

**Request for Quotations Document  
Outsourcing the Catering Services at Jasola Working Women's Hostel  
(JWWH)**

**Date of Issue: 10<sup>th</sup> June 2024**

**Due Date: 28<sup>th</sup> June 2024 by 4 pm**

**YWCA of Delhi  
1, Ashoka Road, New Delhi-110 001**

Dear Sir/Madam,

Young Women's Christian Association of Delhi (YWCA of Delhi), wishes to procure the quotations for above mentioned services through a competitive bidding process. In this respect, YWCA of Delhi would like to invite your firm/ agency to submit quotations as outlined in this Document and the terms and conditions contained herein.

**Request for information**

Any questions concerning this invitation must be forwarded in writing by email to the Administrative Secretary at [as@ywcaofdelhi.org](mailto:as@ywcaofdelhi.org), and its response will be circulated to all.

**Due date and time for submission of the Quotations**

Sealed quotations or PDF version must be submitted latest by the date and time specified above on YWCA of Delhi, Ashoka Road New Delhi or at [quotations@ywcaofdelhi.org](mailto:quotations@ywcaofdelhi.org). Quotations received after the stipulated date and time will be invalidated. The envelop shall indicate the bidder's name and address. *It should also specify on the top*

*"Quotations for providing catering services at JWWH"*

YWCA of Delhi reserves the right to accept/reject any tender or to terminate this process, without assigning any reason.

Yours sincerely,

Ms. Pragyan Mohanty  
General Secretary

**BACKGROUND TO THE ORGANIZATION:**

The YWCA of Delhi ( [www.ywcaofdelhi.org](http://www.ywcaofdelhi.org)) was constituted in 1912 and is affiliated with the YWCA of India and the World YWCA. YWCA of Delhi is rooted in the Christian Faith and endeavours 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. The cost incurred for the projects are funded by different Govt Departments as well as from its own revenue generation programme.

**Scope of Work:** WHEREAS the YWCA of Delhi intends to make adequate catering service arrangements for providing quality food items including breakfast, packed lunch, lunch, evening tea & Snacks, dinner, etc for the needs of the bonafide residents and the YWCA staff for Jasola Working Women’s Hostel, Jasola, New Delhi

AND WHEREAS for administrative convenience and expediency wants to engage the services of a Catering Contractor for the above said services, on annual contract basis subject to review during the year for quality assurance and statutory compliance.

**Eligibility for participation in Tender:**

The tenderer should have the following qualification for bidding’

- 3 years and more of experience in providing catering service to hostel, hotel or guest house.
- Bidders should have all necessary licenses/registrations for supply of man power.
- PAN Number
- Service Tax Registration
- PF/ESI registration
- FSSAI

**Documents to be submitted in Technical Bid**

1. **Vendor’s Details in the below Format:**

<b>Name of the Firm</b>	
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<b>Registration No</b>	
<b>Year of Registration</b>	
<b>PAN No.</b>	
<b>GST Registration No</b>	
<b>FSSAI Registration No.</b>	
<b>Turn over in last 3 Years</b>	
<b>No. of Clientale</b>	

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

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

### **Terms & Conditions**

1. The YWCA shall permit the use of the Pantry, Dining Hall in the JWWH 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 as per the slab given below, and water and electricity charges to be paid as

per actuals by the 7<sup>th</sup> of every month.

**Slab for use of Premises Charges**

No. of Residents	Use of Premise Charges
Below 50	No Charges
50 to 99	Rs. 25,000
100 to 149	Rs. 30,000
150 to 199	Rs. 40,000
200 to 250	Rs. 50,000
251 to 300	Rs. 60,000
301 to 350	Rs. 65,000
351 to 400	Rs. 70,000
401 to 450	Rs. 75,000
451 and above	Rs. 80,000

4. The contract will be awarded initially for a period of one year which may be considered for renewal at the sole discretion of the Management of the YWCA of Delhi up to maximum period of three years.
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. 2,00,000/- (Rupees Two lakhs only) in the form of Cheque/ Bank draft.

**QUOTE YOUR PRICES**

S.No.	Category	Amount
1	Monthly Charges per person	
2	Taxes	
	Total	

The caterer has to serve the following four meals in a day.

1. **Breakfast**- Milk/Egg, tea, bread, butter, jam

with one Indian items like: - Chole Bhature/Idli sambhar/Salted saviya/Puri aloo etc.

2. **Lunch**- one seasonal vegetable, Dal (to be changed daily), Raita, rice, roti, salad (packed lunch to be available during breakfast)
3. **Tea with snacks**- Any one Item with Tea: Macaroni/samosa/Kachori aloo sabji/Bread pakora/papri chaat etc.
4. **Dinner** – one seasonal vegetable, dal, rice, roti and salad.

One non-veg to be served twice a week. Which should include egg/fish/chicken and one North East dish to be served to the dinner daily.

**Sweets**- only on Sunday for dinner: - Ice-cream/fruit custard/gulab jamun etc.