEE NO :
AMOUNT :
GUARANTEE COVER FROM : **TO :**
LAST DATE FOR
LODGEMENT OF CLAIM :

In consideration of the Centre for Development of Telematics having its office at C-DOT Campus, Mandi Road, Mehrauli,, New Delhi - 110 030, hereinafter referred to as the Purchaser having placed order(s): 1. (Order no and date) 2. (Order no and date), with our constituents M/s _____ (name of your organization) hereinafter referred to as the contractor, having their office at (address of your organization) for the supply and installation of (give brief detail of the order placed) and our constituents having undertaken to guarantee the faithful performance of the contract during the warranty period as mentioned in the purchase order(s) referred above, we the (Banker's name and address), do hereby bind ourselves as their guarantors and undertake to be responsible to the purchasers and their successors and assigns for payment of all or any sums of money, losses, damage, costs, charges and expenses, that may become due or payable by the contractor, in the faithful performance of his said obligations and covenants under the above contract stated therein provided however that the total amount to be so recovered by the purchaser from us shall not exceed Rs. _____ (Rupees _____) amount of guarantee to be mentioned) payable under the said Purchase Order. We, _____ (name and address of the bank) do hereby unconditionally and irrevocably guarantee payment, without demur and without recourse to the purchaser of sums upto Rs. _____ (Rupees _____) amount of guarantee in Rs. _____ and words) on the purchasers first demand in writing making claim for payment to the purchaser by reason of failure on the part of the contractor to fulfill their obligations under the contract.

We hereby agree that lodgment of claim through registered post shall be conclusive evidence of lodgment of claim.

We further undertake to settle the claim within 30 days of lodgment of claim.

This guarantee shall not be revocable by notice or otherwise and is unconditional and without recourse and our liability as surety shall not be impaired or discharged, until the contractor has fulfilled all the obligations under the contract and shall not be affected by any change in the constitution of the purchaser, Contractor or the bank.

Notwithstanding anything stated herein above our liability under this guarantee is restricted to

Rs. _____ (Rupees _____ amount of guarantee) and shall remain in force till (last date of guarantee) unless a demand or claim under the guarantee is made on us in writing within one month of the above mentioned date, i.e., before (date one month from the last date of guarantee cover) all your rights under this guarantee shall be forfeited and we shall be relieved and discharged of all liability hereunder.

DATE:

For BANKERS NAME

PLACE:

SEAL, ADDRESS

Annexure -V

S. No	Item	
CDOT – STAFF CANTEEN DELHI		
1.	Buffet Breakfast {Serving Time : 8.00AM to 9.30 AM}- As per Items List Any1 regular item Any 1 diet item Banana (1 pc, fixed quantity) pickle Butter chiplet (1 pc, fixed quantity)	
2.	Buffet Regular Lunch - As per Items List {Serving Time : 12.15 PM TO 2.00 PM} Chapatti Rice Any 1 Dry vegetable Any 1 Dal Curd / Raita (both should be available) Veg Salad Papad Pickle Any 1 Special Vegetable Any 1 sweet (1 serving, fixed quantity)	
3.	Buffet Mini Meal Lunch - As per Items List {Serving Time : 12.15 PM TO 2.00 PM} Any 1 mini meal Any 1 Sweet (1 serving, fixed quantity)	
CDOT – LABOR CANTEEN		
4.	Buffet Breakfast {Serving Time : 8.AM to 9.30 AM}- As per Items List Any1 regular item Tea	

5.	<p>Buffet Regular Lunch - As per Items List {Serving Time : 12.15 AM to 2.00 AM}</p> <p>Chapatti Rice Any 1 Dry vegetable Any 1 Dal Raita Veg Salad Papad (1 pc, fixed quantity) Pickle Any 1 sweet (1 serving, fixed quantity)</p>	
6.	Evening Tea @ 3pm for all staff, In canteen and Floors area {Fixed Point}	
7.	Evening Snacks {Time : 3.00 pm to 4.00pm} in Canteen Only	
8.	Tea/coffee/juice & snacks serving in meetings on demand (9am - 9pm)	
9.	Evening Snacks {After 6.00pm} in Canteen Only {Serving Time 6.00PM to 7.00 PM}	
10.	<p>Buffet Regular Dinner {On requirement basis}- As per Items List {Serving Time : 8.00 PM TO 9.00 PM}</p> <p>Chapatti Rice Any 1 Dry vegetable Any 1 Dal Curd / Raita (both should be available) Veg Salad Papad Pickle Any 1 Special Vegetable Any 1 sweet (1 serving, fixed quantity)</p>	
11.	Special Lunch on special occasions (Buffet Style) {On order base only-not a regular item}	

ITEM LISTS

Break Fast Regular Items	Break Fast Diet Items
Idli and Vada , smabhar , chutney	Veg Upma, chutney, sambhar
Masala dosa , smabhar , chutney	Veg Poha
8" uttapam , smabhar , chutney	Veg Daliya
Plain Puri , Aloo Sabzi , Pickle	Veg Bambino
Bedami Puri , aloo Sabzi, pickle	Veg Pasta
Stuffed Veg Paratha (seasonal veg like aloo, gobhi, mooli, methi), pickle , curd, butter	Sweet Milk Daliya
Stuffed Paneer Paratha , pickle , curd, butter	

Mini Meal Items	Mini Meal Items
Veg Chowmein with Veg Manchurian	Veg Biryani with Boondi Raita & Pickle
Veg Fried rice with Veg Manchurian	Lemon Rice with Boondi Raita & Pickle
Bhtaura with Cholley & Pickle	Matra with Kulcha
Pav with Bhaji	Puri , Sabzi with pickle and raita
Curd Rice	

Soup Item	Soup Item
Tomato Soup	Veg Chowmein Soup
Veg Sweet Corn Soup	Veg Clear soup
Mushroom corn Soup	Hot and Sour Soup

Special Veg Items	Special Veg Items
Paneer Butter Masala	Besan Gatta
Matar Paneer	Veg Manchurian
Paneer Pasanda	Malai Kofta

Shahi Paneer	Mushroom/peas
Spinach Mushroom	Kadai Paneer
Baked Vegetables	

Dal Items	Dal Items
Arhar Dal Tadaka	Rajma Masala
Urad Dhuli Dal Tadaka	Amritsari Choley
Black Masoor Dal Tadaka	Dal Makhani
Sabut Moong Dal Tadaka	Moong Dhuli Dal Tadaka
Besan Kadhi Pakora	Split Urad Dal Tadaka
Kala Chana	Lobia

Seasonal Dry Veg Items (without Cabbage)	Seasonal Dry Veg Items (without Cabbage)
Aloo Capsicum	Aloo Nutella badi
Aloo beans	Aloo Gajar methi
Mix Vegetable	Corn palak
Gobhi Masala	Sarson saag
Lauki Kofta	Fried karela
Lauki Nutella badi	Jeera Aloo
Khatta meetha kaddoo	Masala bhindi
Bharwa tinda	Bharwa parwal
Bharwa baingan	Baingan Bharta

Raita Items	Raita Items
Boondi Raita	Lauki Raita
Veg Raita	Mix Fruit Raita
Kheera Raita	Pineapple Raita

Evening Snack Items	Evening Snack Items
Samosa with Chutney & Sauce	Bread Pakora with Chutney & Sauce
Veg Cutlets with Chutney & Sauce	Aloo Tikki with Chutney & Sauce
Dal Vada with Chutney & Sauce	Kachori with Chutney & Sauce
Spring Rolls with Garlic Chutney & Sauce	Bread Roll with Chutney & Sauce
Veg Kathi Roll with Chutney & Sauce	

Special Lunch on special occasions (Buffet Style)

Items to be Served	
1	Rajma/Dal Makhani like Haldiram or Maurya Sheraton style cooking
2	Special Vegetables
3	Paneer Pasanda or Shahi Paneer/Kadai Paneer
4	Plain Dal/ Sambhar
5	Dahi Bhalla (Haldi Ram standards)
6	Rice or veg. pulao
7	Assorted Breads (Roti/Parantha)
8	Vegetable Pasta
9	Salad/papad/chutney/pickle
10	Soup
11	Ice Cream
12	Sweets/desserts (Haldi Ram standards)
13	Fresh fruit salad
14	Mineral water (200ml)

NOTE : Tea/coffee will be served on all floors at 10:00 am , 3.00pm daily for all staff, in Labour Canteen and also at canteen at 03:00 pm daily