



**National Institute of Social Defence**  
**Ministry of Social Justice & Empowerment, Government of India**  
**Plot No. G-2, Sector-10, Dwarka**  
**New Delhi-110075**

**EXPRESSION OF INTEREST**

**I. Introduction**

The National Institute of Social Defence (hereinafter referred as “NISD”) is the apex Institution in the field of Social Defence, which cater the need of senior citizen, Drug Abuse Prevention, Transgender, Beggary Prevention. The NISD has approx.50 employees (Regular, Contractual, Daily Wager & Outsource) beside 40 approx. nos. of PMU (Program Monitoring Unit – State Coordinator) working in NISD at Plot No. G-2, Sector – 10, Dwarka, New Delhi - 110075

The NISD intends to invite sealed applications for the running of Office Canteen in NISD, at Plot No. G-2, Sector – 10, Dwarka, New Delhi - 110075, for a period of three years. The interested parties which fulfill the terms and conditions as detailed below, may submit their proposal in the application performa annexed as Annexure-I and eatable items list with Rates annexed as per Annexure-II.

**II. TERMS AND CONDITIONS OF EOI :-**

**(A) ELIGIBILITY CRITERIA**

1. A sum of Rs.15000/- as earnest money is to deposited by the contractor in the shape of Bank Draft in favor of “National Institute of Social Defense” payable at Dwarka on any scheduled bank.
2. The contractor will submit the copy of PAN and GST registration number.
3. The contractor must submit the copy of FSSAI License.
4. The contractor should have minimum 5 years experience of running office canteen of repute
5. The contractor/firm shall not have been black listed during last five year from the client.

**(B) General Terms and conditions:**

6. The contractor will arrange the equipment like coffee machine, hot case, juicer, digital weighing scale, deep freezer/preserver cum showcase, Identity card, uniform for waiters/workers at his own cost. However, the cost of initial set up of fixed assets in the kitchen like Chimney, Gas fittings, wooden work; exhausts will be provided by the NISD.
7. If the contractor wants to add any product/Menu items other than already mentioned by him in annexure II, it may be done, at later stage with prior approval of the same from competent authority of NISD.
8. The contractor has to provide the quality food as per specification. Inspection of the food items/eatables can be done by any officer or committee as may be authorized by the Director, NISD.
9. If required, NISD consumer products will be provided to the contractor at the rates applicable to NISD employees.
10. The contractor will use only reputed brands for the various eatables/beverages. Powdered sugar will not be used.
11. The EMD of successful applicant will be converted into security which shall remain with NISD till contract period and NISD shall not be liable to pay any interest on the security.
12. Besides making beverages/eatable available in the canteen premises, the contractor will also ensure the service through its own workers on all the Six floors of NISD Head office as and when required by the officers/officials.
13. The crockery and cutlery provided by contractor will be of good quality as per sample to be approved by the committee.
14. The contractor will be responsible for all statutory compliance.
15. Contractor will display the rate list in the canteen premises.
16. The contractor will have to make his own arrangements for transportation of raw material, food items, cooking accessories etc to the canteen.
17. The contractor should assess himself the likely requirement of tea, lunch, snacks etc required for each day. No assurance will be given for the minimum amount of business on lunch, tea, snacks etc.
18. The dining tables, chairs, kitchen, equipment, utensils, crockery and cutlery shall be kept neat and clean before and after its use.
19. Sanitation and hygienic conditions in the dining hall, kitchen and adjoining bath room etc will be responsibility of the contractor.
20. No kerosene oil/coal will be used by the contractor in the canteen premises. However, the

contractor will keep minimum 2 LPG connections for cooking purposes.

21. NISD has no liability for the employees of the contractor.
22. The chairs and tables will be supplied free of cost to the contractor. The Contractor will be responsible for its proper maintenance. But the contractor will not use the heater in the canteen.
23. The contractor will provide neat and clean aprons, dresses to staff engaged in services of tea etc. to the officers/officials.
24. The eatables prepared/supplied by the contractor to the staff should be of good quality/standard. In case it is established that sub standard material has been used in preparation/supply of eatables, NISD shall be at its liberty to terminate the contract and forfeit the security besides taking legal/criminal action against contractor as per law.
25. The timing of canteen will be from 8.00 A.M to 10.00 P.M on all days of the week including holidays. This can be revised by NISD at any time.
26. The contractor will not be charged any rent for the canteen premises by NISD. However Electricity charge of canteen premises will be borne by the Contractor with provision of Sub meters by the NISD.
27. The contractor will appoint at least two employees for the canteen from LGBT community as selected by NISD. The same will be considered for increase of another two members of same community at later stage say within completion of six months of running of canteen in consultation with competent authority of NISD by the contractor as per requirement.
28. The contractor will be allowed to utilize the canteen/kitchen facility for serving general public by utilizing the canteen dining area and also by the way of delivery by means of online portals as well as catering orders received outside the purview of NISD. A separate back entrance will be permitted to contractor for smooth operation of the same without disturbing the campus atmosphere of NISD.
29. The performance will be reviewed by NISD from time to time and if it is found unsatisfactory at any point of time, the contract shall be terminated by giving a One Month notice and Security deposited shall be liable to be forfeited.
30. The contract can also be terminated by any of the party at any point of time during contract period by giving three months notice in writing. However if the contractor backs out during the contract period without any justified reason his security shall be liable to be forfeited.
31. The contractor will be responsible to abide by all the applicable laws of land and he himself will be responsible for any violation. Any liability of the workers of the contractor will lie with Contractor and NISD will have no liability on this account.
32. The contract may be extended from time to time subject to satisfactory services at the sole discretion of the Director, NISD.

33. Director, NISD reserves all rights to accept or reject any or all the applications without assigning any reason.
34. The interested parties should submit the complete document duly filled in and signed on each page including Annexure-I and Annexure-II or any other document attached with EOI, as a token of acceptance of the terms and conditions of the EOI in sealed envelope, failing which the proposal shall be rejected.

### **III. ARBITRATION**

In case of any dispute arises in this contract, the same shall be subject to arbitration by the Director, NISD whose decision shall be final and binding on both the parties.

- **Documents Required to be enclosed**

- Earnest Money Rs.15,000/- in form of Bank Demand Draft
- PAN No.(Self attested Copy)
- GSTNo. (Self attested Copy)
- FSSAI License (Self attested Copy)
- Experience Certificate

**ANNEXURE-I**

**APPLICATION PERFORMA**

1. Name and address of the Party/ Applicant:

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MobileNo.....

PhoneNo.....

E-mailID.....

2. Detail of Earnest money Deposit:

NameofBank Amount

DDNo. Date

OR

RTGSUTRNo. Date: (enclose copy)

3. Information regarding Income Tax:-

4. PAN No.:\_\_\_\_\_ (enclose copy).

5. GST No.\_\_\_\_\_ (enclose copy).

6. FSSAI License No.: (enclose copy).

7. No. of man power on rolls: Skilled Un-skilled .

7. WORK EXPERIENCE(No. of years):  
(Enclose documentary evidence)

8. Whether your firm was black listed during the last 5years  
By NISD or any other public sector/Govt./Quasi-Govt. Organization/  
Any other client. Yes/No

9. Whether your contract was terminated before expiry of Contract period or  
Security Deposit/EMD forfeited by NISD or any other public  
sector/Govt./Quasi-Govt.Organization/anyotherclient. Yes/No

10. Whether proprietor/partner/Director(as applicable) has been blacklisted or prosecuted by any judicial court for any criminal breach of trust. Yes/No

11. Bank Account Detail

Name of Bank &Address .....

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Telephone Nos. ....

IFSC Code .....

Account No. ....

12. Complete EOI document and all enclosures (duly self-attested Under seal) Yes/No

Signature of Authorized Representative .....

Name: .....

Name and Address Of the Firm .....

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ContactNo. ....

**ANNEXURE-II**

**List of Eatable Items**

**Contract for running of Canteen in**

**NISD, Plot No. G-2, Sector – 10, Dwarka, New Delhi - 110075.**

Prospective contractor have to provide eatable items as per terms and conditions and rates agreed to by the NISD

<b>Sr. No.</b>	<b>Description of Item</b>
<b>BREAKFAST</b>	
1	
2	
<b>LUNCH</b>	
3	
4	
5	
6	
7	
8	
9	
<b>BEVERAGES</b>	
10	
11	
12	
13	
<b>SNACKS</b>	
14	
15	
16	
17	
18	



Sr. No.	Description of Item
19	
20	
21	DESSERTS
22	
23	
24	ANY OTHER As PER NISD SUGGESTION
25	
26	
27	
28	

Signature of Authorized Representative .....

Name: .....

Name and Address Of the Firm .....

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Contact No. ....