

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-02-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-02-2026 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Culture
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	National Archives Of India (nai)
कार्यालय का नाम/Office Name	New Delhi
वस्तु श्रेणी /Item Category	Canteen Service - Best Price on Fixed Menu Rate Model - Vegetarian, Veganism; Breakfast, Lunch, Snacks, Beverages; Inside Building Premises (exclusive for employees/ patients/ in house personnel)
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	15 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes   Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	10
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	4000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within  $L-1+ 15\%$  of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within  $L-1+ 15\%$  of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated

cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Scope of Work:**[1769587573.pdf](#)

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
13-02-2026 12:00:00	NATIONAL ARCHIVES OF INDIA, JANPATH, NEW DELHI-110001

**Canteen Service - Best Price On Fixed Menu Rate Model - Vegetarian, Veganism; Breakfast, Lunch, Snacks, Beverages; Inside Building Premises (exclusive For Employees/ Patients/ In House Personnel) ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Diet	Vegetarian , Non-Vegetarian
Type of Meal	Breakfast , Lunch , Snacks , Beverages
Type of Canteen Space	Inside Building Premises (exclusive for employees/ patients/ in house personnel)
Electricity Charges	To be provided by Service Provider
Cooking Gas Charges	To be provided by Service Provider
Water Charges	To be provided by Service Provider
Basic Furniture	To be provided by Buyer
Canteen's Operational Days in a week	6 days a week
Cooking Equipments	To be provided by Service Provider
Essential Crockery	To be provided by Service Provider
Canteen Staff	To be provided by Service Provider
Distribution/ Serving Style	From single point - (canteen establishment)
Uniform for Canteen Staff	To be provided by Service Provider
Display Shelf	To be provided by Service Provider
Smart Vending Machines	To be provided by Service Provider
Raw Material	To be provided by Service Provider
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Canteen Start Time	8.00 am

विवरण/ Specification	मूल्य/ Values
Canteen End Time	8.00 pm

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Suresh Kumar Chauhan	110001,Janpath	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Total Canteen Space (In Sqft) : 2100</li> <li>Total No of Employees/ Individuals/ Footfall to be served per day : 300</li> <li>Monthly License Fee : 5000</li> <li>Duration in Months : 24</li> <li>Working Days in a Month : 26</li> </ul>

#### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

##### 3. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

##### 4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

##### 5. Buyer Added Bid Specific Scope Of Work(SOW)

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**

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Janpath, New Delhi-110001



**Ref. No.: 01-13/2023-Proc. Cell**

**TENDER NOTICE FOR RUNNING AND MAINTENANCE OF DEPARTMENTAL  
CANTEEN AT NATIONAL ARCHIVES OF INDIA, JANPATH, NEW DELHI- 110 001**

E-Tenders are invited under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having capacity to run the Departmental Canteen of **National Archives of India (NAI), Janpath, New Delhi-110001**. The contract shall be initially made for a period of **Two Year** extendable upto 01 year subject to satisfactory performance, requirement and mutual agreement. **Manual bids shall not be accepted.**

Director General of Archives  
National Archives of India

**Date: .....**  
**National Archives of India,**  
**Janpath, New Delhi 110001**



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**Ministry of Culture**  
**NATIONAL ARCHIVES OF INDIA**  
Janpath, New Delhi-110001

**1.CRITICAL DATES/BID SCHEDULE:**

	DATE
e-Tender published date on GeM	<b>28-01-2026</b>
Seek clarification date	As per GEM
Seek clarification end date	As per GEM
Bid document download	As per GEM ATC
Bid submission start date	<b>29-01-2026</b>
Bid Submission End Date	<b>18-02-2026 2:00 PM</b>
Technical Bid Opening Date	<b>18-02-2026 2:30 PM</b>
Financial Bid Opening date	As per GEM ATC

- Bid Submission:** Bids shall be submitted online only at GeM Portal: <https://gem.gov.in>. Bidders are advised to follow the ‘Special Instructions to the Contractors/ Bidders for the e-submission of the bids online’ at the GeM portal.
- Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- Tenderer who has downloaded the tender from the NAI website [www.nationalarchives.nic.in](http://www.nationalarchives.nic.in) and GeM portal website <https://gem.gov.in> 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, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be black listed from doing business with the National Archives of India.
- Intending tenderers are advised to keep checking the NAI website [www.nationalarchives.nic.in](http://www.nationalarchives.nic.in) and GeM portal <https://gem.gov.in> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
- Bid Security/EMD Payment: Earnest Money Deposit of **Rs.1,00,000/- (Rupees One Lakhs Only)** in the form of Demand Draft/Bank Guarantee/Fixed Deposit Receipt/Bankers Cheque in favour of ‘Director General, National Archives of India, New Delhi’. The bidder has to deposit EMD in the form of Demand Draft/Bank Guarantee/Fixed Deposit Receipt/Bankers Cheque with NAI and

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upload the receipt of the same along with the online bid. EMD of unsuccessful bidders will be returned to them after expiry of the final bid validity i.e. latest by 30th day after the award of the contract. Vendors registered with [Ministry of Micro and Small Enterprises](#) (MSME)/National Small Scale Industries Corporation (NSIC) are exempted from payment of EMD. A copy of valid registration certificate should be submitted along with online bid.

7. Performance Security Deposit of **Rs. 1,00,000/- (Rupees One Lakhs Only)** shall be deposited by the successful bidder. The same shall be returned to the firm after successful and satisfactory completion of the work after the contracted tenure. The NAI shall not pay any interest on performance security. The NAI shall reserve the right to forfeit the Performance Security Deposit in case of the firm failing to meet its obligations under the contract terms and conditions.

**8. Technical Bid Qualifying Criteria:**

The following documents are to be furnished by the Bidders along with **Technical Bid** as per the tender document. Proof of documents should be uploaded with online bids:

- i. Signed and scanned copy of proof for payment of **Earnest Money Deposit**.
- ii. Signed and scanned copy of Certificates like Company Registration certificate, PAN No., GST No.
- iii. Signed and Scanned Copy of **Tender Acceptance Letter & Letter of Authorization to submit bid**.
- iv. An undertaking (self-certified) that the **agency hasn't been blacklisted** by Central/State/UT/any Government organization.
- v. The bidder has two similar experience in similar work in any Government Organization, please attach with online bid.
- vi. Income Tax Return of previous 3 financial years (i.e. 2022-23, 2023-24 and 2024-25) to be submitted.
- vii. Signed and scanned copy of valid FSSAI License.
- viii. The bidder should have an average annual financial turnover of Rs. 30.00 lakh or more during the last three years (2022-23, 2023-24, and 2024-25).
- ix. Escalation matrix with full contact details, for the resolution of reported issues during contract period.
- x. The bidder shall sign on each and every page of bids and upload the bids with the exact name and address of the firm, which is bidding for the tendered requirement.
- xi. The bidder should have certificate of Assistant Craftsman in -Indian foods, snacks and sweets from Government of India.
- xii. The bidder should have been certificate of competence complete training of 'Food Safety Supervisor' from Food Safety Standards Authority of India.
- xiii. Annexures of this tender must be submitted with online technical bid.

**9. Scope of work/ location:**

- i. Running and operation of Departmental Canteen for **200-250 (approx.) persons** and to provide indoor and outdoor hospitality services to the permanent as well contractual staff of National Archives of India as & when required.
- ii. Provide hospitality services such as tea/coffee/soft drinks/high tea/snacks/packed lunch in the atrium and seminar rooms of NAI, and also to provide and serve buffet lunch/dinner/tea/high tea for various meetings, cultural activities, exhibitions, seminars, conferences, training programs, meetings

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of statutory and non-statutory bodies, retirement parties, and any other functions.

- iii. The bidders are advised to visit the canteen before participating. The bidders should assess the volume/footfall of business themselves. NAI will not guarantee any minimum/maximum business.

## **10. TERMS AND CONDITIONS**

### **a) Tenure & Eligibility**

- i. The contract will be up to 2 years from the date of signing the agreement.
- ii. The contract can be renewed for further period of one year, duration of which would be determined by mutual agreement and terms and conditions which may be agreed upon by the NAI and Contractor but not more than 03 years.
- iii. The bidder must have a valid FSSAI license to sell or deal in food products.
- iv. The bidder must follow the 'General Hygienic and Sanitary Practices' (GHSP) as stipulated in Part V of Schedule IV of FSS (Licensing and Registration of Food Businesses) Regulations, 2011.
- v. The bidder should have minimum **at least two works** experience of running the canteen as well as catering services towards exhibitions, seminars etc. in the Govt. Institutions, University Deptt./Govt. hospitals and reputed institutions as well as PSUs. The relevant paper in regard of experience should be attached along with the online bid.

### **b) License fee and other Charges**

- i. The licensee shall obtain a certificate/permission from the NDMC/MCD/Delhi Police for running the canteen within the NAI premises.
- ii. The Licensee shall pay **License fee @Rs.5,000/- per month** for the occupation of said premises on monthly basis in advance before the 7<sup>th</sup> day of the month requisite. **Electricity charges** will be payable monthly by the licensee as per actual monthly consumption on actual bill. **Water charges @ Rs 1000/- per month** shall be payable by the Licensee before 7<sup>th</sup> day of every month. In the event of the license being revoked or terminated, the Licensee shall pay a proportionate part of the license fee at the rate in force including proportionate charge of water consumption, electricity, etc. In case the Licensee fails to deposit the license fee, water charges, electricity bill, etc. within the specified period, an interest @ 10% per annum shall be charged for the same from the Licensee. However, it shall be the responsibility of the Licensee to get all dues clearance from the appropriate authority before handing over the vacant charge of the premises otherwise the same will be recovered by the National Archives of India. The licensee shall deposit the outstanding dues within 02 months from the due date failing which the Competent Authority reserves the right to terminate the license or to impose the suitable penalty as deemed fit.
- iii. In case, the Licensee fails to comply with the terms & conditions or commit breach of any of the terms and conditions, the National Archives of India will notify the Licensee about the said arrears of breach, as the case may be and in the event of the Licensee failing or omitting to remedy the breach or payment of the arrears within 15 days of the notice served in writing to the Licensee, the NAI can terminate license and thereafter the National Archives of India shall have the absolute right to enter upon the premises and take possession of the premises and can blacklist the firm.
- iv. The licensee has to arrange water tank at their own expenses if water crisis occur.

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- v. The contractor shall be responsible for the payment of GST on eatables if applicable to the concerned tax departments, and should provide a duplicate copy of the tax receipt to the NAI.
- vi. The performance security deposit, advance rent may be forfeited, adjusted in case the standard of cleanliness, quality of products and services are not maintained upto mark and in the case of non-payments of office dues.

**c) Service**

- i. The contractor will be required to provide service in the canteen premises and also in various rooms of NAI such as the Atrium, Seminar Rooms and on the occasion of exhibition, cultural programme on approved rates for items listed in Appendix-III.
- ii. At least one sweet and three salty items (Samosa, Vada, Pakora etc.) will be prepared daily. The menu would be prepared according to the Departmental Canteen Management Committee of NAI from time to time. The contractor should change menu for lunch every week.
- iii. Materials used for cooking purpose tea, coffee, spices, food, vegetable etc. should be of good quality and before expiry date approved by the Departmental Canteen Management Committee of NAI.
- iv. The contractor will take all necessary precautions against fire hazards.
- v. The rate list and menu as approved by the Canteen Management Committee should be displayed clearly daily.
- vi. The Competent Authority and Canteen Management Committee of NAI has the right to visit periodically, or have surprise visits to check the quality of food, services, cleanliness of the canteen and report to the DG, NAI. If required, feedback from the users could be obtained anytime.
- vii. The contractor shall not sub contract the running of canteen to any other party.
- viii. The contractor should maintain punctuality in providing the service. The licensee will also have to make special arrangement for breakfast/lunch/dinner in the seminars and meetings as and when required.
- ix. The licensee shall not cause any nuisance, annoyance to the researchers, visitors, students and officials.
- x. The licensee shall not use heavy duty electrical appliances without the permission of the Competent Authority.
- xi. In case of violation, strict legal action will be taken.

**11. Additional Terms and Conditions:**

- i. That the National Archives of India shall have the lien on all the belongings of the property of the Licensee for the time being in or upon the premises of the National Archives of India and if the Licensee does not pay the arrears of license fee, water electricity charges or other dues payable to the National Archives of India, even after the termination of the license, the NAI will have the right to realize the amount due to the National Archives of India from Performance Security Deposit and if the due amount is still more, than by putting the belongings of Licensee in public auction after notifying the said auction to the Licensee.
- ii. Where any belongings of the Licensee are sold, the sale proceeds thereof shall, after deduction of the expenses incurred by the National Archives of India in disposing of the belongings and after deducting the amount, if any due to the National Archives of India on account of arrears of rent

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including incidentals or damages or cost or any other charges be paid to him or a person or persons as may appear to the National Archives of India to be entitled to the same.

- iii. The prices to be charged by the Licensee shall not exceed those approved by the National Archives of India as per Annexure-III of Tender Document for the trade item of which Licencee has been granted in the license and these shall be displayed by him prominently in the premises on a sign board to be provided by him. New items if introduced, later on the demand of staff/visitors (i.e., also on approval of NAI) may be used only after getting their rates approved from the National Archives of India. The rate fixed shall not be changed at least for one year and will be revised only with the approval of National Archives of India.
- iv. To ensure safe & potable drinking water, the NAI shall arrange Water coolers/RO filters for visitors and staff both in Summers and Winters.
- v. The Licensee shall not carry out any permanent addition or alteration to the said premises and any construction thereon and electrical or sanitary installations in the said premises without prior permission of the National Archives of India. If any temporary additions or alterations are required by the Licensee, a request to this effect may be made in writing to the National Archives of India who may consider the same on such terms and conditions as may be deemed appropriate.
- vi. The Licensee shall repair/make any damage caused to the said premises except normal wear and tear. The decision of the National Archives of India on the question whether any damage is caused to the premises and what amount of compensation would make good such damage, shall be final and binding on the parties thereto.
- vii. The Licensee shall not sublet/permit the said premises or any part thereof to be used by any other person for any other purpose and in default thereof shall be liable for cancellation of license. The Licensee shall not introduce any partner nor shall transfer possession of the premises or part thereof or otherwise carry on the business in the premises with any other person or assign, transfer, charges or other alienate his interest in the premises shall not change the business for which the said premises are licensed to him.
- viii. The Licensee shall not allow any other persons/s to use the premises with or without consideration. He shall not use the premises or any other space in the Campus for residence of himself & his employees or for the purpose other than that provided in this license deed. Licensee shall not make or permit to make, any structural additions and alterations to the premises, without the previous written sanction of the National Archives of India.
- ix. The menu shall be strictly as per Annexure-III and no change shall be allowed except for any decision by the National Archives of India in this regard. The licensee shall display such list along with rates very prominently at a suitable visible place in the canteen at his own cost.
- x. The Licensee shall on revocation or termination of this license, hand over the possession of the said premises to the National Archives of India in as good condition as they were on the date of occupation of the License, except normal wear and tear.
- xi. The Licensee shall give at least 60 days' notice in writing of vacating the said premises, pay the arrears of license fee, if any, before vacating the said premises, and in default render himself liable to be used for the recovery of arrears and necessary legal expenses. Similarly, the National Archives of India shall be entitled to give him 60 days' notice to vacate the said premises.
- xii. In the event of the death of the Licensee being any individual or the dissolution of the firm as the case may be, the Licensee being adjudged insolvent or any proceedings under the Insolvency Act being initiated against the Licensee, or any proceedings for the winding up of the Company, if the

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Licensee is company, the license shall stand automatically revoked. Provided that such determination shall not prejudice any right of action or remedy, which shall have accrued or shall accrue thereafter to the National Archives of India.

- xiii. The Licensee shall abide by the law in force including the Municipal By-Laws relating to the sale of food, drinks, hygienic conditions etc, Licensee shall himself obtain the required necessary license from the competent authority i.e., of Govt. /NDMC etc. The Licensee shall comply with the instructions issued from time to time the National Archives of India or any an Officer/Committee nominated by the NAI on this behalf.
- xiv. The cooking oil/refined/butter/ghee shall be a standard quality.
- xv. The food, sweets, snacks etc. served by the Licensee shall be obtained by him from the approved sources and shall be fresh, hygienic wholesome of good quality of their respective kind and of reasonable quantity. The National Archives of India shall have the right to stop the sale or even destroy those articles which are not considered of the requisite standard or are found unfit for human consumption. NAI Committee headed by Dy. Director/or any other designated officer of the National Archives of India shall check the food items at any time. If, on examination, it is found that food items/articles kept are exposed to dust, flies or the services rendered by the Licensee is unsatisfactory then the license shall be revoked, and the Licensee shall be even prosecuted under the provision of Prevention of Food Adulteration Act and shall also be liable to pay a fine of not less than Rs 5,000/- (Rupees five thousand only) to the National Archives of India and may also face prosecution under relevant Acts/Laws of land.
- xvi. The Licensee shall keep a 'Complaint-Cum-Suggestion Book' at a conspicuous place in the said premises in which suggestions may be recorded by the customers and which shall be opened to inspection by monitoring committee duly authorized by the National Archives of India. The Licensee shall implement these suggestions within a period of one week and where it is not possible to do so, he shall bring the matter to the notice of the National Archives of India. The Licensee shall also put up a signboard reading "Suggestion Book" available at the counter within a fortnight from the date of allotment of the premises. The National Archives of India may also prescribe, if need be, the number of employees to be engaged by the Licensee keeping in view of the size of his business. They shall be properly and neatly dressed. The Licensee shall also furnish to the National Archives of India information about the staff engaged by him in the prescribed form within a fortnight of the date of allotment of the premises (along with two pass-port size photographs of each worker). Similarly, information/photograph shall be supplied subsequently as and when changes are made by the Licensee in this respect.
- xvii. The Licensee shall ensure that persons not below a prescribed age, and as may be permissible under the relevant law, are employed and shall also maintain an Attendance Register for his employees Labour Law regarding appointment/wages etc. be followed.
- xviii. The dealings of the Licensee and his workers with the Staff & the students shall be polite and courteous.
- xix. If any person employed by the Licensee in connection with the purpose of this license deed is found guilty of breach of rules/discipline/terms of this deed, the National Archives of India shall have the right to require the Licensee to terminate the services of such an employee who shall not afterwards be permitted by the Licensee to come to the premises/campus without the previous written permission of the National Archives of India.

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- xx. The Licensee shall not be permitted to exhibit in the said premises any printed or written notice, advertisement, posters etc. of any kind and any company whatsoever.
- xxi. The Licensee shall make good any damage caused to the said premises. The normal wear and tear, if any shall also be brought to the notice of the National Archives of India in writing at the end of each month, failing which any damage noticed later shall have to be made good by the Licensee. Further the decision of the National Archives of India on the question whether any damage is caused to the premises and what amount of compensation is payable shall be binding on the Licensee.
- xxii. If the period for which the premises have been licensed has expired and has not been formally extended and the premises are not required to be vacated, then the Licensee may continue on the same terms & conditions till the license is renewed on mutual agreement.
- xxiii. The Licensee shall not do anything in or outside the premises, which may be nuisance or a cause of annoyance to the neighbors.
- xxiv. On the expiry or earlier termination of this license, deed, the premises shall be vacated peacefully by the Licensee and he/she shall clear all dues before vacating them. It shall be the responsibility of the Licensee to hand over the possession personally to the National Archives of India in the same condition in which he/she had occupied then. However, if he/she fails to do so, the action stipulated in this license deed and any other action deemed appropriate by the National Archives of India shall be taken.
- xxv. The Licensee shall make use of the said premises for his business purpose only shall keep the adequate area around the said premises clean and in hygienic condition and he shall not cause any obstruction or encroachment whatsoever under any circumstances.
- If at any time it comes to the notice of the National Archives of India that the area around the said premises are being used by unauthorized persons with the connivance of the Licensee or that the Licensee has put up any hoardings, show-case etc. stacked any goods in such areas or is carrying on any activities which obstruct normal movement of public, National Archives of India personnel or other Licensee or which cause nuisance to other licensees, or that the Licensee is using the said premises for any purpose other than specified in the agreement, then, notwithstanding anything contained in the Agreement, the National Archives of India shall be entitled forth with to terminate the License without assigning any reason and without service of notice to the Licensee and to claim damages at such rate as may be decided by the National Archives of India along with minimum penalty of Rs 5,000/- (Rupees five thousand only).
- xxvi. Any notice to be given to the Licensee under the terms of this license shall be considered to be duly served & the same shall have been affixed on outer door any other conspicuous part of the said premises.
- xxvii. All payments to the NAI shall be made by a Bank Draft / NEFT / RTGS. No cheques will be accepted.
- xxviii. It is assumed that approx. 300 staff/visitors may be the consumers in the Canteen. However, this number may vary and the NAI or its authorities do not guarantee in this regard.
- xxix. The Licensee shall strictly follow the Labour laws and all statutory obligations viz PF, ESI, Bonus, Gratuity as applicable and shall indemnify National Archives of India against any loss or damage, which National Archives of India may suffer as a consequence of non- compliance of these Laws by the Licensee. There will be no deployment of minor employees. The Licensee shall furnish an

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indemnity Bond on Non-Judicial Stamp paper of Rs 100/- only as per Performa enclosed.

- xxx. The Licensee shall ensure proper cleaning in and around canteen. The Kitchen waste shall be disposed off through covered containers in the dustbin situated in the nearby area.  
Who qualify the technical standards and finally the tenders shall be decided on the basis of the highest monthly license fee offered in the financial bid.
- xxxi. The rates are inclusive of all taxes as applicable and nothing extra shall be payable on this account. The contractor shall himself be responsible for all such statutory obligations regarding payment of taxes to concerned authorities.
- xxxii. Checking as and when required or desired by the National Archives of India will be made by a committee. The contractor shall obtain NDMC or any other license as applicable for running Canteen after award of work.
- xxxiii. The contract will be awarded for a period of two years on contract basis and extendable for a further period of one year on the satisfactory performance and quality of service by the licensee/contractor.
- xxxiv. Any dispute arising out of this contract shall be subject to Delhi Jurisdiction only.
- xxxv. Licensee will deploy adequate number of manpower to serve the visitors.
- xxxvi. Approved Rate will be valid for one year and will be revised nominally if required, by a committee only after one year of contract on the request of licensee.
- xxxvii. Licensee should have annual turnover of Rs 30 lakhs during last three years (2022-23, 2023-24, and 2024-25).
- xxxviii. National Archives of India is free to engage external catering agency for providing snacks/lunch/ dinner/high tea for events, such as meetings, seminar, conferences and workshop etc.
- xxxix. The agency should take all precautions and observe all safety measures against fire etc. by providing fire extinguishers, sand buckets, etc. to avoid any untoward incident at the premises.
- xl. The Total Area of the Canteen is 2100 sq. mtr.

**12. Code of Integrity:**

- (i) No official of a procuring entity or a bidder shall act in contravention of the codes which includes prohibition of
  - (a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
  - (b) any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
  - (c) any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
  - (d) improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
  - (e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the



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procuring entity directly or indirectly.

(f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.

(g) obstruction of any investigation or auditing of a procurement process.

(h) making false declaration or providing false information for participation in a tender process or to secure a contract;

(ii) disclosure of conflict of interest.

(iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (i) with any entity in any country during the last three years or of being debarred by any other procuring entity

**13.** The licensee must obtain labour license within 60 days from the date of commencement of work, if necessary. Further if the license expires during the contract period the same may be renewed within 30 days and submit the same in the office of Deputy Director, NAI failing which a penalty of Rs. 1000/- per day shall be imposed or as deemed fit by the Competent Authority of the NAI.

**14. Timings**

- i. The canteen will function on all six days of a week except gazette holidays.
- ii. It will function from 08:00 AM to 08:00 PM (Monday-Saturday) and may change as per additional requirement. Timing could be flexible but with prior permission from the NAI Authority.

**15. Hygiene and cleanliness:**

- i. The contractor will have to make arrangement for cleanliness of canteen and its surroundings including sewerage to the satisfaction of the NAI. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste. The garbage bins should be covered always and away from the eating place.
- ii. The contractor shall arrange the items i.e. crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking stove etc. and maintained the said items and proper and hygienic conditions.
- iii. The contractor has to ensure hygiene the cleanliness of the dress worn by the employee during the time of serving in the canteen. They should wear photo I-card and should carry clean duster with them always.

**16. Canteen Employees:**

- i. The contractor shall be subject to the regulation of labour laws of Delhi/Central Government.
- ii. The contractor shall be under the discipline and follow the instructions issued from time to time by the NAI. The Contractor shall in no case disturb the working of the NAI. The employees would remain decent and courteous. Any of his employees indulging in any act of indiscipline, misbehavior or violent act(s) or abets others in doing so, and if it is prima facie proved, then contractor shall remove the employee concerned from the premises immediately on receipt of verbal

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or written communication from the authorities of the NAI.

- iii. Only 3-4 requisite staff of canteen contractor will be allowed to stay in the canteen after working hours (under special circumstances) with prior permission of the Authority and no unauthorized person shall be allowed to stay in the canteen.
- iv. Proper Police verification of person deputed by Contractor shall be done.
- v. All Rules & Regulation is a legal requirement for employment of labour, obtaining licensee for running of NAI canteen is the responsibility of contractor.
- vi. Any Dispute/Litigation is subject to Delhi Jurisdiction only.
- vii. Any Terms & Conditions not covered in the agreement will be decided by the DG, NAI & decision on the same will be final & binding.

**17. Utilization of canteen premises**

- i. The possession of the premises will always be that of National Archives of India (NAI) even when the premises would be in use of the contractor.
- ii. The contractor shall have no right to sub-let, assign the licensee in any manner to any third party or authorize any other person to run the canteen once it has been formally awarded to them.
- iii. The contractor is responsible to maintain the infrastructure facilities provided by the NAI such as sitting space, fans, electrical fittings, sanitary fittings, water cooler, furniture etc.
- iv. No employees/researchers/students/outsideers will be allowed to smoke or consume alcohol/banned or abused drugs in the canteen. The contractor shall not keep or sell any tobacco products or any hard drinks, or any other health hazard articles.
- v. The Licensee shall be deemed to be in the exclusive occupation of the licensed premises and licensor will have the right to enter upon the premise any time to inspect the canteen premises.
- vi. The Canteen premises will not be used for residential purpose. No bathing and washing of cloth etc. will be allowed by the workers in open area of NAI.
- vii. The Canteen premises shall be used only for carrying on the business of canteen and for no other purpose.
- viii. The contractor shall not carry out any addition or alteration or structural repairs in the said premises. Only such alteration of addition or repairs which are necessary and are not of permanent nature may be allowed to be carried out by the contractors but that also with the prior approval/permission of the NAI.
- ix. Electricity charges will have to be paid by the Contractor as per the actual meter reading on each and every month.

**18. Termination of the contract:**

- i. The quality of food/ services provided will be checked from time to time and if found unsatisfactory the license may be canceled at any time by NAI without furnishing any notice. The NAI reserves the right to impose a fine if deemed necessary. Maximum amount of fine is to be mentioned.
- ii. The decision of NAI Authorities in the matter relating to the canteen shall be final and binding on the licensee.
- iii. In case of Termination of contract, contractor shall handover possession of NAI premises immediately and no claim of any type from the contractor shall be entertained.

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- iv. The NAI reserves the right to terminate the canteen contract at any time after getting recommendation of committee constituted by the competent Authority of NAI against any serious complaint(s) regarding the performance/maintenance of the canteen. The decision of the NAI in this regard shall be final.
- v. The Contract can be terminated either by NAI or the contractor by giving two months prior notice. However, if the contractor seeks termination of the contract in between the contract period his security deposits would be forfeited and if the NAI does so then the security deposit would be refunded to the contractor.
- vi. In case the contractor violates the terms & conditions of the contract, his/ her contract would be cancelled without giving any notice.

**19.** The NAI reserves the right to reject any or all the tenders without assigning any reasons what so ever and is not bound to accept the lowest rates of items.

**20.** The Canteen Management Committee may visit the sites and check the preparation of cooked items as specified by the tenderer in support of working experience.

**21.** Successful tender shall execute the agreement on legal stamp paper of Rs.100/- for running & operation of canteen of National Archives of India (NAI) and accepted tender along with terms & conditions shall form the part of the agreement.

**22. Award of Contract: -**

- i. NAI will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- ii. The successful bidder will be required to execute an agreement in the form specified within a period of 15 days from the date of issue of Letter of Offer.
- iii. The successful bidder shall be required to furnish a '**Performance Security**' within 15 days of receipt of 'Letter of Offer' for an amount of **Rs.1,00,000/-** for the period of two years in the form of Demand Draft/Bank Guarantee/Fixed Deposit Receipt/Bankers Cheque from the Nationalized Bank in favour of "Director General" National Archives of India. The Performance Security shall remain valid for a period of Ninety days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- iv. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.
- v. If the successful bidder who has been awarded the contract fails to execute the works within one month from the date of award of contract, NAI reserves the right to withdraw the award of contract offered to the bidder and his EMD/ Performance Security will be forfeited.

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**Annexure-I**

**On company letter head**

**UNDERTAKING**

I/We have read the terms and conditions of the tender clearly and I/We agree to abide by them fully.  
On the acceptance of the offer, I/We will run the canteen at National Archives of India, New Delhi  
in compliance with the terms and conditions thereof.

Signature of the Contractor

Name:.....

Address and Phone Number:

Email:.....

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**Annexure-II**

**On company letter head**

**Tender for Running and Maintenance of Canteen Services at National Archives of India (NAD), New Delhi**

Please check whether the attested copies of the following documents have been attached or not.

S.No.	Description
1.	Name of the Agency
	Address of firm/Agency and Telephone No
	Name, Designation, Address and Telephone no. of authorized person of the firm/agency to deal with
	PAN No. of Income Tax Deptt.
2.	GST Registration No. issued by the Competent Authority along with return of last financial year.
3.	PF Registration No
4.	ESI Registration No
5.	FSSAI License No
6.	Fixed deposit receipt/DD towards earnest money Rs
7.	Satisfactory Certificates regarding running of Canteen in NAI/College/Reputed Organization issued during last 03 years.
8.	Income tax return for last three years
9.	Terms & conditions of the tender (duly signed)
10.	Proof of Annual turnover of Rs. 40 Lakh during last three years (2022-23, 2023-24 and 2024-25)
11.	Undertaking on Non-Judicial Stamp paper of Rs. 100/- as per Annexure- G
12.	Escalation matrix with full contact details, for the resolution of reported issues during contract period
13.	The bidder should have certificate of Assistant Craftsman in -Indian foods, snacks and sweets from Government of India.
14.	The bidder should have been certificate of competence complete training of 'Food Safety Supervisor' from Food Safety Standards Authority of India.

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15.	Annexures of this tender must be submitted with online technical bid
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\*Separate copies for each document mentioned above is to be submitted.

**Declaration:** -

This is to certify that I/We before signing this tender have read and fully understand all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the tenders: - \_\_\_\_\_

Name: - \_\_\_\_\_

Designation: - \_\_\_\_\_

Address: - \_\_\_\_\_

Phone No: - (O) \_\_\_\_\_

(R).....

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**Annexure-III**

**Name of Bidder:**

**FINANCIAL BID**

**LIST OF ITEMS/SNACKS ETC AND PRICE THEROF**

Sr. No.	Items	Quantity Weight	Estimated Rates (in Rs.)	Rate in Figures To be entered by the Bidder	
				Rs.	P.
				Figures	Words
1.	Tea (One Cup)	100 ml.	10.00		
2.	Coffee and Coffee Espresso (Per Cup)	100 ml	20.00		
3.	Lemon Tea	300 ml	10.00		
4.	Green Tea	600 ml	15.00		
5.	Samosa	50 gm	10.00		
6.	Bread Pakora (Potato filled)	75 gm	10.00		
7.	Matthi	25 gm	3.00		
8.	Vegetable pakora	100 gm	20.00		
9.	Sabzi/Dal	150 gm/plate	20.00		
10.	Chhola + 4 puri	Per plate	25.00		
11.	Curry Pakora	Per plate	20.00		
12.	Raita	100 ml	10.00		
13.	Two Puri with Aaloo subzi	Per plate	30.00		
14.	Two Bhatura with chhola	Per palte	40.00		
15.	Laddu (Besan/Bundi)	30 gm	10.00		
16.	Burfi (Khoya)	20 hm	10.00		
17.	Rice plate with Rajma/Chole etc.	Per plate	30.00		

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18.	Sambhar vada	2 pieces	30.00	
19.	Plain Dosa with sambhar & chatni	1 pc	30.00	
20.	Dosa (Masala) with sambhar	1 pc	40.00	
21.	Idli (Per Plate) with sambhar & sauce	Per plate	30.00	
22.	Rajma	150 ml	20.00	
23.	Chowmin	Full plate	30.00	
24.	Chowmin	Half plate	20.00	
25.	Lunch (Rice Half plate, Dal, 4 Chapati, Sabji & Raita	Per Thali	50.00	
COLD DRINKS				
26.	Cold drinks	M.R.P.	-	
27.	Cold coffee	250 ml	30	
28.	Juice tetra packets	M.R.P.		
29.	Lassi sweet	MRP		
30.	Lassi salt	MRP		
31.	Fresh fruit juice	200ml	30	
SNACKS				
32.	Veg Sandwich	-	15	
33.	Veg. Grill Sandwich	-	25	
34.	Paneer Grill Sandwich	-	25	
35.	Dhokla (1pc)	-	10	
36.	Pizza sandwich	-	20	
37.	Paneer sandwich	-	30	
38.	Rasgulla/gulabjamun (1pc)	Normal Size	10	
39.	Veg burger	-	15	



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40.	Veg hot dog	-	20	
41.	Paneer hot dog	-	25	
42.	Paneer kulcha	-	10	
43.	Spring Roll (8pcs.)	-	25	
44.	White Pasta	-	40	
45.	Veg. Patties	-	10	
46.	Paneer Patties	-	20	
47.	Pineapple Pastry	Normal Size	30	
48.	Red Sauce Pasta	-	35	
50.	Blackforst Pstry	-	30	
51.	Chocolate Pstry	-	30	
52.	Fruit Cake	-	20	
53.	Pizza (Mini)1	-	40	
54.	Pizza (Big)	-	70	
55.	2 Kachori+ Alloo Sbzi	200gm.	30	
56.	Momos (5Pcs)		15	
57.	PaavBhazi (2 PCS)	200gm.	30	
CHOWMEIN				
58.	Veg. fried rice	300gm.	25	
59.	Chillie potato	225gm	30	
60.	Chillie paneer	225gm	40	
61.	Veg. fried rice Manchurian	225gm	40	
62.	Veg. Chowmein Manchurian	225gm	40	
TAWA PRATHAT				

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63.	Plain paratha	1 pc	10	
64.	Aaloo paratha	1 pc	15	
65.	Aaloo onion paratha	1 pc	15	
66.	Onion paratha	1 pc	15	
67.	Paneer paratha	1 pc	20	
68.	Tawa roti	1 pc	5	
TANDOORI ITEM				
69.	Naan plain	1 pc	7	
70.	Aaloo naan	1 pc	10	
71.	Butter naan	1 pc	10	
72.	Tandoori roti	1 pc	7	
SABZI RICE & DAL				
73.	Plain Dal	150 gm	20	
74.	Dal Fry	150 gm	25	
75.	Aaloo Palak	150 gm	20	
76.	Aaloo Jeera	150 gm	20	
77.	Aaloo Gobi	150 gm	20	
78.	Mutter Paneer	150 gm	40	
79.	Palak Paneer	150 gm	40	
80.	Shahi Paneer	150 gm	40	
81.	Daal Makhani	150 gm	40	
82.	Malai Kofta	150 gm	50	
83.	Palin Rice	200 gm	15	
84.	Jeera Rice	200 gm	20	

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85.	Veg Pulao	250 gm	30	
86.	Veg Biryani	300 gm	40	
SOUP, CARD & SALAD				
87.	Tomato soup	200 gm	15	
88.	Sweet Corn Soup	200 gm	15	
89.	Curd	MRP		
90.	Veg Thali - Dal+ Seasonal veg+ 2 roti or - 2 naan + plain rice + raita & salad+ 1 sweet		150	
91	<u>Paneer Thali</u>  Khadai/Shahi/Masala/Palak Paneer  Dal Fry/Dal Makhani/Choley /Rajma/ Seasonal veg/mixed veg  4 Roti/2 nan  Plan Rice Raita + Salad	150 gm  150 gm 150 gm 150 gm	250	
92.	Rajma Rice Plate	300 gm	30	
93.	Kadhi Rice Plate	300 gm	30	
94	Paneer Rice Plate	300 gm	40	
95.	Shakes (butter scotch, chocolate etc)	250 ml	50	
Non-Veg.				
96.	Egg Curry (02 pcs eggs)		30	
97.	Chicken Curry (02 pcs chicken)		50	
98.	Egg Biryani (500 gms.)		70	
99.	Chicken Biryani (500 gms)		100	
100.	Boiled Egg (2 eggs)		20	

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101	Egg Omelets (2 eggs)		25	
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- **All prices are inclusive of all applicable taxes (including GST).**
- **Branded/Packed items shall not be more than MRP.**
- **The total cost of the above-mentioned items must be mentioned in the financial bid.** The contract will be awarded to the L-1 bidder (of financial bid) and who will fulfill all the technical eligibility criteria.

**List of items of tea, High tea and lunch to be served during meetings, events, seminars, exam etc.**

Lunch		
S.No	Number of Persons	Rate per Person including taxes
1	Up to 50	250 /-
2	50-100	230 /-
3	100-500	200 /-
4	500-3000	180/-

<u><b>Standard Menu for the Lunch above will be as follow</b></u>		
<ul style="list-style-type: none"> <li>➤ Vegetable Soup</li> <li>➤ Mix Vegetables/ Chhole/ any seasonal vegaitable,</li> <li>➤ Dal Makhani / Yellow Dal,</li> <li>➤ One Paneer Dish,</li> <li>➤ Dahi Bhalle / Raita,</li> <li>➤ Rice Pulao/ Jeera Rice,</li> <li>➤ One Sweet Dish</li> <li>➤ Lachha Parantha/Roti/Poori,</li> <li>➤ Papad/Salad/Achar,</li> <li>➤ Water Glasses + Water dispensers</li> </ul>	or	<ul style="list-style-type: none"> <li>➤ Idli Dosa</li> <li>➤ Sambar Vada</li> <li>➤ Upma/ Uttapam</li> <li>➤ Chowmein</li> <li>➤ Veg Manchurian</li> <li>➤ Veg Hakka Noodles</li> <li>➤ Boiled Vegetable</li> <li>➤ Rava kesari</li> <li>➤ Water Glasses + Water dispensers</li> </ul>
S.No	Type of High Tea	Rates per Person including taxes

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1	Tea / Coffee /Chach + Chips, Biscuits + Any one Snacks item (Samosa/ Aloo Bonda/Panner Pakoda/ Cutlet/ Spring Roll/ Mix Pakoda).	70/-
2	Tea / Coffee /Chach + Chips, Biscuits + Any one Snacks item (Panner-Pakoda / Cutlet / Spring Roll / Mix-Pakoda) + One Sweet item (Imarti / Jalebi / Gulab-Jamun / Rasgulla etc ) OR Cut mix fruits.	90/-

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**Annexure-IV**

**AGREEMENT**

**THIS AGREEMENT** has been made on this .....day of ..... at Delhi **BETWEEN National Archives of India** (hereinafter referred to as the NAI) through its Director General **AND** M/s..... Proprietor, hereinafter called the Contractor of the other part.

Whereas the Contractor approached the NAI, through proper channel through the process of calling for tenders through GeM Portal and having the maximum experience of having worked in Government of India departments, the decision to grant him permission for running and maintenance of Departmental Canteen located within the premises of NAI.

And whereas the DG, NAI, after following the due procedure, has agreed to provide the said Contractor for running the Departmental Canteen on the terms and conditions here in after set out:

**NOW THIS AGREEMENT WITNESS AS FOLLOWS: -**

1. The DG, NAI hereby grants a permission unto the Contractor to run the Departmental Canteen. The contract for the Canteen of NAI shall be for a period of 02 Years w.e.f..... To ..... And further period of 01 years on year-to-year basis of performance of the contractor (Not more than 03 years). The contract shall come to an end on the expiry of 24 months and no separate notice will be served or required on either side. It is understood that the Contractor will provide all services agreed upon for the entire period of the contract, not discontinue the same in the middle of the semester or course.
2. The Contractor shall serve food items strictly as per this agreement (sample menus attached) and the DG or authorized officers may at any time enter the premises for general inspection without any prior notice. Such officer shall also be entitled to takeaway sample of food and other items prepared by the Contractor, free of cost, for the purpose of inspection, testing, trial or analysis with a view to ensure that the food items served by the Contractor are whole some edible food and confirm to the general guidelines/ standards normally prescribed by FSSAI in respect of such food items for human consumption. If the food, supplied by the Contractor is found to be of substandard quality then the DG, NAI may cancel this agreement forthwith without giving any notice.
3. The Contractor shall prepare and prominently display the menu for the day, which will be prepared in Canteen.
4. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served, and that stale food is not recycled. Stale food shall be removed from the canteen premises as soon as possible. Un-refrigerated cooked food, not consumed within 6 (six) hours in summer months and 10 (ten) hours in winter months,

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shall be deemed to be stale and unfit for consumption.

5. The food shall be neither too spicy nor too oily. The food preparation shall be whole some and shall generally cater to the taste of the staff and students.
6. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
7. The contractor shall pay special attention to maintain the canteen in a neat and tidy condition at all times. For this purpose, the canteen shall be cleaned thoroughly after each meal.
8. The waste material and unused/ leftover food from canteen shall be removed from canteen premises every day.
9. Electricity charges will have to be paid by the Contractor as per the actual meter reading on each and every month.
13. The NAI will provide to the Contractor the required nos. of furniture, water cooler, which shall be duly receipted by the Contractor and the Contractor shall hand over the same to the canteen in good working order on termination or conclusion of this deed, as the case may be. The Contractor shall keep these items in functional order at his own expenses.

Such other infrastructure as may be required for cooking, serving and catering the regular meals and other items, including refrigerator, geyser, crockery, cutlery, tables, flower vases, and liveries for canteen staff shall be arranged by the Contractor on his own cost and risk. Extra water tankers, if required, shall also be provided by the Contractor and the same shall be brought in the NAI premises with the prior approval of the Competent Authority.

14. The Contractor shall use cooking gas at his own expense and risk for cooking purpose and shall not use any other kind of fuel or electric heater. The contractor shall not be allowed to use electricity as a cooking fuel. However, use of toasters, refrigerators, geysers, water coolers, mixer/grinder, oven and other equipments for cutting/ grilling vegetables, etc. shall be permitted. Any other electrical cooking appliance may also be used by the service provider after obtaining prior written permission of the Competent Authority.
15. The Contractor shall keep suggestion/ complaint book for consumer to lodge their complaints/ suggestions and shall abide by the decision of the Competent Authority made in respect of any complaint/ suggestion and shall be bound to follow the same.
16. The Contractor shall keep the canteen open every day from 8:00 a.m. to 8:00 p.m. or as is decided by the Competent Authority from time to time.
17. The Competent Authority shall provide a suitable space to the Contractor for being used as a pantry and kitchen. This shall not confer any right in or upon the said premises of any kind what so ever. The Contractor to use the said space shall be co-extensive with main contract (i.e. the Agreement), and the said Contractor shall automatically come to an end on the conclusion of the same, as the case may be, on any ground what so ever.
18. The Contractor shall ensure that the pantry, the kitchen and hall, furniture, water cooler, refrigerator, fans, tubes, tables and benches in the hall are kept neat and clean at all the times.
19. The Contractor shall not carry out any addition/ alteration in the portion allowed to him for the above purpose, except with prior written permission from the DG, NAI.
20. The Contractor shall vacate the premises within 12 hours of the conclusion of this agreement

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- or on the termination of this agreement, if takes place at an earlier date.
21. The Contractor shall be allowed to remove his/ her utensils and equipments, from the premises only after he/ she obtain a 'no dues' certificate from the Competent Authority.
  22. It shall be the responsibility of the Contractor to give a clean and vacant possession of the premises on the conclusion or termination of this agreement.
  23. The Contractor shall pay fees Rs. 5000/- per month for the use of the premises allowed to be used for pantry and kitchen and other related purpose.
  24. The Contractor will also be provided with electricity connection. Electricity charges will have to be paid by the Contractor as per the actual meter reading on each and every month.
  25. The Contractor will also be provided with water supply. Water tankers, if found necessary on account of shortage of water supply, shall be arranged by the Contractor at his/her own expense. However, the same shall be brought in NAI premises only with a prior approval of the competent authority of NAI.
  26. The Contractor shall engage his own staff as may be required for efficient running of the Canteen. The Contractor shall engage such staff with prior police verification and shall provide a list of such staff alongwith their permanent and local addresses. The Contractor shall take all reasonable precautions to ensure that staff engaged by him attire themselves, while on duty, in proper uniform to be prescribed in consultation with the Competent Authority and maintain at all times the decency norms so as to behave with the Staff in a civil, sober, polite and honest manner.
  27. The Contractor shall ensure that the dues of all the employees engaged by him are paid in time. The contractor shall not pay less than what is provided under the law to workers engaged by him for the work. The contractor shall be required to comply with all statutory norms including the provisions of Minimum Wages.
  28. The contractor shall be liable to comply with all Labour Laws including Employee's State Insurance Act 1948 and Employees' Provident Fund and Miscellaneous Provisions Act 1952. The contractor shall also be responsible for violation, if any, of the provisions of the said Acts, the Competent Authority shall have no liability on this account.
  29. The Competent Authority shall not be liable for any payment to the staff of the Contractor on account of Salary and Allowances, Leave, Uniform, Medical Aid, Insurance Policy, Provident Fund, ESI dues, and Services Tax payable to Govt. of Delhi/ India etc. whatsoever, which shall be the responsibility of the Contractor. The Contractor shall also ensure that the norm prescribed by the Human Rights Commission or Government of India, Minimum wages Act, Provision of Industrial Disputes Act or any such other legislation, to the extent applicable, are fully observed by the Contractor and the DG, NAI is kept harmless and indemnified in this behalf. The Contractor hereby undertakes to keep the Competent Authority harmless and indemnified against any claim or demand of his workmen under any industrial law for the time being in force, or as may be amended from time to time.
  30. The Contractor shall install firefighting equipment in the kitchen as per Fire Regulation and keep the premises harmless and indemnified against any damage arising on account of fire, theft or negligence on the part of the Contractor or his staff, to any property, or to any resident or staff, such loss or damage shall be made good at the cost of the Contractor.



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31. The contractor shall be responsible for his employees in observing all security and safety regulations and instructions as may be issued by the NAI from time to time. However, the contractor shall not in any capacity employ any person(s) of bad character or any person whose antecedents are not acceptable to the NAI.
32. In case, the NAI suffers loss of any nature on account of the contractor or his employees for not following security/ safety regulation/ instructions, the contractor shall be liable to make good the loss as determined by the NAI at its sole discretion and the NAI shall have the right to recover such losses, etc., from the dues payable to the contractor and/ or his security deposit with the NAI.
33. The Contractor shall deposit a Demand Draft/Bank Guarantee/Fixed Deposit Receipt/Bankers Cheque of **Rs. 1,00,000/- (Rupees One Lakhs only)** in favour of 'Director General' National Archives of India as interest free Performance Security Deposit before the award of this agreement, which shall be refundable to the Contractor on the conclusion or termination of this agreement after adjusting such amounts as may be found due from the Contractor including fines, if any, imposed upon the Contractor on account of deficient services.
34. If in any circumstances the contractor is not able to perform his contract or leaves the same in-between then the security deposit made by the contractor shall stand forfeited and the contractor shall be liable to pay damages to the NAI equivalent to two months of contract charges per month.
35. This agreement may be renewed by the parties on such terms and conditions as are agreed between the parties on the conclusion of this agreement. The renewal of the contract if any should be discussed and confirmed in the 11<sup>th</sup> month of the contract only. However, unless the contract is renewed, it shall come to an end as afore mentioned.
36. The DG, NAI may appoint a sub-committee to monitor the performance and quality of food and other items supplied by the Contractor and if at any time it is found that the Contractor fails to fulfill any of the conditions of this agreement, the DG, NAI impose a fine/ penalty up to Rs. 5,000/- (Rupees Five thousand only) per default or terminate the contract by giving one month's notice to the Contractor. However, if the period of notice falls short of one month because of the contract coming to an end in its natural course, such a notice will be only for such no. of days as may be left for the contract to expire in its natural course in such case, the conditions for one month shall not be applicable nor insisted.
37. The Contractor shall adhere strictly to the Agreement in contravention of any terms of the Agreement, the Contractor shall be liable to pay Rs. 5,000/- (Rupees Five thousand only) as fine/ penalty for each violation.
38. The NAI shall at any time be entitled to determine and terminate the contract for any reason including unsatisfactory performance or violation of Minimum Wages Act or any other statutory regulations of any of the other terms and conditions of the contract. A notice in writing from the NAI to the contractor shall be issued giving 30 (Thirty) days time for such termination and vacation of the premises, without assigning any reasons thereof. Under exceptional circumstances, this 30-day period may be appropriately reduced. However, the termination of the contract shall not relieve the service provider of any of his obligations imposed by the contract with respect to the work performed by them prior to such termination.

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39. The DG, NAI can also terminate the contract in case of more than three complaints regarding quality of food and behavior of staff are received by the staff, scholars, and guests or if more than three penalties are imposed on the contractor.
40. Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before/ after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by the DG, NAI at the time of the dispute. The award given by the arbitrator so appointed shall be binding on the parties. It will not be open to the parties to challenge the jurisdiction of the arbitrator after the award has been made. If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns/ withdraws for any reason from the position of arbitration, it shall be lawful for the DG, NAI of the NAI to appoint another to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which it was left by his predecessor if both the parties consent to this effect failing which the arbitrator shall be entitled to proceed-novo. The venue of arbitration shall be at Delhi. Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.
41. The contract shall be governed by and constructed according to the laws in force in India. The Contractor shall hereby submit to the jurisdiction of the courts situated at Delhi for the purpose of actions and proceedings arising out of the contract and the courts at Delhi shall have the sole jurisdiction to hear and decide such actions and proceedings.
42. The employees hired by the contractor should be fully Covid-19 vaccinated and should follow covid-19 norms whenever needed as per direction given by the Government of India/ Delhi Government.
43. The contractor and employees should not enter the premises with alcohol/ drugs.

**In witness where of the parties have set their hands here to in presence of witnesses.**

**On the behalf of DG, NAI**

**Contractor**

**Witnesses:**

**Witnesses:**

Place:

Date: