

**Request For Quotations
Outsourcing the Restaurant Services at Blue Triangle Family Hostel
(BTFH)
1, Ashoka Road, New Delhi 110001**

Date of Issue: 25th January 2024

Due Date: 5th February 2024

Sir/ Madam,

The Young Women's Christian Association of Delhi (YWCA of Delhi) wishes to invite competitive quotations to appoint caterer to provide **24 x 7 Restaurant Services for guests and members of YWCA of Delhi, staying temporarily at Blue Triangle Family Hostel, at 1, Ashoka Road, New Delhi, with immediate effect.** In this regard, the Management of the YWCA of Delhi would like to invite the restaurant service providers to submit quotation as per the terms and conditions contained herein.

Request for information

Any query concerning this invitation must be forwarded in writing to the Management by email at pa@ywcaofdelhi.org.

Due date and time for submission of the Quotations

Sealed/Online quotations must be submitted latest by the date and time specified above i.e. 5th February 2024. Quotations received after the stipulated date and time will not be considered.

How to Apply

Sealed Tenders should be submitted in English, and shall be sealed in envelope indicating the bidder's name, address and Name of quotation referred to.

The envelope shall consist the Technical details and information in the prescribed formats.

You can also submit the quotations on the email id procurement@ywcaofdelhi.org

Yours sincerely,

YWCA of Delhi

BACKGROUND TO THE ORGANIZATION:

The YWCA of Delhi (www.ywcaofdelhi.org) was constituted in 1912 and affiliated to the YWCA of India and the World YWCA. YWCA of Delhi is rooted in the Christian Faith and endeavors to promote the empowerment and right of women and girls irrespective of caste, religion culture and creed. It seeks to develop a membership that is responsive to the changing needs of women & girls in a changing world. YWCA of Delhi promotes development & rights of girls, women and children through its development Projects.

Scope of Work:

1. To Provide quality edible food items including breakfast, lunch, dinner, refreshments, cold-drinks, tea coffee etc for the needs of the residents and guests of the Blue Triangle Family Hostel (BTFH), Participants of Conference Rooms, Students of the Women's Training Institute (WTI), members and staff of the YWCA.

Timing of Services will be as below:

- Breakfast: 07.00 AM to 9.00 AM
 - Main Course: 09.00 AM to 10.30 PM
 - Ready to Serve: 10.30 PM to 07.00 AM
2. To provide Lunch, Dinner and Snacks on a package basis to the person/Company/Parties utilizing the Conference Hall facilities if and when required.

AND WHEREAS for administrative convenience and expediting the YWCA of Delhi wishes to engage the services of a Restaurant Contractor for the above said services, on annual contract basis subject to review during the year for quality assurance and statutory compliances.

Eligibility for Submission of Quotations:

The caterer should have the following qualification to participate in the bidding process

- Minimum five years experience in providing restaurant services out of which three years experience in providing restaurant services to hotels / guests houses, institution or independent restaurants, copies of documents in support of experience have to be enclosed with the bid. Originals will be checked at the time of negotiation meeting. Experience in the business catering will be an advantage.

Should possess all necessary licenses/registrations for supply of man power.

- Valid PAN Number in their name
- Valid GST / TIN in their name
- PF/ESI registration
- Valid FSSAI Licenses
- 3 references
- Must have adequate equipments

Originals will be checked for verification. In case of non availability of any of these mentioned above, the bidders will have to apply for it immediately if/on award of contract.

The contract will be awarded initially for a period of one year which may be considered for renewal at the sole discretion of the YWCA of Delhi up to maximum period of three years.

Documents to be submitted in Technical Bid

Vendor's Details in the below Format:

Name of the Agency	
Registration No	
Year of Registration	
PAN No.	
GST Registration No	
Turn over in last 3 Years	
No. of Clientale	
EMD Detail	

Documents to be submitted

1. Copy of the registration certificate of the agency for providing restaurant services.
2. Copy of the pan card.
3. Copy of GST registration certificate.
4. Copy of PF registration.
5. Copy of ESI registration letter.
6. Self - Attested Copies of balance sheet and profit and loss account for the previous three years along with copies of IT Returns.
7. Copies of documents in support of experience have to be enclosed with the bid. Originals will be called for subsequently for verification.

8. EMD of Rs. 10,000/- in form of DD/Banker's Cheque (Refundable if not selected) in the name of YWCA of Delhi along with Bid documents. Bids received without EMD will not be considered.

9. Experience Certificate

Originals will be checked for verification. In case of non-availability of any the above-mentioned documents the bidders will have to apply for it immediately before/on award of the contract.

10. Financial Bid: Bidder should prepare the financial Bid in the Price Schedule as provided below.

QUOTE YOUR PRICES

A. Breakfast Rate

S. No.	Category	Amount
	Monthly Charges per person's Breakfast	
	Taxes	
	Total	

Proposed menu for Breakfast

Tea & Coffee	Boiled Eggs	Fruits & Juice	Pickles & Sauce	Cornflakes	Bread with butter & jam	Stuffed Parantha with curd / Puri Bhaji / Choley bhature/ Sandwiches/ Upma/ Uttapam/ Idly/Vada/ Besan Chilla
--------------	-------------	----------------	-----------------	------------	-------------------------	--

B. A la Carte Menu rates

C. Conference room Buffet rates

Terms & Conditions

1. The YWCA shall permit the use of the Pantry, Dining Hall in the Blue Triangle Family Hostel and provide adequate space for kitchen for cooking preparations of food and other wholesome edibles: along with toilet facilities in the adjoining area

- nearby for the use of the staff to be engaged/employed by the Contractor
2. The tools of the trade, will be provided by the Contractor to his employees like cooking gas, cutlery etc.
 3. The Contractor shall pay to the YWCA of Delhi, the use of premises charges per month based on the occupancy as per the table below + taxes, and water and electricity charges to be paid as per actuals by the 7th of every month.

S. No	Occupancy	Use of Premises Charges
1	Occupancy less than 30%	No Charge
2	Between 30% to 40 %	25000
3	Above 40 %	50000

4. The contractor shall pay 5% of the earnings upto 5 lakhs and 10% for sums above 5 lakhs to the YWCA of Delhi on catering services given to bookings of Conference Rooms including Constatntia Hall for each event.
5. That the Contractor shall further ensure **proper compliance to the Rules made under the Prevention of Food Adulteration Act**
6. Bidders should have all necessary licenses/registrations for providing catering services.
7. The successful bidder shall have to deposit interest free Security Deposit of Rs. 1, 00,000/- (Rupees One lakh only) in the form of Cheque/ Bank draft.