

DEFENCE SERVICES OFFICERS' INSTITUTE
DHAULA KUAN: NEW DELHI – 110010

TERMS & CONDITIONS OF EMPANELMENT OF BANQUET HALL SERVICES FOR DSOI
DHAULA KUAN NEW DELHI – 10 FOR THE YEAR 2019-2020

Duration of the Empanelment:

01 Apr 2019 to 31 Mar 2020

1. I/we M/s _____ is/are interested to register my firm for Banquet Hall Services of DSOI in the following categories:-

- | | |
|------------------------------------|--------|
| (a) Catering Services | Yes/No |
| (b) Tentage, Lighting illumination | Yes/No |
| (c) Vedi & Flowers Decorations | Yes/No |
| (d) All Categories | Yes/No |

2. DSOI will be charging the rebate and security deposit to DSOI for the above categories on empanelment as under:-

	<u>Rebate Amount</u> <u>(Per Function)</u>	<u>Security Deposit</u> <u>Amount (Rs.)</u>
(a) Catering Services	Rs.30,000/-	Rs.3,00,000/-
(b) Tentage, Lighting illumination	Rs.15, 000/-	Rs.3,00,000/-
(c) Vedi & Flowers Decorations	Rs. 5,000/-	Rs.50,000/-
(d) All Categories	Rs.50,000/-	Rs.3,00,000/-

3. Parties should have a complete set up/establishment in Delhi NCR, having an average annual turnover on indicated below:-

- | | | |
|------------------------------------|---|---------|
| (a) Catering Services | - | 30 lakh |
| (b) Tentage, Lighting illumination | - | 30 lakh |
| (c) Vedi & Flowers Decorations | - | 10 lakh |

4. EMD: Rs 50,000/- in the form of DD/PBG in favor of DSOI Dhaula Kuan, New Delhi – 110010.

5. Registration fees: Rs 5,000/- Non refundable for fresh vendors & vendor whose registration is expiring on 31st Mar 2019 in the form of DD in favor of DSOI Dhaula Kuan, New Delhi - 110010.

6. Catering for the functions which are being organized in the Banquet Halls & Lawns of DSOI and are utilization prepared kitchen of DSOI Banquet Hall will be @Rs. 5,000/- per function.

7. The function area will be cleaned by the vendor itself immediately after function is over otherwise DSOI will charge the cost of cleaning the area from the vendors as under:-

- | | | |
|---|---|-------------|
| (a) Catering Services
(including Tentage if provided by same vendor) | - | Rs. 1,000/- |
| (b) Vedi & Flowers
(including Tentage if provided by same vendor) | - | Rs. 1,000/- |
| (c) Tentage, Lighting & illumination
(including Tentage if provided by same vendor) | - | Rs. 1,000/- |
| (d) All Categories
(including Tentage if provided by same vendor) | - | Rs. 1,500/- |

8. Details about complete set-up catering , restaurant, tentage, lighting & illumination and vedi & flower Services, Manpower etc. on the letter of the firm attached.
9. Statement giving information that the firm is on Panel of various Government Organizations / Department / Agencies / etc. and the details about past empanelment.
10. Copies pertaining to relevant experience at least 3 years in the field, important customers, certificate from Govt authorities, Health dept / Empanelment letter etc attached.
11. Attach self certificate declarations stating that no legal proceeding is currently with any Government Institution / Department / Organization in connection with out-door catering services.
12. Attach self certificate declaration stating that the firm / hotel has not been black listed in last three years by any Government Institution / Department / Organization in connection with out-door catering services/tentage, lighting & illumination/vedi & flowers as applicable.
13. Whether your firm has been disqualified by any Government Organization / Department at any time in the past for supply of services referred to in the tender. If yes state reason.
14. Shop & Establishment License: – (Enclose self-attested copy to enclose).
15. TAX details: – PAN/TAN/GST/Service tax registration certificate. (Enclose self attested copies of certificates).
16. Name and address of your Banker along with your Bank Account Details last six months (photocopy of a duly cancelled cheque must be enclosed as supporting).
17. Bank Draft Details: - (a) Details about EMD of Rs.50000/- (b) Details about Tender Fees of Rs. 5000/-
18. Registration certificate & permit/license/FSSAI approval (for catering) for running such Hotel/Restaurant/Catering and other services etc. Issued by the competent Authority such as New Delhi Municipal Corporation (NDMC) and other certificate where applicable which is required by the law and also must furnish duly certified copies thereof in support.
19. Proof of Residence.
20. Three photographs of the applicant and specimen signatures duly attested by Chartered Accountant/Gazetted Officer as per Performa for fresh vendors and these vendors whose registration is expiring a 31 Mar 2019.
21. All documents submitted by the applicant must be signed with rubber seal.
22. Address proof of shop/establishment to be given to the contractor and the same be verified by the BOO/through competent agency.

Signature of vendor with stamp with date