



**PETROLEUM CONSERVATION RESEARCH ASSOCIATION  
“ SANRAKSHAN BHAVAN”, 10, BHIKAJI CAMA PLACE  
NEW DELHI – 110 066**

**TENDER DOCUMENT**

**TENDER NO. PCRA / P&A / 130 / 2009-10**

**CONTRACT FOR CATERING SERVICES AT PCRA, “SANRAKSHAN  
BHAVAN”, 10, BHIKAJI CAMA PLACE, NEW DELHI – 110 066**

**Last Date for Tender Receipt – 1500 Hrs. on 30.11.2009**

**TENDERER'S SIGNATURE :**  
(Office seal/ rubber stamp)

**PETROLEUM CONSERVATION RESEARCH ASSOCIATION  
“ SANRAKSHAN BHAVAN”, 10, BHIKAJI CAMA PLACE  
NEW DELHI – 110 066**

**TENDER NO. PCRA/P&A/130/2009-10**

**TENDER DOCUMENT : CONTRACT FOR CATERING SERVICES AT  
PCRA OFFICE, “SANRAKSHAN BHVAN”, 10, BHIKAJI CAMA PLACE,  
NEW DELHI – 110 066**

Name of Tenderer : .....

Address of tenderer : .....

.....

.....

The tender document is issued vide receipt no. ....dt. ....

For & on behalf of  
Petroleum Conservation Research Association

Dy Director ( P&A)

**TENDERER`S SIGNATURE :**  
(Office seal/ rubber stamp)

**PETROLEUM CONSERVATION RESEARCH ASSOCIATION  
“ SANRAKSHAN BHAVAN”, 10, BHIKAJI CAMA PLACE  
NEW DELHI – 110 066**

**TENDER NO. PCRA/P&A/130/2009-10**

**CONTRACT FOR CATERING SERVICES AT PCRA OFFICE,  
“SANRAKSHAN BHVAN”, 10, BHIKAJI CAMA PLACE,  
NEW DELHI – 110 066**

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**TENDERER’S SIGNATURE :**

(Office seal/ rubber stamp)

**PETROLEUM CONSERVATION RESEARCH ASSOCIATION  
NEW DELHI**

**TENDER NOTICE**

**Tender Notice No. PCRA/P&A/130/2009-10**

Sealed tenders are invited by the undersigned from competent & experienced Canteen Contractors of sound financial standing & reputation, having Labour License & Provident Fund Code no. & fulfilling the qualifying requirements stated hereunder for the followings as per given below –

1. Name of the work & location : Contract for catering services at PCRA, Sanrakshan Bhavan, 10 Bhikaji Cama Place, New Delhi – 110 066
2. Payment of Tender Document
  - i) Amount to be paid : Rs. 1000/-
  - ii) Mode of Payment : By DD in favour of PCRA payable at New Delhi or by cash, specifying work & tender notice no.
  - iii) Place of Payment : PCRA, Sanrakshan Bhavan, 10, Bhikaji Cama Place, New Delhi – 66
  - iv) Time of Payment : 1000 Hrs. – 1500 Hrs.  
Dt. 16/11/2009 to 30.11.2009
3. Issue of Tender Documents
  - i) Issuing Authority : Dy. Director (P&A), PCRA
  - ii) Time for issuing the tender Documents : 1000 Hrs. – 1500 Hrs.  
Dt. 16.11.09 to 30.11.09
4. Receipt of Tender
  - i) Tender receiving authority : Dy Director(P&A), PCRA
  - ii) Last date for receipt of tender : 1500 Hrs. dt. 30.11.2009
5. Earnest Money Deposit : Rs.31,875/- by DD or banker's cheque in favour of "Petroleum Conservation Research Association" Payable at New Delhi
6. Period of Contract : **2 Years & extendable for another one year on same terms and conditions**
7. Pre Qualifications
  - i) Annual Turn Over during any of the preceding three financial years : Rs. 7.65 Lacs
  - ii) Value of Single order for similar work executed during any of the last 5 preceding financial years : Rs. 3.83 lacs

**NOTE: If the tender document is downloaded from the website , vender may please attach a DD/Banker's cheque for Rs.1000/- towards the cost of tender document, otherwise tender shall be rejected.**

**TENDERER'S SIGNATURE :**

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(Office seal/ rubber stamp)

While applying for tender documents, the contractor have to furnish the proof of their experience, antecedents, financial standing, Income Tax clearance certificate etc to the tender issuing authority. The tender issuing authority reserves right to refuse issue of tender documents to any party without assigning any reason thereof.

Date :

Dy Director (P&A), PCRA

**TENDERER`S SIGNATURE :**  
(Office seal/ rubber stamp)

To,

**Dy. Director ( P&A)  
Petroleum Conservation Research Association  
New Delhi – 110 016.**

**SUBJECT : CONTRACT FOR CATERING SERVICES AT PCRA, “SANRAKSHAN  
BHVAN”, 10, BHIKAJI CAMA PLACE, NEW DELHI – 110 066**

TENDER NO. PCRA/P&A/130/2009-10

Dear Sir,

1. Having examined the tender documents, Instructions to tenderers, Form of Works Contract Agreement , General Condition of Contract, Special Conditions of the Contract and Technical Specifications for the execution of the above named works, I/We, the undersigned, agree to execute, complete such work and remedy any defects noticed during the period of contract with the letter inviting tender, Instructions to tenderers, Forms of Works Contract Agreement, General Conditions of Contract, Special Conditions of the Contract and Technical Specifications.
2. I/ We confirm that all the documents as per checklist have been enclosed by me/ us and the tender has been submitted in compliance with the provisions as stated in para (1) above.
3. I/ We undertake if our tender is accepted, to commence the work on the date of commencement after the receipt of letter/ telegram of Intent to commence, and to Complete the whole work comprised in the contract within the time period mentioned in the tender.
4. I/We agree to abide by this tender for a period of six months from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before expiry of that period.
5. Unless and until a formal agreement/ other related documents is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding a contract between us.

Signature of Tenderer :

Tenderer`s Name and Address :

Date :

Place :

**EARNEST MONEY DEPOSITED VIDE** Pay Order/ Demand Draft No. \_\_\_\_\_ dated  
\_\_\_\_\_ for Rs. \_\_\_\_\_ on \_\_\_\_\_ bank.

**TENDERER`S SIGNATURE :**  
(Office seal/ rubber stamp)

**CHECK LIST**

1. Tender Document duly filled & signed
2. Price Bid for Tender
3. DD for Earnest Money Deposit
4. Power of Attorney in the name of person who has signed the documents.
5. Provident Fund Registration Certificates and Code No.
6. Copy of Latest Income Tax Return
7. Details of past experience and present commitments (similar Contracts only) giving contract value for last one/two years.
8. ESI Registration Certificate and Code No.
9. Registration under contract labour (R&A) Act, 1970.

**TENDERER'S SIGNATURE :**  
(Office seal/ rubber stamp)

**PETROLEUM CONSERVATION RESEARCH ASSOCIATION**  
**“ SANRAKSHAN BHAVAN”, 10, BHIKAJI CAMA PLACE**  
**NEW DELHI – 110 066**

**DEFINITIONS**

The following expression hereunder and elsewhere in the contract documents used shall unless repugnant to the subject or context thereof, have the following meanings hereunder respectively assigned to them, namely:

1. The "**Association**" shall mean M/s Petroleum Conservation Research Association (PCRA) New Delhi having their registered office at 10, Bhikaji Cama Place, New Delhi – 110066 and shall include its successors and assigns.
2. The "**Contractor**" shall mean the tenderer selected by the Association for performance of the work and shall include the successors and permitted assigns of the Contractor.
3. The “ **Officer-in-Charge**” shall mean the person for the time being nominated by the Association for the purpose of the contract or any work covered there under.
4. The "**Contract**" shall mean the totality of the agreements between the parties, as derived from the Contract Documents.
5. The "**Total Contract Value**" shall, up to calculation of the entire remuneration due to the contractor in terms of the contract on successful completion of the works mean the total contract value as specified in the Acceptance of Tender; and after calculation of the entire remuneration due to the Contractor under the contract on successful completion of the works, shall mean the totality of such remuneration.
6. “ **Agreed variation**" shall mean the statement of agreed variation annexed to the Acceptance of Tender or a further Amendment annexed to the contract, forming part thereof.

**GENERAL TERMS & CONDITIONS**

1. TENDERS IN PRESCRIBED FORM OF THE ASSOCIATION: -Tender should be submitted only in the prescribed tender form supplied by the Association.
2. TENDERING : Tenders should only be submitted in the sealed envelope along with documents/tenders. The envelopes should be superscribed on the outer cover, tender number, closing date and time sent by Registered Post so as to reach the concerned authority before closing date and time and dropping in the Tender box kept in the concerned authority office before closing date and time.
3. TENDER CONDITIONS: -The tenderer should study all tender documents carefully and understand the contract conditions, before quoting. If there are any doubts, they should get clarifications in writing but this shall not be the justification for submission of late tender or extension of opening date.
4. PRICE BID: - The tenderer should quote his rates both in figures and words. Where there is a difference between the two, the rates given in words will be taken as authentic. The rates should be inclusive of all taxes, levies, salary, overtime, if any, bonus and other statutory payments etc.
5. ENTRIES TO THE TENDER DOCUMENTS: All entries to the tender documents should be in ink/typed, all corrections should be attested under the full signature of the tenderer. Corrections where necessary should be made by scoring off the wrong words/figures by drawing a line across them and attesting this with the full signature. These shall not be erased or overwritten.
6. SIGNED DOCUMENTS: Every page of the tender documents shall be signed by the Tenderer at the end of the last entry thereon. Complete set of documents including annexures should be signed and returned by the bidders along with quotations.
7. VALIDITY OF RATES QUOTED: -The quoted rates shall be valid for acceptance for a period of 6 months from the date of opening of tenders. No upward revision of rates will be accepted after opening of the tenders. No tenderer can withdraw, modify, alter or otherwise change his quotation at any time before the Association intimates him in writing that his tender is either accepted or rejected.
8. BREACH OF CONTRACT: - If after the quotation is accepted and letter of acceptance is issued, the successful tenderer backs out or fails and neglects to follow the formalities submitted in the Letter of Acceptance or fails or neglects or refuses to accept the Letter of Acceptance or to take up the work, he shall be deemed to have committed breach of contract. Once the quotation is accepted and the Letter of Acceptance issued to the successful tenderer, the rates shall be valid for the period of contract.

**TENDERER'S SIGNATURE :**

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**(Office seal/ rubber stamp)**

9. TENDER DOCUMENTS: -Incomplete tenders, tenders without Earnest Money Deposit or copies of Technical Specification and tenders received late will be rejected.
10. NEGOTIATION: -Tenderers may have to attend the concerned office of the Association for negotiation/clarification required by them in respect of their quotation without commitment on the part of the Association.
11. In case of negotiations, the tenderer should send the confirmation of such negotiations so as to reach the Association within the time prescribed during the tenders without assigning any reasons and/or to carry out negotiations with the tenderers in any manner.
12. AGREEMENT: -On acceptance of the quotation, the successful tenderer shall execute an agreement with PCRA covering all aspects forming part of the tender documents. A copy of the said Agreement with its **Annexures II or III** is enclosed and the tenderers shall be deemed to have perused understood and accepted the terms and conditions contained therein. The successful tenderers are required to return a copy of the Agreement duly signed by their Authorised Representatives in token of acceptance of their Agreement with terms contained therein. The contractor will be required to sign on the Memorandum of Agreement drawn on a non-judicial stamp paper of Rs. 50/- as per the standard agreement given to you.
13. When the party signing the tender is not the sole proprietor the necessary Power of Attorney authorising the party to act on behalf of the firm/company should be produced before signing the agreement.
14. DISPUTES & DIFFERENCES: Any dispute or difference arising out of or in Connection with this Tender shall be referred to Directors of the Association or his nominee for Arbitration and the provisions of the Arbitration & Conciliation Act, 1996 or any statutory modification of or re-enactment thereof and the rules made there under and for the time being in force shall apply to the same.

**TENDERER`S SIGNATURE :**  
(Office seal/ rubber stamp)

**SPECIAL CONDITIONS OF CONTRACT**

**1.0 GENERAL**

- 1.1** Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Specifications and other documents forming part of this contract wherever the context so requires.
- 1.2** Where any portion of the General Conditions of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract then the provisions of the Special Conditions of Contract shall be deemed to override the provisions of the General Conditions of Contract and shall to the extent of such repugnancy or variations, prevail.
- 1.3** Wherever it is mentioned in the tender documents that the Contractor shall perform certain work or provide certain facilities, it is understood that the Contractor shall do so at his cost, being deemed to be part of the relevant item in the Schedule of Rates whether expressly stated or not.
- 1.4** The materials & workmanship shall satisfy the relevant codes, the specifications contained herein and other standards referred to. Where the specifications stipulate requirements in addition to those contained in the standard codes, these additional requirements shall also be satisfied.
- 1.5** The “Experience Questionnaire” in the general conditions of contracts has to be filled in by the tenderer. Failure to fill in the questionnaire completely or submitting incorrect information therein may make the tender liable for rejection.

**2.0 SITES**

The scope of work under this contract will be providing Catering Services at Petroleum Conservation Research Association, Sanrakshan Bhavan, 10 Bhikaji Cama Place, New Delhi – 110 066.

The office premises of PCRA comprises of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Floor in Sanrakshan Bhavan at 10, Bhikaji Cama Place, New Delhi. The pantries in the building are located on all these 3 floors. The Dining Hall has been provided for the exclusive use of PCRA on the 3<sup>rd</sup> Floor & can accommodate 15-20 people at a time.

### **3. SCOPE OF WORK**

The scope of work includes the services to be provided on all floors ( 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> ) of the office & supply of items given in Price Bid of this tender.

The scope of work shall include but not limited to the followings –

- 3.1 Supply of wholesome and best quality of meals and snacks of the type and in quantities as indicated in Price Bid for items, the services will have to be given for over 100 persons in the premises.
- 3.2 Provide canteen services for meetings gatherings, interviews and other official occasions as required at rates finalized for canteen services.
- 3.3 Provide catering services for special parties, training programmes arranged on first floor or any other such function at time and places to be decided by PCRA
- 3.4 The contractor shall not prepare or serve any other meals/ snacks item without the prior approval of the PCRA. A schedule of daily menu, alterations or additions in the service items shall be prepared by the PCRA, based on the recommendations of the canteen committee and communicate it to the contractor through the officer-in-Charge, which shall have to be strictly followed by the contractor.
- 3.5 The food shall be good, wholesome and of best quality as approved by PCRA. Before using the raw materials and other ingredients for cooking, the contractor shall ensure their quality and wholesomeness PCRA reserve the right to check the quality of raw materials, other ingredients used for cooking and cooked food at any time and will have absolute right to destroy in their sole discretion the cooked items that do not meet the standard of wholesomeness, at the cost and risk of the contractor.
- 3.6 Any unused / leftover or cooked food shall not be used / served for further consumption.

### **4.0 SUBMISSION OF TENDER**

- 4.1 The set of tender document issued to any tenderer shall consist of General Conditions of contract, Special Conditions of Contract and Schedule of Rates.
- 4.2 The tenders shall be submitted in sealed envelope with the name of work and tender notice number being clearly superscribed thereon. The tender shall comprise of complete tender document, duly filled & **signed** in. This shall consist of all technical and commercial aspects of the offer.

**TENDERER`S SIGNATURE :**  
(Office seal/ rubber stamp)

## **5.0 OPENING OF TENDER**

The tenders received shall be opened by the tender committee on the date and time stipulated in the Tender Notice.

## **6.0 EARNEST MONEY & SECURITY DEPOSIT**

- 6.1 The tenderer shall, as a condition for the consideration on the tender, pay the sum of Rs. 31,875/- (Rupees Thirty one thousand eight Five Hundred seventy five Only ) by DD or Banker's Cheque in favour of "Petroleum Conservation Research Association" payable at New Delhi as Earnest Money. The tender without EMD is liable to be rejected.
- 6.2 The Earnest Money of the unsuccessful tenderer(s) shall be refunded without interest only after the award of the work is finalized.
- 6.3 The Earnest Money deposited by the successful tenderer shall be converted into Security Deposit.
- 6.4 The security deposit shall be held by PCRA as security for the due performance of the Contractor's obligation under the contract.
- 6.5 PCRA reserves the right to deduct any amount that become payable by the Contractor in respect of labour being employed by him for executing the job awarded, under any act or rules framed there under and in force from time to time. The same shall be recovered from bills payable to the Contractor as debt recoverable.
- 6.5 The Security deposit will not attract any interest whatsoever & will be released within three months of the expiry of contract period.

## **7.0 AWARD OF WORK**

The tenderer(s) are required to furnish the tender for the entire works (All the items) consisting of work under the scope of work for providing of Catering Services at PCRA, Sanrakshan Bhavan, 10 Bhikaji Cama Place, New Delhi – 110 066. The L1 party shall be decided on the basis of total lowest offer given in price bid. In case the rates are not offered for any of the item, the tenderer shall stand disqualified. However PCRA reserves the right to award the work to one or more contractors.

## **8.0 VALIDITY OF CONTRACT & RATES**

The contract will be valid for a period of **Two Years** from the date of award of contract which will be extended for another One Year on mutual understanding. The rates quoted & accepted shall be valid for two years. After this period ( if the contract is extended ) if there are sufficient grounds for revision, the same shall be negotiated with the Management.

**TENDERER'S SIGNATURE :**

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(Office seal/ rubber stamp)

## **9.0 PAYMENTS TO THE CONTRACTORS**

**9.1 A lumpsum payment of Rs. 11000.00 ( Rupees Eleven Thousand Only ) per month shall be paid to the contractor towards service charges on all floors including cleaning the kitchen & supply of Tea / Coffee / Snacks / Soup.**

9.2 The contractor will submit bills in duplicate for items served for official purposes on fortnightly basis to the Officer-in-Charge. The bills shall be settled within a reasonable time provided the bills meet all the requirements specified by the management.

9.3 PCRA shall neither be responsible for any amount due from the contractor to any person(s) in respect of items supplied/or otherwise nor shall be responsible to the contractor on the said account.

9.4 Credit sales, if any, effected by the contractor will be at his own risk and responsibility and that PCRA will not in any way be responsible for the recovery of such payments in these transactions.

9.5 In the event of there being any difference or dispute between Contractor and the Association as to the item(s) of the Schedule of Rates applicable to any particular supply, work or operation, either the Contractor or any representative of the Association shall apply to the Officer-in-Charge for decision on the applicable item(s) in the Schedule of Rates, and the decision of the Officer-in-Charge on the applicable item(s) of the Schedule of rates shall be final and binding upon the Contractor.

### **9.6 Schedule Of Rates**

The remuneration determined as due to Contractor by application of Schedule of Rates to the final measurements, as provided in clause 9.1 hereof and associated provisions there under, shall constitute the entirety of remuneration and entitlement of the Contractor in respect of the work under the contract and no further or other payment whatsoever shall be or become due or payable to the Contractor under the contract.

The schedule of Rates includes all royalties, fee, taxes, dues, levies, penalties, damages, transportation etc. and shall also include the cost of all related incidentals/ancillaries/facilities to be created by the contractor for execution of the work.

**The rates indicated in Schedule of Rates shall not be subjected to escalation or increase on any account whatsoever.**

**9.7 On Account Payments :** All payments shall be made by 'Account Payee' cheques only.

**TENDERER`S SIGNATURE :**

**(Office seal/ rubber stamp)**

## **10.0 SERVICE TAX ON WORK ON CONTRACT**

Service Tax, if applicable on such type of contract shall be payable by the Association to the contractor as per Guidelines issued by State/ Central Government from time to time.

## **11.0 CO- OPERATION WITH OTHER CONTRACTORS :**

- 11.1 PCRA shall be engaging the other Contractors or Agencies to carry out other works in the office, the performance of which is contingent on and/ or dependent upon the performance of work by the Contractor and / or the Contractor's work dependent on and / or Contractors or Agencies and therefore the Contractor shall co-operate with the Association and other Contractors or Agencies engaged in the office to ensure harmonious working between the Contractor and the Association and other contractor or agencies involved and shall comply with any instruction issued by the Officer-in-Charge for this purpose.
- 11.2 If due to certain stipulations or requirements in the office, a particular sequence of activities has to be followed due to which certain interruption to any one or more types of works or items of work are inherent, no. claim for such interruption or suspension of works thereof will be admissible.
- 11.3 Works shall be carried out in such a manner as to cause least interference with or affect or retard or disturb the progress of work being executed by other contractors or agencies
- 11.4 The contractor shall take into account instructions of the Officer-in-Charge regarding the constraints, restraints and other requirements of works and the required progress.
- 11.5 In the event of failure on the part of the Contractor to adhere to the work programmes drawn up by the Officer-in-Charge, the provisions of relevant Clause of General Conditions of Contract shall apply. The decision of the Officer-in-Charge as to whether a failure on the part of the Contractor to comply with the work progress drawn-up has occurred or not, shall be final and binding on the contractor.

## **12.0 LABOUR LAWS AND REGULATIONS**

- 12.1 Without prejudice to the generality of General Conditions of Contract the Contractor shall adequately cover all its eligible employees under the provisions contained in Employees Provident Fund Act, 1952 and subsequent amendment thereof, if any, the Contractor shall furnish a certificate and statement embodying therein all the relevant details in evidence of having complied with the provision of the said Act. It would be obligatory on the part of the Contractor to take necessary PF Establishment Code No. and regularly deposit the provident fund contribution (amount deducted from the

**TENDERER'S SIGNATURE :**

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employee's wage and employer's contribution) for and all eligible employees to the statutory authority.

- 12.2 Contractor will have to ensure compliance with various provisions of ESI Act, 1948 and keep indemnified the Association from and against all actions, claims, demands, liabilities whatsoever under and in respect of the breach of any provision of clauses of the said act.
- 12.3 The Contractor should be registered under the Contract Labour (Abolition and Regulation) Act 1970 and the rules framed there under or shall obtain necessary labour licence from the licensing authority and produce the proof of the same to the Officer-in-Charge before commencement of the work.
- 12.4 In addition to the provision of General Conditions of Contract, the Contractor shall also indemnify and keep indemnified the Association from and against all actions, claims, demands and liabilities whatsoever under and in respect of the breach of provisions of any act, rules or regulations as may be applicable from time to time.
- 12.5 The Contractor shall at all times indemnify and keep indemnified the Association from and against all their party claims whatsoever (including but not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub-contractor and or the servants or agents of the contractor and or PCRA) and the Contractor shall at his own cost and initiative at all times during the period of the contract, maintain insurance policies in respect of all insurable liabilities under Workman's Compensation Act/ Fatal Accident Act, Personal injuries Insurance Act, Minimum Wages Act, The Payment of Wages Act, the Payment of Bonus Act 1965, Employees Provident Fund Act and or their Industrial Legislation from time to time in force in India.
- 12.6 The Association shall be entitled at all times to carry out any check(s) or inspection of Contractors facilities, records and accounts to ensure that the provisions of the PF Act, Labour Laws and Regulations are being observed by the Contractor and that the workmen are not denied the rights and benefits to which they are entitled under such provision. Any violation shall, without prejudice to any other rights or remedies available to the owner, constitute a ground for termination of the contract as though specifically set for under clause 7.0.1.0 of General Conditions of Contract.

**13.0 SERVICE TIMINGS :**

**The Contractor shall be required to provide the services in the office premises from Monday to Saturday excluding National Holidays and including extended hours as may be intimated in advance from time to time, as per requirement.**

**TENDERER'S SIGNATURE :**  
**(Office seal/ rubber stamp)**

**14.0 CONTRACTOR'S OBLIGATIONS :**

- 14.1 The contractor shall be responsible for the proper upkeep of the furniture and fixtures, cooking and serving utensils and cutlery. When material supplied by the PCRA becomes unserviceable, the same, if these are to be replaced by the PCRA, would only be replaced against the return of the unserviceable materials by the contractor; otherwise the cost of such materials shall be borne by the contractor.
- 14.2 For any damage, breakage or loss of any equipment or property of the PCRA, the contractor shall have to make the same at his own cost immediately failing which the amount shall be recovered from his running bills, security deposit payable to him by the PCRA
- 14.3 The contractor shall keep a proper inventory of the items placed at his disposal by the PCRA and the same shall be verified by the contractor along with the representative(s) of the PCRA.
- 14.4 The PCRA reserves the right of free access through its authorized representative(s) to inspect the canteen, stores, equipment and food for ensuring their wholesomeness, cleanliness, quality at all times without any prior notice.
- 14.5 The contractor shall keep the entire premises, utensils, crockery etc clean, neat and hygienic. He shall use and provide at his own expenses prescribed detergents and other requisites for this purpose. He will ensure that furniture of the Canteen premises, crockery and cutlery, utensils, kitchen, pantry, wash basins are washed and cleaned in hygienic way to the satisfaction of the Officer-in-Charge or any other authorized representative.
- 14.6 The contractor shall not use or allow to be used the canteen premises or any part thereof for dwelling purposes and shall not allow any outsiders to loiter in and around the canteen or come near it without valid authority.
- 14.7 The contractor or his representative shall be required to make routine visits to various distribution points in the building in order to ensure smooth meals/snack service.
- 14.8 The contractor shall also not use or allow to be used any facility, appliances, equipment provided by the PCRA to him for any purpose other than providing canteen services as per the PCRA requirement.
- 14.9 The contractor shall not, without prior consent in writing by the PCRA, assign or subject the contract or any part thereof to any other party provided that it shall not relieve the contractor from any obligations, duty or responsibility under the contract.

**TENDERER'S SIGNATURE :**

**(Office seal/ rubber stamp)**

**15.0 ENGAGEMENT OF LABOUR :**

- 15.1 The contractor shall, at his cost, and on his permanent roll employ adequate number of catering staff such as supervisors, cooks, helpers, service boys and other persons for smooth and efficient running of the canteen services. If the contractor himself can not be present and run the canteen efficiently a qualified person is required to be posted for the canteen services. In addition to main canteen and kitchen, pantry services shall be required on all the floors of the building.
- 15.2 The contractor shall exclusively be liable and responsible for his employees, whether they are engaged directly or otherwise, and their wages, P.F., Bonus, ESI, Uniforms and all other payments as may be applicable and full compliance in their respect with all statutory laws, rules and regulations as applicable to them.
- 15.3 The contractor shall make regular payment of wages / salaries and other payments to the canteen employees and furnish necessary proof regularly and as and when demanded by the Officer-in-Charge.
- 15.4 Proper records shall be maintained by the contractor with respect to the above Acts and such other Acts as may be applicable to Contractor's working and his workmen which would be subject to check, from time to time, by the Officer-in-Charge. The contractor shall also give a copy of the appointment letter issued by him to the canteen employees, the medical examination report, Police verification report and such other reports, which may be required from time to time.
- 15.5 The optimum requirement in the canteen may vary from time to time for efficient and timely catering services, for which the contractor must, at all times, maintain the required manpower. For any increases in manpower for efficient running of the canteen services the contractor shall not be entitled to additional remuneration
- 15.6 The contractor shall maintain a register showing names and address of the persons engaged along with photographs of each person and shall produce the same for inspection on demand by Officer-in-Charge or such other persons so authorized by the PCRA.
- 15.7 The contractor shall issue identity cards bearing photographs of his employees for gate entry and shall exhibit prominently during working hours. The canteen staff shall also be liable for search on entry/ exist.
- 15.8 The contractor shall at his cost supply canvas shoes & overcoat of the approved pattern by the PCRA to the catering staff to be worn by the bearers / cook / kitchen helper over their clothes and shall ensure that the same are neat and clean.

**TENDERER'S SIGNATURE :**

**(Office seal/ rubber stamp)**

15.9 The contractor shall ensure that all canteen employee, during their working hours, wear overcoat supplied by the contractor. No. canteen employee shall be allowed to continue his duty without the same.

15.10 The employees of the contractor shall be subject to medical examination once in a year at Contractor's cost. The employees should be free from all communicable, contagious infections and other diseases. In the event of any employee of the contractor being/found medically unfit, the contractor shall arrange to replace him. Contractor has to submit medical reports initially before commencement of work and once in a year thereafter.

**16.0 FACILITIES PROVIDED BY THE ASSOCIATION :**

16.1 The PCRA shall provide following facilities and / or equipment to the contractor for the sole purpose of providing canteen services :

- a. Furniture for the dining hall
- b. Electricity
- c. Water
- d. Bulbs and Tube lights
- e. Crockery, Cutlery and utensils as required
- f. Refrigerator
- g. Hot case & hot plate
- h. Service trolley
- i. Tea / coffee vending machine.

16.2 Canteen premises with Dining Hall, Kitchen, Pantries etc. will be provided on payment of nominal rent of Rs. 1/- per month by PCRA.

**17.0 PENALTIES :**

17.1 In the event of any complaint and / or non fulfillment of any of the terms of agreement regarding non-supply or delay in supply, short supply of meals, irregular and untimely running of the mobile service, use of inferior type of ingredients, stuff, raw materials of the eatables, the PCRA, may impose fine not exceeding Rs. 500/- for any one of the above mentioned defaults depending upon its nature.

17.2 In the event of lack of cleanliness and hygienic conditions in the canteen, a penalty of Rs. 500/- per day may be imposed on the contractor till remedial action is taken.

17.3 Contractor shall ensure that peace and order is maintained in the canteen. If peace and order in the canteen disturbed due to lapse on the part of the contractor, a penalty of Rs. 500/- for such lapse leading to disturbance of peace / order may be imposed by the PCRA.

17.4 If PCRA finds that the contractor is misusing the facilities provided by PCRA for running the canteen for any other purpose not covered under the contract,

**TENDERER'S SIGNATURE :**

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(Office seal/ rubber stamp)

PCRA will be free to levy penalty which may extend upto Rs. 1000/- per incidence.

- 17.5** If, on inspection, it is found that the quantity/ of meals / snacks served is not of good qualities, a penalty upto Rs. 500/- may be imposed by the PCRA for every such occasion and / or eventuality.
- 17.6** In the event of any Helper / cook or any other employee having been found on duty without uniform, the PCRA may impose a penalty of Rs. 200/- for every such occasion / eventuality. The contractor shall be personally responsible for ensuring that all the staff members wear uniform on duty.
- 17.7** Contractor would ensure that all the canteen staff employed by him would behave courteously and decently with employees of the PCRA and also ensure good manners. Any case of violation in this regard may render contractor liable for penalty of Rs. 500/- on each of such occasion. Contractor shall have to remove the person concerned from the roll on the instructions of the Office-in-Charge.
- 17.8** In the event of the contractor suspending or abandoning catering services without giving proper notice to the PCRA without handing over charge of the canteen materials entrusted to him by the PCRA the whole of his security money and other dues payable to him shall stand forfeited to the PCRA and the shall also be liable for such legal action as deemed fit and proper for breach of contract and towards the loss of various accessories and furniture entrusted to the contractor.
- 17.9** If the contractor fails or neglect to observe or perform the terms and conditions of the agreement or any of them, PCRA may –
- i) hold the contractor liable for all losses or damages occasioned to the Association by such failure or neglect.
  - ii) hold the contractor liable to pay damages and compensation for loss and inconvenience caused by dislocation of all or any of the canteen services by the sudden discontinuance / dislocation / stoppage of such running of the canteen. The PCRA authorities may make an alternate arrangements of materials, eatables and the cost incurred on such account will be deducted from the security deposit & pending bills, if any, of the contractor without prejudice to its other contractual rights under the existing laws & the PCRA will have the right to take possession of the canteen after breaking the locks if any, and making inventory of the materials kept in the canteen / stores / pantries in the presence of two witnesses. If, however, the loss / dislocation of the canteen services or any inconvenience is caused by an accident beyond the control of the contractor, the contractor may not held liable for any damages at the discretion of PCRA.
  - iii) In the event of sudden failure, neglect, dislocation or stoppage of the canteen or mobile service by the contractor, PCRA may get the work done by some other agency after giving 1 day notice to the contractor without prejudice to its

**TENDERER`S SIGNATURE :**

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rights to enforce performance in respect of the rest of the work and the contractor shall, in such event, pay to the PCRA the additional cost incurred for having such work done by some other agency.

## **18.0 TERMINATION**

The PCRA shall be entitled to terminate the contract by written notice at any time during its currency, on or after occurrence of any one or more of the following events/contingencies.

- (i) Default or failure, by the Contractor, of any of the obligation of the Contractor under the Contract.
- (ii) If the Contractor is incapable of carrying out the work/job.
- (iii) If the Contractor misconducts himself in any manner.
- (iv) Death of the Contractor in case of individual.
- (v) If at any stage during the period of the contract any case involving moral turpitude is instituted in a court of law against the contractor or his employees.

The decision of the Officer-in-Charge as to whether any of the above events /contingencies entitling the owner to terminate the contract, has occurred or not, shall be final and binding upon the Contractor.

## **19.0 ADDENDA**

- 19.1 Addenda to the tender documents may be issued prior to the date of opening of the tender to clarify documents or to reflect modifications in the design or contract term.
- 19.2 Such addendum(s) issued shall be distributed in duplicate to each person or organizations to whom a set of Tender Documents has been issued. Each recipients will retain one signed copy of such addendum(s) for submission along with his tender and return one signed copy to the authority inviting tenders as acknowledgement of receipt of the addendum. All such addendum(s) issued shall form part of Tender Documents.

**INSTRUCTIONS TO TENDERERS**

1. The contractor will be responsible for theft/pilferage connected with the Canteen and shall adequately compensate the Association in such case.
2. The Association shall ordinarily care of the routine and tear maintenance of the canteen equipments. However, in case of any willful damage or damage caused out of negligence to the canteen equipments, the contractor shall be responsible for the repairs/replacement. Association shall also adjust Security Deposit against such damages.
3. The canteen Contractor and all other employees will have no rights and privileges for employment or any other benefits in the Association. In other words, the employees of the Contractor will be exclusive responsibility of the Contractor.
4. The canteen contractor must ensure that his staff are paid their salary and allowances, if any, latest by 7<sup>th</sup> of the following month and ensure that the requirements of the Payment of the Wages Act, Employees Provident Fund Act Contract Labour Act, etc. are complied with. He should maintain proper records of the salaries paid and this should be available for scrutiny of the Management as and when required. Association shall have the right to terminate the contract forthwith, for any non compliance of laws applicable without assigning notice thereof.
5. The Canteen Contractor will ensure that all canteen staff wears uniform while on duty.
6. The contractor is responsible for keeping the canteen and kitchen equipments clean all the time.
7. The contractor shall obey the instructions of the authorities with regard to the hygiene, upkeep of the canteen from time to time.
8. No unauthorised person should be served with food items prepared in the canteen.
9. Cooks should observe utmost economy in use of Electricity and Water.
10. The Contractor and his employees should work under the guidance of the Officer appointed by the Association for this purposes.

**I/We agree to the above terms and conditions in full and quote our rates as mentioned in PRICE BID as per Schedule - A**

We signify our acceptance to all the above terms and conditions in Toto.

---

(signature of the authorized representative  
Under Office seal/rubber stamp)

**TENDERER`S SIGNATURE :**

**(Office seal/ rubber stamp)**

ANNEXURE – I

EXPERIENCE QUESTIONNAIRE

( To be furnished with Tender )

The Tenderer has completed the following similar works in the last 5 Years alongwith the copies of Work Orders

Name of the work	Services provided to ( with Address & Tel No.)	Value of work	Period of contract

Signature of Tenderer

Name & Address of Tenderer

**TENDERER'S SIGNATURE :**  
(Office seal/ rubber stamp)

**ANNEXURE – II**

(To be executed if Applicable on obtaining work order )

INDEMNITY BOND/ UNDERTAKING  
For P.F. Registration Performa `A`  
(on Rs. 50/- Stamp Paper)  
(To be typed in double spacing)

From :

M/s \_\_\_\_\_  
(Contractor)

To

M/s. Petroleum Conservation Research Association  
Sanrakshan Bhavan, 10 Bhikaji Cama Place,  
New Delhi – 110 066

SUB (1) Work Order No.....Dated.....  
(2) Agreement No.....Dated .....

THIS INDEMNITY BOND/UNDERTAKING executed at.....

This.....day of ..... 200 .....by M/s.

.....hereinafter called "The Contractors" (which expression shall mean and include, if the context so admits, the partners or partner for the time being of the Firm and their or his respective heirs, executors and administrator/its successors and assigns in law) in favour of **Petroleum Conservation Research Association** a company incorporated under the companies Act, I of 1956 and having its Registered Office at Sanrakshan Bhavan, 10 Bhikaji Cama Place, New Delhi – 110 066 hereinafter called "The Association" (which expression shall include its successors and assigns in Law).

WHEREAS the Association, desirous of having executed certain Work Order No:.....dated.....issued by the Association on the contractors, has caused drawings, specifications and bills of quantity showing and describing the work to be done prepared and the same have been signed by or on behalf of the parties hereto AND WHEREAS the Contractors have agreed with the Association to execute and perform the said work specified in the said Work-Order upon certain terms and conditions provided in the Agreement executed between the Contractors and the Association and also contained in the General Conditions of contract attached thereto.

AND WHEREAS the contractors are bound by law to comply with the provisions of various Labour Laws like Minimum Wages Act, 1948: Equal Remuneration Act, 1976; Inter-state Migrant workmen (Regulation of Employment and conditions of service) Act, 1979, Contract Labour (Regulations and Abolition ) Act, 1970. Work-men`s Compensation Act, 1923; Employees State Insurance Act as also the Provident Fund Act providing for Provident Fund Scheme for labourer engaged by the Contractor but in the event of violation of the provisions of various amenities and facilities to the workers under the different labour laws, not only the contractors but also the Association as the principal employer becomes liable for the acts of omission and commission by the Contractors.

IT IS THEREFORE IN THE EVENT OF THIS INDEMNITY BOND/UNDERTAKING BY THE CONTRACTORS to Indemnify and keep indemnified the Association as stated hereinafter.

**TENDERER`S SIGNATURE :**

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(Office seal/ rubber stamp)

1. The contractor hereby undertake to furnish a Certificate with regard to the number of labourers employed by them in the Association/in other Organisation throughout the country, to the Association where the work is undertaken by the Contractors.
2. The Contractors hereby confirm and state that they are duly registered under the contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time and that they undertake to furnish a certified copy of the requisite Licence obtained by the Contractors from the competent authority to the Association`s representative.
3. The Contractors hereby undertake to keep proper record of attendance of his labourers and will give opportunity to the officers of the Association to supervise the same and confer upon the Association`s representative the right to counter-sign the said register, if so required by the Association. The Contractors shall provide a copy of the day sheets to the Association nominated by the Association for supervision of the payment of wages made to the labourer by the Contractors and also confer the right on the Association`s representative to supervise the payment of wages to the labourers on the spot whenever required by the Association.
4. The Contractors state that they are fully aware of the provisions of the Provident Fund Act, particularly with regard to the enrolment of the labourers as members of Provident Fund. The Contractors further confirm that they are aware of the provisions and that they are obliged to recover Provident Fund contribution from the eligible labourers engaged by them and after, adding their own contribution, remit the same to RPFC. The contractors state and confirm that they are fully aware of their obligation to remit the said amounts on account of Provident Fund to the RPFC within the prescribed period and that they have obtained a separate code number from the Regional Provident Fund Commissioner which is bearing S1. No.....dated.....from RPFC.
5. The Contractors will afford all opportunities to the Officers of the Association whenever required to verify that the Provident Fund is actually deducted by the contractors from the wages of the labourers and the same together with the Contractors contribution has been duly remitted by the contractors to the concerned P.F. Commissioner. The Contractors also undertake to provide photocopy of the receipt issued by the concerned P.F. Commissioner for having received the P.F. Contribution from the Contractors.
6. In the event of Officer-in-charge of the Association is not satisfied about the payment of wages made and the recovery of P.F. etc. from the Labourers employed by the Contractors, the Contractors hereby agree and authorise the Association to withhold the payment of their bills till the Contractors complete all their obligations.
7. Notwithstanding the provisions in clause-4 above, the Contractors hereby undertake and authorise the Association to recover dues payable by the Contractors to the labourers employed by them as also amounts on account of P.F. Contribution (including the Contractors contribution) as also all losses, damages, costs, charges, expenses, penalties from their bills and other dues including the security amount.
8. The Contractors hereby agree, confirm and declare that they have fully complied and will comply with the provisions of various labour laws, particularly those referred to herein above and that no violation of the Provisions of various amenities and facilities to the works under different laws has been done by them and in the event of any past or future violation of the various acts done by them and in the event of any past or future violation of the various labour laws, the contractor shall indemnify and keep the Association duly indemnified against all losses, damages, costs charges,

**TENDERER`S SIGNATURE :**

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expenses, penalties suits or proceedings which the Association may incur, suffer or be put to.

9. The Contractors hereby agree that the aforesaid indemnity/ undertaking are in addition to and not in substitution of the terms and condition contained in the tender documents and the Work-Order and also the Agreement executed by the Contractors with Association.
10. The Contractors hereby confirm agree and record that this letter of undertaking and indemnity shall be irrevocable and unconditional and shall be binding on their heirs, executors, administrators and legal representatives and shall ensure for the Association's benefit and for the benefit of its successors and assigns.
11. "That all questions, issues, disputes and differences between the Contractors and the Association arising under this Indemnity Bond/undertaking shall be referred to arbitration in the same manner as indicated in the contract dated.....executed between the Contractors and the Association:

Date:

Yours faithfully,

Witness (1)  
(Full Address)

Witness (2)  
(Full Address)

**TENDERER'S SIGNATURE :**  
(Office seal/ rubber stamp)

**ANNEXURE – III**

(To be executed if Applicable on obtaining work order )

INDEMNITY BOND/ UNDERTAKINGS

For P.F. Registration Performa `B`  
(on Rs. 50/- Stamp Paper)  
(To be typed in double spacing)

From :

M/s \_\_\_\_\_  
(Contractor)

To

M/s. Petroleum Conservation Research Association  
Sanrakshan Bhavan, 10 BHikaji Cama Place  
New Delhi – 110 066

SUB (1) Work Order No.....Dated.....  
(2) Agreement No.....Dated .....

THIS INDEMNITY BOND/UNDERTAKING executed at.....  
This.....day of ..... 200 .....by M/s.  
.....hereinafter called "The Contractors" (which expression shall mean and include, if the context so admits, the partners or partner for the time being of the Firm and their or his respective heirs, executors and administrator/its successors and assigns in law) in favour of **Petroleum Conservation Research Association** a company incorporated under the companies Act, I of 1956 and having its Registered Office at Sanrakshan Bhavan, 10 BHikaji Cama Place, New Delhi – 110 066 hereinafter called "The Association" (which expression shall include its successors and assigns in Law).

WHEREAS the Association, desirous of having executed certain Work Order No:.....dated.....issued by the Association on the contractors, has caused drawings, specifications and bills of quantity showing and describing the work to be done prepared and the same have been signed by or on behalf of the parties hereto AND WHEREAS the Contractors have agreed with the Association to execute and perform the said work specified in the said Work-Order upon certain terms and conditions provided in the Agreement executed between the Contractors and the Association and also contained in the General Conditions of contract attached thereto.

AND WHEREAS the contractors are bound by law to comply with the provisions of various Labour Laws like Minimum Wages Act, 1948; Equal Remuneration Act, 1976; Inter-state Migrant workmen (Regulation of Employment and conditions of service) Act, 1979; Contract Labour(Regulations and Abolition )Act, 1970. Work-men`s Compensation Act, 1923; Employees State Insurance Act as also the Provident Fund Act providing for Provident Fund Scheme for labourer engaged by the Contractor but in the event of violation of the provisions of various amenities and facilities to the workers under the different labour laws, not only the contractors but also the Association as the principal employer becomes liable for the acts of omission and commission by the Contractors.

IT IS THEREFORE IN THE EVENT OF THIS INDEMNITY BOND/UNDERTAKING BY THE CONTRACTORS to Indemnify and keep indemnified the Association as stated hereinafter.

**TENDERER`S SIGNATURE :**  
(Office seal/ rubber stamp)

1. The contractors hereby undertake to furnish a Certificate with regard to the number of labourers employed by them in the Association/in other Organisation throughout the country to the Association where the work is undertaken by the Contractors.
2. The Contractors hereby confirm and state that they are duly registered under the contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time and that they undertake to furnish a certified copy of the requisite Licence obtained by the Contractors from the competent authority to the Association's representative.
3. The Contractors hereby undertake to keep proper record of attendance of his labourers and will give opportunity to the officers of the Association to supervise the same and confer upon the Association's representative the right to counter-sign the said register if so required by the Association. The Contractors shall provide a copy of the day sheets to the Association nominated by the Association for supervision of the payment of wages made to the labourer by the Contractors and also confer the right on the Association representative to supervise the payment of wages to the labourers on the spot whenever required by the Association.
4. The Contractors state that they are fully aware of the provisions of the Provident Fund Act, particularly with regard to the enrolment of the labourers as members of Provident Fund. The Contractors further confirm that they are aware of the provisions and that they are obliged to recover Provident Fund contribution from the eligible labourers engaged by them and after, adding their own contribution, remit the same to RPF. The contractors state and confirm that they are fully aware of their obligation to remit the said amounts on account of Provident Fund to the RPF within the prescribed period and that they have obtained a separate code number from the Regional Provident Fund Commissioner which is bearing S1. No.....dated.....from RPF.
5. The Contractors hereby undertake and agree that in the event of any claim on account of P.F. liabilities arising in future, they shall keep the Association duly indemnified against all losses, damages, expenses, penalties, suits or proceedings which the Association may incur, suffer or be put to on that account.
6. The Contractors hereby agree, confirm and declare that they have fully complied and will comply with the provisions of various labour laws, particularly those referred to herein above and that no violation of the Provisions of various amenities and facilities to the works under different laws has been done by them and in the event of any past or future violation of the various acts done by them and in the event of any past or future violation of the various labour laws, the contractor shall indemnify and keep the Association duly indemnify against all losses, damages, costs charges, expenses, penalties suits or proceedings which the Association may incur, suffer or be put to.
7. The Contractors hereby agree that the aforesaid indemnity/ undertaking are in addition to and not in substitution of the terms and condition contained in the tender documents and the Work-Order and also the Agreement executed by the Contractors with Association.
  1. The Contractors hereby confirm, agree and record that this letter of undertaking and indemnity shall be irrevocable and unconditional and shall be binding on their heirs, executors, administrators and legal representatives and shall ensure for the Association's benefit and for the benefit of its successors and assigns.
  2. That all questions, issues, disputes and differences between the Contractors and the Association arising under this Indemnity Bond/undertaking shall be

**TENDERER'S SIGNATURE :**  
**(Office seal/ rubber stamp)**

referred to arbitration in the same manner as indicated in the contract dated.....executed between the Contractors and the Association:

Date:

Yours faithfully,

Witness (1)  
(Full Address)

Witness (2)  
(Full Address)

**TENDERER'S SIGNATURE :**  
(Office seal/ rubber stamp)

**ANNEXURE - IV**  
(on Non-judicial stamp paper of Rs. 10/-)

SUB: Contract/Work Order No: .....  
Dated. ....

1. I, the Contractor, hereby agree, undertake to faithfully observe and comply with the following during the performance of the contract.

We shall:

- a) Deploy trained and competent employees who are physically fit and are not suffering from any chronic or contagious disease.
- b) Be responsible for and arrange and bear costs of such equipments, cleaning materials, uniforms and other paraphernalia necessary to render effectively the services required by the Association.
- c) Be responsible and liable for payment of salaries, wages and other legal dues of our employees for the purpose of rendering the services required by the Association under the above contract and shall maintain proper books of accounts, records and documents. We shall however as the employer, have the exclusive right to terminate the services of any of our employees and to substitute any person instead.
- d) Comply in all respect with the provisions of all statutes, rules and regulations applicable to us and/or to our employees and in particular we shall obtain the requisite licence under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules made there under, ensure compliance under EPF ACT1952 and ESI Act 1948.
- e) Ensure that our employees while on the premises of the Association or while carrying out their obligations under the contract, observe the standards of cleanliness, decorum, safety and general discipline laid down by the Association or its authorised agents and the Association shall be the sole judge as to whether or not we and/or our employees have observed the same.
- f) Personally and exclusively or employ sufficient supervisory personnel exclusively to supervise the work of our employees so as to ensure that the services rendered under this contract are carried out to the satisfaction of the Association.
- g) Not do or suffer to be done in or about the premises of the Association anything whatsoever which in the opinion of the Association may be or become a nuisance or annoyance or damage or which may adversely affect the property, reputation or interest of the Association.
- h) Not do or suffer to be done in or about the premises of the Association anything whereby any policy of insurance taken out by the Association against loss or damage by fire or otherwise may become void or voidable.

Indemnify and keep indemnified the Association, its officers and employees from and against all claims, demands, actions, suits and proceedings, whatsoever that may be brought or made against the Association by or on behalf of any person, body, authority whomsoever and whatsoever and all duties, penalties, levies, taxes, losses, damages, costs, charges and expenses and all other liabilities of whatsoever nature which the Association may now

**TENDERER`S SIGNATURE :**

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(Office seal/ rubber stamp)

or hereafter be liable to pay, incur or sustain by virtue of or as a result of the performance or non-performance or observance or non-observance by us of any of the terms and conditions of the contract. Without prejudice of the Association's other rights, the Association will be entitled to deduct from any compensation or other dues payable to us, the amount payable by the Association as a consequence of any such claims, demands, costs, charges and expenses. The Association shall not be responsible for death, injury or accidents to our employees which may arise out of or in the course of their duties on or about the Association's property and premises and in the event that the Association is made liable to pay to the Association such damages or compensation in respect of such employees, we hereby agree to pay to the Association such damages or compensation upon demand. The Association shall also not be responsible or liable for any theft, loss, damage or destruction of any property that belongs to us or our employees lying in the Association's premises from any cause whatsoever.

2. It is hereby declared that we are, for the purposes of this contract independent contractors and all persons employed or engaged by us in connection with our obligations under the contract shall be our employees and not of the Association.
3. On the expiration of the contract or any earlier determination thereof, we shall forthwith remove our employees who are on the Association's premises or any part thereof failing which, our employees, agents, servants etc. shall be deemed to be trespassers and on their failure to leave the Association's premises, the Association shall be entitled to remove all persons concerned (if necessary by use of force) from the Association's premises and also to prevent them (if necessary by use of force) from entering upon the Association's premises, and the Association shall not be liable for any consequences arising out of such action.
4. We hereby undertake and declare that, in the event the workmen/employees/persons engaged by us("the Contractors employees") to carry out the purposes hereof, attempt to claim employment with the Association or attempt to be declared as employees of the Association or attempt to become so placed, then in all such cases, we shall assist the Association in defending all such attempts of the Contractor's employees AND we shall bear and pay solely and absolutely all costs, charges and expenses including legal charges incurred or which may be incurred in defending all such attempt and in any appeal or appeals filed by the Association therein or relating thereto AND we hereby indemnify forever the Association against all such costs, charges and expenses including legal charges and against all and any loss, expense or damages, whether recurring or not, financial or otherwise, caused to or incurred by the Association as a result of such attempt by the Contractors employees.
5. It is hereby agreed that the Association shall be entitled to set off any debt or sum payable by us either directly or as a result of vicarious liability to the Association against any monies payable or due from the Association to us or

**TENDERER'S SIGNATURE :**

**(Office seal/ rubber stamp)**

against any monies lying or remaining with the Association and belonging to us or any of our Partners or Directors.

Contractor's Signature or  
Authorised Attorney

To be witnessed by Notary or  
By an Official of PCRA.

**TENDERER'S SIGNATURE :**  
(Office seal/ rubber stamp)

**PETROLEUM CONSERVATION RESEARCH ASSOCIATION**  
**“ SANRAKSHAN BHAVAN”, 10, BHIKAJI CAMA PLACE**  
**NEW DELHI – 110 066**

ADMINISTRATION DEPARTMENT

**MEMORANDUM OF AGREEMENT**

MEMORANDUM OF AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_. Two thousand \_\_\_\_\_ between PETROLEUM CONSERVATION RESEARCH ASSOCIATION. “ Sanrakshan Bhavan” 10, Bhikaji Cama Place, New Delhi-110066 (hereinafter called `the Association`) on the one part and \_\_\_\_\_ on the other carrying on business in the firm name and style of \_\_\_\_\_  
\_\_\_\_\_(hereinafter called the Contractor on the other part.

WHEREAS the contractor/s is/are desirous of operating \_\_\_\_\_ for carrying employees of the Association and WHEREAS the Association has agreed to appoint the contractor/s as contractor/s upon the terms and conditions hereinafter recorded. Now THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND Between the parties hereto as follows :

- 1.0 The Contractor shall run or conduct the said Canteen for the Association in the premises provided by the Association with certain equipments as per clause 16.1 of Special Conditions of Contract which forms part of this Agreement together with water and electricity supplied free by the Association to the Canteen.
- 2.0 This agreement to run or conduct the said Canteen for the Association shall be for a period of two years from the date of placement of work order and can be extended on annual basis for another one year at the discretion of PCRA at prevailing floor charges & same terms and conditions.
- 3.0 Besides the equipments the Association has provided canteen Furniture, Utensils and Crockery. The Contractor will however be responsible for proper upkeep of these furniture, utensils etc.
- 4.0 The Contractor hereby covenants with the Association as follows :
  - i. The contractor shall pay a nominal Royalty or licence fee of Re 1/- (Rupee one only) per month for conduct of the Canteen in acknowledgement of the ownership of the canteen by the Association. The Contractor shall pay this fee on or before the 7<sup>th</sup> of every month in advance or shall pay for entire contract period of two years in advance on award of contract.
  - ii. The contractor shall appoint his own canteen boys, cooks etc. for running or conducting the said canteen for the Association at his own risk and cost.
  - iii. However, to give some relief to the Contractor, the Association shall make a lump sum payment of **Rs 11,000/- (Rupees Eleven Thousand only)** per month to the contractor to partially meet his wage expenses for floor services on all floors of office.
  - iv. Under no circumstances will the contractor allow the canteen staff to remain in the canteen premises between the hours of 9.00 PM and 5.30 AM during which the time the canteen will be locked and keys for the same kept in the custody of the Association.

**TENDERER`S SIGNATURE :**  
**(Office seal/ rubber stamp)**

- v. Security Deposit : The EMD of Rs. 17500.00 deposited along with tender document shall be converted into security deposit. The security deposit shall be held by PCRA as security for the due performance of the Contractor's obligation under the contract. The security deposit will not attract any interest whatsoever and will be released within three months after the expiry of contract period.
- vi. The Contractor will provide uniforms to his staff on duty. All the uniforms will be kept neat and clean at all time to keep up with the Office decorum.
- vii. Contractor should exercise maximum control on the proper handling/utilization of utensils and crockery. Replacement of broken/damaged utensils will be done by the Association, but in case of theft of crockery/ utensils, losses will have to be compensated by the contractor fully.
- viii. The contractor shall not assign or transfer the contract of running or conducting the Canteen for the Association to any one nor shall he appoint a Sub-contractor for the said purpose, nor shall he part with the Canteen in favour of anyone whomsoever. A responsible person should also be available in the Canteen to attend to complaints and other canteen matters.
- ix. The Contractor shall keep and maintain the Canteen always in a clean and hygienic condition, as prescribed by the local and public authorities.
- x. To improve the efficiency of service, the Contractor shall implement faithfully all suggestions made by officer-in-charge or any other Officer/s under his authority who is given the full power and right to inspect the kitchen and the food articles.
- xi. The kitchen, canteen premises, furniture, fittings and fixtures & the supply of water and electricity shall be used only for the purpose of running the canteen.
- xii. It is expressly agreed and understood by the contractor that nothing herein contained shall confer or is intended or is deemed to confer any expressly or implied so construed as to create any tenancy or right or any interest in favour of the Contractor in the kitchen and the canteen premises or any part thereof, the said kitchen and canteen premises having been provided and allowed for use of incidental to the running or conduct of the canteen for the Association as aforesaid. The Contractor is only a licence simpliciter and the Association shall be entitled to terminate such licence at any time without assigning any reason.
- xiii.
  - a. It is further expressly agreed and understood that the Contractor is not, nor shall be deemed to be in possession-sole, exclusive possession or otherwise of the kitchen or the canteen premises or any part thereof which shall always be in the exclusive possession and control of the Association, the Contractor having only a bare permission/ licence to make use thereof as may be necessary incidental to the running or conducting the said canteen for the Association as herein provided.
  - b. The Canteen premises and the kitchen shall be deemed to be owned by or leased to the Association and shall be considered as public premises within the meaning of the Public Premises (Eviction of Unauthorized Occupants) Act, 1971.
  - c.
    - i) The licence granted hereunder shall automatically and if so facto came to an end simultaneously with the termination of this agreement and

it will not be necessary for the Association in such circumstances to give any separate notice to the Contractor for the termination of the Licence.

ii) On the termination of this agreement and of the licence and permission granted, the contractor will immediately remove himself from the said premises with all the goods, property and effects belonging to him and permit the Association to have vacant and peaceful possession of the premises and Association shall be entitled to enter upon the same without any hindrance or objection from the Contractor in such circumstance.

iii) Notwithstanding any other right or any other remedies available to the Association against the Contractor, in the event of the Contractor not removing himself from the said premises on termination of the this agreement, the Contractor shall be deemed to be in unauthorized occupation of the Public Premises within the meaning of the Provisions of the public Premises (Eviction of Unauthorized Occupants) Act, '97 and the Association shall be entitled to take proceedings for eviction of the Contractor under the provisions of the said Act or in such other manner as the Association may in its absolute discretion think fit in such circumstances.

iv) Notwithstanding the rights and remedies available to the Association against the Contractor in the event of his refusing or delaying to hand-over peaceful and vacant possession of the premises after the date of termination of the agreement, the Contractor shall be bound to pay to the Association a sum of Rs.1,000/- (Rupees One Thousand only) per day on the basis of liquidated damages for the loss and damage that would be occasioned to the Association on account thereof and the contractor would not be entitled to contest the aforesaid right as the same has been confirmed by the parties hereto as being fair and reasonable in the circumstances of the case.

- xvii The Contractor/s shall be fully responsible for and shall pay any compensation to their employees payable under the Workmen`s Compensation Act, 1923 and 1933 and the amendments thereto for the injuries caused to the Workmen. The contractor/s shall be responsible for and pay the expenses for providing medical treatment to any employees who may suffer any Body injury as a result of any accident.
- xviii The contractor/s shall be liable for all payments to his/their staff employed for the performance or carrying out the said work and in respect of all claims and liabilities of the contractor/s business and the Association shall in no event be liable or responsible for any payment and the contractor/s shall keep the Association indemnified against the same from all proceedings in respect thereof.
- xix The contractor shall be responsible for payment of the expenses for providing medical treatment to the employee who may suffer any bodily injury during the course of business as a result of any accident in the canteen premises. The employees shall be deemed to be the employees of the Contractor for the purpose of the Shops & establishments Act, Payment of Wages Act, Minimum Wages Act, contract Labour (Regulation & Abolition) Act 1970 and all other Labour Laws, rules and regulations thereunder.
- xx The contractor/s shall extend the benefits of Provident Fund Act 1952 to the staff employed by him/them, if so required by law as envisaged by the provisions of the Employees` Provident Fund Act.

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- xxi The contractor/s shall duly introduce the contributory scheme for the employees under him/them, if so required by law, as envisaged by the provisions of the Employees State Insurance Act, 1948. The contractor has to comply with the provision of PF Act, ESI Act and contract Labour (Regulation & Abolition) Act 1970 and complete the pre-requisite & formalities before commencing the work.
- xxii In case the Contractor requires any addition or alteration in the Kitchen and/or canteen premises so as to suit the better and efficient running or conduct of the canteen, he shall approach the Association in that behalf and shall not carry out the same on his own.
- xxiii This contract to run or conduct the Canteen may be terminated at the option of the Association by giving one months' notice to the Contractor without assigning any reasons thereof. In case the contractor wishes to leave, he will have to give three months notice in writing to PCRA
- xxiv The canteen is only for the catering of the genuine Association's staff and the Officers. No outsiders shall be entertained or served within the Canteen premises.
- xxv The contractor shall duly carry out, observe and perform each and every terms and conditions thereof. It is hereby expressly AGREED AND DECLARED that if the Contractor shall commit breach or fail or neglect to perform or observe any of the terms and conditions herein contained, it shall be lawful for the Association at any time thereafter to terminate this contract by giving the Contractor a fifteen days notice, without prejudice to its general power of termination as provided in Clause above.
- xxvi The contractor/s agrees/agree to abide by all the statutory requirements as per Law of the land for carrying out the said work. Including Payment of Wages Act and other Labour Regulations in force in the area.
- xxvii The contractor/s shall not be entitled to assign, sabotage, sublet or part within their right title and interest under their contract for any reason whatsoever. The contractor shall not cause or allow any change in the constitution of its firm without obtaining the prior written consent of the Association.
- xxix This agreement shall remain in force for a period of two year w.e.f. \_\_\_\_\_ and shall at the option of the Association, which can be exercised at any time be renewed for one more year on the same terms and conditions as those contained in this Agreement . However, the Association reserves the right to terminate this contract at any time before the expiry of the period of the contract by giving the contractor/s one month's notice in writing without assigning any reason whatsoever.
- xxx Any aquitance or waiver by the Association of any delay, breach or default committed by the contractor, shall not be deemed to be considered as estoppel against the Association or prevent the Association from exercising any of its right under any of the provision of the Agreement.
- xxxi Notwithstanding anything herein-above contained in the event of the contractors being adjudicated insolvent or being a Company, resolved or ordered to be wound up, then in such event the agreement shall automatically stand terminated and in the event of breach default or violation of any of the terms hereof, of which the Association shall be the sole judge, the Association shall be at liberty to terminate this agreement forthwith and without prejudice to all other rights, remedies and claims of the Association under this agreement or otherwise in law against the contractor/s and the contractor/s shall not be entitled to any claim for loss, compensation or damage arising out of any such early termination.

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xxxii That the contractor's Security Deposit will bear no interest for the due performance of the contract and observance thereof. It shall be lawful for the Association to adjust from pending bills and also to appropriate the entire deposit or any part thereof against losses, damages, costs, charges or expenses arising out of the contractor's failure or neglect observe any of the terms and conditions of the contract. This is without prejudice to the other remedies available to the Association.

xxxiii **ARBITRATION :**

Any disputes, and/or difference of any nature whatsoever or regarding any right, liability, act, omission on account of any of the parties hereto arising out of or in relation to this agreement shall be referred to the sole arbitration of the Director (I/C) of the Association, or of some Officer of the Association who may be nominated by the Director (I/C). In the event of the arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, the Director (I/C ) as aforesaid at the time of such transfer or vacation of office or inability to act, may designate another Officer of the Association to act as arbitrator in accordance with the terms of the Agreement. Such person shall be entitled to proceed with the reference from the point at which it was left by his predecessor. It is also a term of this agreement that no person other than the Director (I/C) or a person nominated by such Director (I/C) of the Association as aforesaid shall act as arbitrator hereunder. The award of the arbitrator, so appointed, shall be final, conclusive and binding on all parties to the Agreement, subject to the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification of or re-enactment thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceeding under this clause.

The parties hereby agree that the courts, in the city of New Delhi/Delhi shall have jurisdiction to entertain, any application or other proceedings in respect of anything arising under this agreement and any award or awards made by the sole arbitrator hereunder shall be filed in the concerned courts in the city of New Delhi/Delhi only.

Signed and delivered on behalf of  
PCRA in the Presence of:

.....

WITNESS: .....  
Signed and delivered by the within  
named in the presence of :

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## PRICE BID

### LIST OF ARTICLES TO BE SERVED BY THE CANTEEN CONTACTOR

The articles as mentioned in the following Schedule A & Schedule B have to be offered in the Price Bid. The average consumption of the articles to be served as estimated are given below and the same may vary. The Association does not guarantee the minimum consumption of any of the item.

## SCHEDULE A

S. No.	Description	Qty.	Estimated monthly consumption Unit (Approx.)	RATE TO BE QUOTED	
<b>A.</b>	<b>Drinks / Snacks / Break Fast</b>				
1	i. Tea prepared	Per Cup 150 ml	1100		
	ii. Special Tea served with Tea bags ( Assam Tea / Taj Mahal ) and sugar cubes.	Per Cup 150 ml	6500		
	iii. Lemon Tea	Per Cup 150 ml	600		
2	Coffee prepared with Nescafe	Per Cup 150 ml	2000		
3	Samosa / Dal Vada ( 40 gms )	1 pc.	}		
4	Samosa with sauce	1 pc.			
5	Bread Pakora	1 pc.			
6	Veg Sandwich	2 pcs.		Approx.	
7	Bread Toast with Amul Butter	2 slices		1000 nos	
	Plain Bread with Amul Butter	2 slices	Break		
7	Veg. Pakora	1 Plate	Fast		
8	Idli Sambar / Vada Sambar ( 40gms each)	2 pcs	Per		
9	Egg. Sandwich ( 1 Egg + 2 Slices )	1 no.	Month		
10	Upma ( 100 gms )	1 plate			
11	Jumbo Veg Sandwich with Russian salad ( 2 pcs )	1 plate	}		
12	Small Veg Sandwich with Salad ( 2 pcs )	1 plate			
13	Single Omlette ( 1 egg + 2 slices ) with sauce	1 plate			
14	Single Omlette ( 1 egg + 4 slices ) with sauce	1 plate			
15	Double Omlette ( 2 egg + 4 slices ) with sauce	1 plate			

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16	Lemon Water – Sweet ( 200 ml )	1 each	500	
17	Lemon Water – Salt ( 200 ml )	1 each	500	
18	Cold Drink ( 200 ml )	1 each	--	
19	Mineral Water ( 1 Lt )	1 Nos.	100	
20	Gulab Jamun / Rasgulla	1 pc	150	
21	Fruit Jiuce ( 200 ml )	1 each	--	
<b>B</b>	<b>THALI ( VEGETARIAN )</b>			
<b>1</b>	One Thali consisting of – Chappatiis / Puri - 3 nos Any Dal - 125 gms Any Veg Subji - 125 gms Rice ( Plain / Jira / Fried ) – 125 gms Salad ( Onion / Cucumber / Muli )	}	Approx. 1000 Lunch per Month	
<b>2</b>	One Thali consisting of – Chappatiis / Puri - 3 nos Any Dal - 125 gms Any Veg Subji - 125 gms Rice ( Plain / Jira / Fried ) – 125 gms Salad ( Onion / Cucumber / Muli ) Curd / Raita - 100 gms			
<b>C</b>	<b>Extra</b>			
1	Dal - 125 gms	}		
2	Veg Subji - 125 gms			
3	Rice ( Plain / Jira / Fried ) – 125 gms			
4	Curd - 100 gms			
<b>D</b>	<b>NON-VEGETARIANS</b>			
1	Mutton curry or masala (2 pcs.)	200gms.		
2	Chicken, curry or Masala ( 2 pcs )	200gms.		
3	Egg Omlete / Bhujiya	2 Eggs		
<b>E</b>	<b>SOUP</b>			
1	Sweet Corn	}	2200	
2	Tomato			
3	Veg clear			
<b>F</b>	<b>BUFFET LUNCH / DINNER</b>			

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1		<b>NON VEGETARIAN :</b> Soup, Butter / Tandoori Chicken, Mutton Korma, Shahi Paneer / Mutter Mushroom, Dal Makhani / Dal Fry, Mixed Veg Raita, Salad, Pickle, Papad, Parantha / Nan, Tandoor Roti, Steamed Rice Pulav, Ice Cream / Sweet	Per Person	100	
2		<b>VEGETARIAN :</b> Soup, Shahi Paneer / Mutter Mushroom, Dal Makhani / Dal Fry, Seasons Veg, Mixed Veg Raita / Curd, Salad, Pickle, Papad, Parantha / Nan, Tandoor Roti, Steamed Rice Pulav, Ice Cream / Sweet	Per Person	100	
<b>G</b>		<b>PACKED LUNCH</b>			
1		<b>VEG ( CONTINENTAL )</b> One piece Cheese & one piece Veg Cutlet, Four pcs cheese cum tomato sandwich, 25gms finger / potato chips, 50gms Salad, Tomato Sauce & One pc Pastry / 2pcs Sweet	Per Packet	Occasional	
2		<b>NON VEG ( CONTINENTAL )</b> One pc Chicken & One pc Veg Cutlet, Four pcs cheese cum tomato sandwich, 25gms finger / potato chips, 50gms Salad, Tomato Sauce & One pc Pastry / 2pcs Sweet	Per Packet	Occasional	
3		<b>INDIAN VEGETARIAN :</b> Shahi Paneer, Dal Makhani, Seasonal Veg, Raita, Salad, Pickle, Rice Pulao, Chapaties ( 3 nos), 1 sweet.	Per Packet	Occasional	
H	1	<b>HIGH TEA – 1</b> 1. Tea / Coffee 2. Pastry – 1pc 3. Paneer Pakora – 2pcs 4. Cookies ( 2 Sweet & 2 Salted ) 5. Sandwiches ( 2pcs Cheese & 2pcs Veg)	Per Plate	Occasional	
	2	<b>HIGH TEA – 2 ( Vegetarian )</b> 1. Tea / Coffee 2. Sweet any one ( Gulab Jamun / Rasgula / Cham Cham ) – 2 pcs 3. Paneer / Veg Pakora – 2pcs 4. Cookies ( 2 Sweet & 2 Salted ) 5. Sandwiches ( 2pcs Cheese & 2pcs Veg)	Per Plate	Occasional	

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		6. Samosa – 1pc			
	<b>3</b>	<b>HIGH TEA – 3 ( Non Vegetarian )</b> 1. Tea / Coffee 2. Sweet any two ( Pista Burfi / Kalakand / Gulab Jamun / Rasgula / Pastry ) – 2 pcs 3. Chicken Cutlet / Chicken Patties – 1pc ( Any One ) 4. Shammi Kabab – 2 pcs 5. Mix Veg Pakora / Cheese Cutlet / Veg Cutlet / Paneer Role – 2pcs ( Any One ) 6. Veg Sandwiche – 2pcs 7. Dhokla	Per Plate	Occassional	
<b>I</b>		<b>VEG SPECIAL LUNCH ( As per given Menu )</b>	Per Person	} 150	
<b>J</b>		<b>NON VEG SPECIAL LUNCH ( As per given Menu )</b>	Per Person		

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<b>SPECIAL LUNCH - MENU</b>	
<b><u>SOUP ( Any One )</u></b> <ol style="list-style-type: none"> <li>1. Vegetable</li> <li>2. Tomato</li> <li>3. Mushroom</li> <li>4. Hot &amp; Sour</li> <li>5. Sweet Corn</li> </ol>	<b><u>JUICE</u></b> <ol style="list-style-type: none"> <li>1. Real / Fresh</li> </ol>
<b><u>DALS ( Any One )</u></b> <ol style="list-style-type: none"> <li>1. Dal Makhani</li> <li>2. Arhar Dal</li> <li>3. Mung Dhuli</li> <li>4. Rajma</li> <li>5. Masala Channa</li> <li>6. Sambhar</li> </ol>	<b><u>NON-VEGETARIAN ( Any Two )</u></b> <p><u>A. Chicken</u></p> <ol style="list-style-type: none"> <li>1. Butter Chicken</li> <li>2. Chicken Curry</li> <li>3. Fried Chicken</li> <li>4. Chicken Masala</li> <li>5. Chicken Biryani</li> </ol> <p><u>B. Mutton</u></p> <ol style="list-style-type: none"> <li>1. Mutton Korma</li> <li>2. Mutton Kofta</li> <li>3. Mutton Masala</li> <li>4. Mutton Biryani</li> <li>5. Mutton Kheema</li> </ol>
<b><u>VEGETABLE ( Any Two )</u></b> <ol style="list-style-type: none"> <li>1. Mixed Vegetables</li> <li>2. Bhindi Masala</li> <li>3. Aloo Gobhi</li> <li>4. Capsicum Potato</li> <li>5. French Bean Aloo</li> <li>6. Arbi</li> <li>7. Mutter Mushroom</li> <li>8. Vegetable Korma</li> </ol>	<b><u>VEGETARIAN ( Any One )</u></b> <ol style="list-style-type: none"> <li>1. Shahi Paneer</li> <li>2. Mutter Paneer</li> <li>3. Malai Kofta</li> <li>4. Palak Paneer</li> <li>5. Palak Kofta</li> <li>6. Paneer Bhurji</li> <li>7. Paneer Mutter Bhurji</li> <li>8. Paneer Butter Masala</li> </ol>
<b><u>RICE ( Any One )</u></b> <ol style="list-style-type: none"> <li>1. Vegetable Pulao</li> <li>2. Veg. Biryani</li> <li>3. Mutter Pulao</li> <li>4. Kashmiri Pulao</li> <li>5. Jeera Rice</li> <li>6. Plain Rice</li> </ol>	<b><u>BREAD ( Any Two )</u></b> <ol style="list-style-type: none"> <li>1. Nan ( Butter / Plain )</li> <li>2. Parantha</li> <li>3. Tandoor Roti</li> <li>4. Tawa Roti</li> <li>5. Missi Roti</li> </ol>

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<b><u>CURD ( Any One )</u></b> <ol style="list-style-type: none"><li>1. Plain Curd</li><li>2. Bundi Raita</li><li>3. Vegetable Raita</li><li>4. Cucumber Raita</li><li>5. Potato Raita</li><li>6. Dahi Vada</li><li>7. Ghiya Raita</li></ol>	<b><u>DESSERTS ( Any One )</u></b> <ol style="list-style-type: none"><li>1. Gulab Jamun</li><li>2. Ras Malai</li><li>3. Ras Gulla</li><li>4. Fruit Custard</li><li>5. Dry Fruit Kheer</li></ol>
<b><u>PAPAD ( Any One )</u></b> <ol style="list-style-type: none"><li>1. Plain Papad</li><li>2. Masala Papad</li></ol>	<b><u>ICE CREAM ( Any One )</u></b> <ol style="list-style-type: none"><li>1. Strawberry</li><li>2. Vanilla</li><li>3. Chocolate</li><li>4. Butter Scotch</li></ol>
<b><u>SALAD ( Any Two )</u></b> <ol style="list-style-type: none"><li>1. Kochambar Salad</li><li>2. Green Salad</li><li>3. Bean Sprout Salad</li></ol>	<b><u>PICKLE ( Any One )</u></b> <ol style="list-style-type: none"><li>1. Panchranga Pickle</li><li>2. Mango Pickle</li></ol>
<b><u>OTHERS</u></b> <ol style="list-style-type: none"><li>1. Souf Misri</li><li>2. Paan</li></ol>	

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