



GOVERNMENT OF ARUNACHAL PRADESH  
**OFFICE OF THE RESIDENT COMMISSIONER**  
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e-TENDER DOCUMENT

For

**CANTEEN SERVICES**

At

**ARUNACHAL NIWAS**

PLOT NO. 01, FC- 3 & 4, PHASE – I,  
DHEERPUR, DELHI - 110033

**(Under the Resident Commissioner, Arunachal Bhawan, New Delhi)**

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**Note** – Bidders are solely responsible for ensuring the accuracy and correctness of the information uploaded to the e-tender portal. Bidders must thoroughly read/review all documentation before submitting their bids.

## CRITICAL DATES AND OTHER DETAILS

1	Description of work	Providing Canteen Service at Arunachal Niwas, Plot No. 01, FC- 3 & 4, Phase –I, Dheerpur, Delhi - 110033
2	Duration of Contract	1 (one) year
3	Tender Fee	Rs. 2,000/- (Add 18% GST)
4	Date of publication of e-Tender	<b>01-06-2026 at 5.00 pm</b>
5	Date & time of downloading e-tender documents	<b>01-06-2026 at 5.00 pm</b>
6	Tender Document details	The details can be downloaded from Tenders Arunachal Pradesh portal <a href="https://arunachaltenders.gov.in">https://arunachaltenders.gov.in</a>
7	Last date & time of submitting Bids (Technical and Financial Bid)	<b>30-06-2026 at 5.00 pm</b>
8	Date and time of opening Technical Bids	<b>01-07-2026 at 11.30 am</b>
9	Date & time of opening of Financial Bids	<b>02-07-2026 at 11.30 am</b>
10	Validity of Bid	<b>120 days</b>
11	Earnest Money Deposit (EMD)	<b>Rs. 50,000/-</b>
12	Security Deposit (at the time of signing of agreement)	<b>Rs. 2,00,000/-</b>
13	Address of Submission of Tender Fee & EMD	Office of the Resident Commissioner, Govt. of Arunachal Pradesh, Arunachal Bhawan, Kautilya Marg, Chanakyapuri, New Delhi-110021

## **1. NOTICE INVITING TENDER (NIT):**

The Resident Commissioner, Government of Arunachal Pradesh, Arunachal Bhawan, New Delhi, invites online e-Tenders from reputed and eligible agencies for providing Canteen Services at Arunachal Niwas, Plot No. 01, FC - 3 & 4, Phase - I, Dheerpur, Delhi-110033. These services are meant for guests residing in Arunachal Bhawan, employees of the Office of the Resident Commissioner, and visitors or outsiders seeking authentic Arunachalee cuisine. Arunachal Bhawan is a State Guest House situated in Chanakyapuri, New Delhi, comprising 18 Double Bedded Room, 35 Twin-Bedded Room, 06 Handicap-Friendly Rooms and 08 Dormitories with 6 beds each.

## **2. INSTRUCTIONS TO BIDDERS (ITB):**

### **2.1 Accessing and Downloading Bid Documents:**

- a) It shall be mandatory for all prospective bidders to have a valid Class-III Digital Signature Certificate (DSC) issued by any licensed Certifying Authority to participate in the e-tendering process published on the Arunachal Tenders Portal: <https://arunachaltenders.gov.in>.
- b) The portal accepts DSCs of both types — signing only and signing with encryption. However, bidders are recommended to have DSCs that support both signing and encryption to ensure optimal security and seamless participation.
- c) All bidders must ensure that their firm is registered on the e-tendering portal of Arunachal Tenders <http://arunachaltenders.gov.in> and has obtained a valid User ID and Password prior to bid submission.
- d) The Standard Bidding Document can be viewed or downloaded free of cost from the e-tendering portal of Arunachal Tenders <http://arunachaltenders.gov.in>.
- e) Bidder participating in the e-tender portal of Arunachal Tenders <https://arunachaltenders.gov.in> may please note:
  - (i) Registration at e-tendering portal of Arunachal Tenders <http://arunachaltenders.gov.in> should be valid at least till the date of opening of bids.
  - (ii) Proposals can be submitted only during the validity of their registration.
  - (iii) The amendments/clarification to the bid documents, if any, will be posted on the Arunachal Tenders <http://arunachaltenders.gov.in>. If the firm is already registered with the e-tendering portal of Arunachal Tenders <http://arunachaltenders.gov.in> and validity of registration is not expired, the firm is eligible to apply without fresh registration.

### **2.2 Preparation and submission of Proposal:**

- a) The schedule mentioned in Standard Bidding Document (SBD) and bids may be submitted online following the instruction appearing on the screen.
- b) All documents which are required to be submitted as per bidding document stipulation shall be prepared and scanned in different files [in PDF or ZIP format], such that the file size is not more than 30 MB and uploaded during the online submission of the proposal.
- c) In the Financial Bid, the rates quoted by the firm will be exclusive of GST. GST @18% is applicable.

- 2.3 The bidders are required to quote monthly License Fee payable to Government of Arunachal Pradesh for utilizing the premises for Canteen Service at Arunachal Niwas, Plot No. 01, FC - 3 & 4, Phase - I, Dheerpur, Delhi-110033. The license fee along with GST must be deposited on the first working day of every month.
- 2.4 All documents must be signed and uploaded by the bidder/authorized signatory on each page of the tender.
- 2.5 The bid must contain the name, residence and place of business of the authorized person or persons making the bid, and must be signed by the Bidder or by his authorized signatory with usual signature(s). The names of all persons signing the bid shall be stamped, typed or printed below the signature. Bids by Corporation/ company must be signed by the President/ Managing Director or other person or persons authorized to bid on behalf of such Corporation/ Company in the matter, on the legal name of the Corporation/ Company only.
- 2.6 Bidding documents downloaded from the portal must remain unaltered. Any tampering found before or after bid opening shall lead to rejection of the bid, blacklisting of the bidder, and penal action. Falsification or suppression of information shall result in disqualification or termination of the contract, even after award.
- 2.7 Bidders should keep checking the website for any addenda/ corrigenda to the notice/ bidding documents till the last date of online submission of bids and the bidders should incorporate the same in their bidding documents if any.
- 2.8 Bidders must not be blacklisted by any Government agency.
- 2.9 The competent authority does not bind itself to accept the highest license fee or any specific bid and reserves the right to accept or reject any or all bids received without assigning any reason.
- 2.10 The department does not take any responsibility for delay caused due to non- availability or slow internet connection or network Congestion etc. for online bids.
- 2.11 The Office of the Resident Commissioner reserves the right to seek **additional information** or clarifications from bidders at any stage of the evaluation process.
- 2.12 Bids not submitted in accordance with the terms and conditions of the e-tender are liable for rejection. The Resident Commissioner's decision in this regard will be final.
- 2.13 Before submitting the bid, the intending bidder shall visit the site and familiarize himself /herself thoroughly with the site conditions, scope of work, terms and conditions of the tender. Non-familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with specifications.
- 2.14 Evaluation of bids shall be at the sole discretion of the Office of the Resident Commissioner, Government of Arunachal Pradesh. No suggestions or communications shall be entertained in this regard. The competent authority reserves the right to accept, reject, or annul the bidding process at any stage without assigning any reason or incurring any liability to the affected bidders.
- 2.15 The Resident Commissioner reserves the right to reject any or all of the tenders/bids received without assigning any reason thereof.

### **3. ELIGIBILITY CRITERIA FOR BIDDERS:**

- a) The bidder shall deposit and submit an Earnest Money Deposit (EMD) of **Rs. 50,000/-** (Rupees Fifty Thousand) only in the form of a Demand Draft or Banker's Cheque, valid for a minimum period of three months, payable at New Delhi in favour of the Resident Commissioner, Arunachal Bhawan, New Delhi.
- b) A non-refundable Tender Fee of **Rs. 2,000/-** (Rupees Two Thousand only) plus 18% GST shall also be submitted separately in the form of a Demand Draft, payable at New Delhi in favour of the same. Non-submission of the EMD and the Tender Fee shall result in summary rejection of the bid.
- c) The bidder must have a minimum of three (3) years' professional experience in providing canteen services to Government or Semi-Government Departments, Hospitals, Banks, Training Institutions, Guest Houses, Hotels, or reputed Private Sector organizations. Supporting documents shall be furnished.
- d) Average annual turnover of the last three financial years (2022–23, 2023–24, 2024–25) supported by documentary proof/audited or CA certified statement of accounts is to be uploaded. The turnover should be excluding of the Canteen Services only and turnover of any other business combined with it shall not be accepted. The statement for 2025-26 shall also be submitted if available.
- e) The bidder shall engage and maintain a minimum of twelve (12) trained personnel at the designated premises, comprising one (1) Head Chef, two (2) Assistant Cooks, and at least nine (9) service staff comprising Supervisor, room attendants, helpers and utility workers shall maintain adequate no. of staff. In case it is found inadequate, the authority may ask to increase the staff which shall be mandatory complied. The Head Chef and Assistant Cooks must be proficient in preparing Continental, Indian- Mughlai, Indo-Chinese (Asian), and Arunachalee cuisines. In the event the bidder lacks prior experience in Arunachalee cuisine, it shall be mandatory to ensure that the engaged staff are appropriately trained within three months from the date of contract signing. The entire cost of such training shall be borne by the bidder.
- f) The bidder must have a clean record, with no involvement in illegal activities, financial frauds, or statutory violations, and no pending cases with Police, Courts, or Regulatory Authorities. The bidder must not have been suspended, blacklisted, or abandoned any contract prematurely. Any past disputes and arbitration status must be disclosed. An undertaking must be uploaded confirming that the bidder has never been convicted, is not facing any criminal proceedings, and has not been debarred by any Government department, Public Sector Undertaking (PSU), or bilateral/multilateral UN agency. Non-compliance with any of the above conditions shall result in summary rejection of the bid.
- g) The bidder must hold valid registrations with all applicable statutory authorities, including PAN, GST, EPFO, ESIC, FSSAI (if applicable), Labour License under the Contract Labour (Regulation and Abolition) Act, 1970, and registration with the Registrar of Firms/Companies or relevant State Body. Compliance with all prevailing Central, State, and Local laws as applicable to run canteen services—such as the Minimum Wages Act notified by Govt. of NCT of Delhi from time to time. Copies of all relevant certificates must be uploaded along with the bid.

- h) The bidder should be financially sound and capable of extending credit facilities to the Office of the Resident Commissioner, Government of Arunachal Pradesh, for organizing official programmes as and when required.

#### **4. SCOPE OF WORK:**

The contractor shall provide hygienic and quality Canteen Services at Arunachal Niwas, Plot No. 01, FC - 3 & 4, Phase - I, Dheerpur, Delhi-110033, in accordance with institutional standards and prevailing industry best practices. The scope includes, but is not limited to, the following responsibilities:

- a) Daily service of meals, snacks, and beverages to guests and staff.
- b) Maintaining cleanliness, food safety, and courteous staff conduct.
- c) Provision of special services at the Office of the Resident Commissioner on designated occasions, at mutually agreed rates.
- d) Using and maintaining the canteen premises, including dining hall, kitchen and store room.
- e) Ensuring compliance with health, safety, labour, and fire regulations.
- f) Provide Catering service in the guests room if required.

#### **5. TERMS AND CONDITIONS:**

**5.1** The Contract shall remain valid for a period of One (1) year, with the option to extend for a further One (1) year, and thereafter for an additional One (1) year, subject to satisfactory performance.

#### **5.2 Earnest Money Deposit:**

- a) Bidder must deposit the Earnest Money of **Rs. 50,000/-** (Rupees Fifty Thousand) only in the form of Demand Draft/Banker Cheque having validity of three months payable at New Delhi in favour of Resident Commissioner, Arunachal Bhawan, New Delhi.
- b) The EMD of the unsuccessful bidders shall be returned after the completion of Award of Contract by the office of Resident Commissioner, Government of Arunachal Pradesh. In case the validity of EMD of the successful bidder is expired, contract shall be awarded only after the validity of EMD is extended.
- c) The offer of contract issued to **the successful bidder would need to be accepted within 7 days from the date of issue of the offer**. Failure to accept the offer within this period will result in forfeiture of the EMD.
- d) The contract order shall automatically become null & void and EMD will stand forfeited on the contracting firm failing to deposit the Security amount. However, the Resident Commissioner reserves the right to revive the contract order, if circumstances warrant. The security deposit shall not bear any interest.

#### **5.3 Security Deposit:**

- a) **Rs. 2,00,000/-** (Rupees Two Lakhs) only shall be deposited before commencement of contract by successful bidder as Security Deposit by way of Fixed Deposit Receipt (FDR)

in favour of Resident Commissioner, Arunachal Bhawan, New Delhi with validity for 1 year and 4 months.

- b) On payment of the security deposit, the firm will be required to enter into an Agreement on stamp paper of Rs. 100/- containing inter-alia all the terms and conditions of the contract.

#### **5.4 Staff Engagement, Conduct and Record Compliance by the Contractor:**

- a) The Contractor shall engage a minimum of one Head Chef, two Assistant Cooks and at least nine service staff comprising Supervisor, room attendants, helpers and utility workers exclusively for canteen operations at Arunachal Bhawan.
- b) No staff below the age of 18 years shall be engaged under any circumstances.
- c) The Contractor shall submit complete details of all personnel engaged by him to the Office of the Resident Commissioner, including educational qualifications, work experience, present & permanent address with proof, recent photographs, contact number, Medical Fitness and Police verification certificates.
- d) All engaged staff must be assigned solely to the canteen services. They shall not be diverted to any other tasks within the premises.
- e) Staff must maintain personal hygiene and report to duty in clean uniforms with identity cards. Additionally, the Contractor shall provide protective gear such as aprons, gloves, and headgear.
- f) The Contractor shall ensure that no personnel report to duty in an intoxicated state or under the influence of drugs, prohibited substances, or engage in smoking while on duty or within the premises.
- g) The Contractor shall maintain minimum staffing levels at all times to ensure uninterrupted service.
- h) The Contractor shall supervise and guide the staff to ensure smooth and efficient operations.
- i) Any employee found guilty of misconduct or deemed unfit shall be removed and replaced immediately.
- j) The Contractor shall arrange medical check-ups for canteen personnel as and when deemed necessary. Any individual found medically unfit shall be promptly withdrawn from duty and replaced by the Contractor with a suitable substitute. All expenses incurred for such medical examinations shall be borne entirely by the Contractor.
- k) The Contractor shall take all precautionary measures to ensure the safety of its employees. The Office of the Resident Commissioner shall not be held responsible for any eventuality arising during the course of employment.
- l) The Contractor shall independently resolve all labour-related issues and maintain statutory records including Muster Roll, Wage Register, Fines Register, Deductions Register, Overtime Register, and Wages Slip. These records shall be made available for inspection upon request.
- m) The Contractor shall be solely responsible for the remuneration, statutory dues, and conduct of its employees. Any claims arising under the Workmen's Compensation Act or

similar laws shall be the Contractor's liability.

- n) In case of theft or loss from occupants' rooms due to negligence by the Contractor's staff, the Contractor shall be held liable.
- o) The Contractor shall inform all engaged personnel, prior to commencement of duty, that no employee-employer relationship exists with the Office of the Resident Commissioner.
- p) The Contractor shall indemnify the Office of the Resident Commissioner against any claims, liabilities, or damages arising from the actions or omissions of its employees.
- q) The Resident Commissioner reserves the right to reject any staff without assigning any reason.

#### **5.5 Statutory Registrations, Labour Licensing and Legal Compliance:**

- a) The Contractor must possess valid registrations with all applicable statutory authorities, including PAN, GST, EPFO, ESIC, FSSAI (if applicable), Labour License under the Contract Labour (Regulation and Abolition) Act, 1970, and registration with the Registrar of Firms/Companies or relevant State Body. Compliance with all prevailing Central, State, and Local laws as applicable to run Canteen Services.—such as the Minimum Wages Act notified by Govt. of NCT of Delhi from time to time. Copies of all relevant certificates must be uploaded along with the bid.
  - b) The Contractor shall obtain a Health Trade License from NDMC or the local municipal authority within two months of the contract award via the MHA portal (<https://delehlhlic.mha.gov.in>). Failure to obtain the license within the stipulated period shall render the contract liable for cancellation.
  - c) Any labour-related issues concerning the contractor's staff shall be resolved solely by the contractor. The office of the Resident Commissioner shall not be held responsible for any breach or non-compliance.
  - d) It shall be the sole responsibility of the Contractor to ensure full compliance with all statutory obligations and to furnish necessary documentation whenever called upon by the office of the Resident Commissioner.
- 5.6** The contractor and staff shall use the premises, fixtures, and equipment of Arunachal Niwas strictly for canteen services as per the contract. Authority may inspect the premises at any time. The contractor shall take adequate care of all gadgets/equipment. Any damage due to mishandling or negligence shall be repaired at the contractor's cost.
- 5.7** In case of damage to Arunachal Niwas's property or belongings of its employees, the Resident Commissioner may assess the monetary value and recover from the contractor. Any remaining liability shall be settled as civil damages.
- 5.8** Subletting the premises, in whole or in part, is strictly prohibited. The Contractor shall not transfer, assign, or allow any third party to occupy or use the premises. Any violation of this condition shall be treated as a breach of contract, and the Resident Commissioner, Arunachal Bhawan, may take legal and administrative action, including termination of the contract.
- 5.9** The Contractor or its authorized representative shall not allow the Canteen premises to be used for any religious and political activities.

- 5.10 The contractor or authorized representative shall attend review meetings as and when called by the Resident Commissioner to discuss service performance and related matters.
- 5.11 The Contractor shall refrain from using the name of the Office of the Resident Commissioner, Arunachal Bhawan, in any correspondence, negotiation, or transaction with third parties, vendors, or traders for the procurement of canteen supplies or for any other purpose whatsoever.
- 5.12 The Contractor shall bear the electricity charges on actual consumption basis worked out by the Junior Engineer (Electrical), Arunachal Bhawan. The Contractor shall ensure that fans, lights, other electrical appliances and water supply are used judiciously to avoid wasteful consumption.
- 5.13 The Canteen Services shall operate *daily from 7:00 A.M. to 10:00 P.M.* The Contractor shall accommodate service requirements beyond these hours as and when necessary.

**5.14 Contract Termination and Security Deposit Forfeiture:**

The Resident Commissioner reserve the right to terminate the contract by issuing a written notice of one month to the contractor in the event of any breach of contractual terms or failure to deliver services that meet the required standards of quality, reliability, or timeliness. Such termination shall be deemed valid upon issuance of the notice, and the contractor shall not be entitled to any compensation or claim arising from the termination. Furthermore, in cases where the termination is due to breach or unsatisfactory performance, the security deposit furnished by the contractor may be forfeited either in full or in part, depending on the gravity of the default. The extent of forfeiture shall be determined by the competent authority, whose decision shall be final and binding. This clause does not preclude the Resident Commissioner from seeking additional remedies or recovering any losses incurred due to the contractor's non-performance.

**5.15 Indemnity:**

- a) The Contractor shall indemnify this office against all actions, suits, claims, liabilities and demand brought or made against it in respect of anything done or committed to be done by the contractor in execution of or in connections with the work of this contract and against any loss or damage to this office in consequence to any action or suit being brought against the bidder for anything done or committed to be done in the execution of this contract. The Contractor will abide by the job safety measures prevalent in India and will free this office from the demands or responsibilities arising due to accidents or loss of life the cause of which is the contractor's negligence. The contractor will pay all indemnities arising from accidents without any extra cost and will not hold this office responsible or obligated.
- b) The Contractor shall execute an Indemnity Bond on *non-judicial stamp paper worth Rs. 100/-* for signing the Contract Agreement, at their own expense.

**5.16 Penalties for hygiene lapses or service failures:**

- a) If cleanliness, hygiene, or service standards in the canteen are found unsatisfactory or below the expectations of the office of the Resident Commissioner, *a penalty of Rs. 500/- (Rupees Five Hundred) per day* shall be imposed on the contractor, based on objective assessment parameters. Appeals, if any, against such orders shall lie with the Resident

Commissioner, Arunachal Bhawan, New Delhi.

- b) If the contractor fails to commence or operate the canteen services as per the terms and conditions of the agreement/contract or does not comply with statutory obligations, the Resident Commissioner reserves the right to impose a lump-sum penalty equivalent to 5% of the monthly licence fee.
- c) In case of any public complaint, a penalty of **Rs. 500/-** per incident will be imposed. In case of repeated occurrence of complaints regarding service quality, hygiene, staff conduct, or any other breach of agreement terms, the Resident Commissioner reserves the right to cancel the agreement and award the contract of the canteen services to the second highest bidder (**H2**). The defaulting licensee shall be blacklisted from participating in similar tenders, and the security deposit may be forfeited, if deemed necessary.
- d) In case of non-compliance or default of any terms and conditions, the Contractor shall be liable for punitive action including blacklisting of the firm.

#### **5.17 Binding Instructions, Jurisdiction, and Arbitration :**

- a) Instructions issued by the Resident Commissioner or any authorized official, whether oral or written, shall be binding on the Contractor. In the event of any doubt, dispute, or disagreement arising under or in connection with this contract/agreement—including interpretation, application, or execution of its terms—the decision of the Resident Commissioner shall be final and binding.
- b) All terms and conditions stipulated herein shall be subject to the jurisdiction of Courts located in Delhi only.
- c) Any questions, disputes, or differences arising out of or relating to this contract/ agreement shall be referred to the sole arbitration of the Office of the Resident Commissioner, or to an Officer entrusted with the functions of the Office of the Resident Commissioner, irrespective of designation. If the Resident Commissioner or the designated Officer is unable or unwilling to act, the matter shall be referred to the sole arbitration of another person appointed by the Resident Commissioner or such Officer, and willing to act as arbitrator. The Contractor shall have no objection to such appointment, even if the arbitrator is an Officer of the Office of the Resident Commissioner, has dealt with matters related to this agreement, or has previously expressed views on any issue in dispute. The award of the arbitrator so appointed shall be final and binding on both parties.

**5.18 Failure to Execute Agreement:** *If the selected bidder fails to sign the formal agreement within seven (07) days from the date of issuance of the Award of Contract, the offer shall stand withdrawn without further notice, and the contract shall be awarded to the next eligible bidder.*

## **6. SPECIFIC CONDITIONS OF CONTRACT:**

### **6.1 Operational Responsibilities of the Contractor:**

- a) The Contractor shall serve and supply breakfast, lunch, dinner, tea, coffee and other items as mentioned in the **Annexure–I** (or any other articles which may be subsequently added

at the mutually agreed rates as specified /approved by the office authority of this office).

- b) The Contractor shall be capable of serving Arunachalee cuisine in the Canteen of Arunachal Niwas, Plot No. 01, FC - 3 & 4, Phase - I, Dheerpur, Delhi-110033.
- c) The Contractor shall provide adequate crockery, cutlery of good quality, cooking utensils, and other necessary items for use in the Canteen. All such articles shall be kept and maintained in a clean, neat, hygienic, and orderly condition at all times.
- d) The Contractor shall bear all expenses related to running the Canteen Service at Arunachal Niwas, Plot No. 01, FC - 3 & 4, Phase - I, Dheerpur, Delhi-110033. The office of the Resident Commissioner shall not be liable for or reimburse any such expenses.
- e) The Contractor shall not increase the approved rates of food items, beverages, refreshments, snacks, etc., as fixed by the office of the Resident Commissioner. Any proposed increase must be approved by the Resident Commissioner.
- f) The Contractor shall not use the workspace provided by the office for any business purpose other than running the Canteen Services at Arunachal Niwas.

#### **6.2 Hygiene and Health Standards:**

- a) The employees shall maintain high standards of hygiene and sanitation, wear smart and clean uniforms, and be free from infectious diseases. They shall be vaccinated against TB, Covid-19, Hepatitis, and other diseases as required, at the sole cost and responsibility of the Contractor. Personal hygiene and Covid-19 SOPs shall be strictly followed. In case any deficiency found a penalty will be imposed by this office as deemed fit.
- b) Cleanliness and Hygiene: The Contractor shall maintain the dining area, kitchen, store, and pantry in a spotless and insect-free condition. In no case the Housekeeping staff of RC office will clean the Canteen area. Crockery, cutlery, utensils, and furniture shall be kept clean and hygienic. The kitchen shall remain open for inspection at all times.

**6.3 Quality of Raw Materials:** The Contractor shall ensure that all raw materials used in the preparation of food items listed in **Annexure-I** conform to recognized standards such as *Agmark, FSSAI, ISI, ISO*, or other applicable regulations. The use of expired, leftover, rotten, or substandard materials is strictly prohibited. All ingredients and materials shall be subject to inspection by the designated office authority at any time.

#### **6.4 Resident Commissioner Office shall provide the following facilities:**

- a) Existing space of dining, kitchen & store at Arunachal Niwas Canteen.
- b) Existing equipment like cooking range, chimney etc, to be maintained in serviceable condition by the Contractor at their own cost.
- c) Electric & plumbing fitting in the kitchen, to be maintained serviceable by the vendor during the contract period at its own cost.

#### **6.5 Additional Terms for Canteen Services:**

- a) The Contractor shall clean *the grease chamber every three months* or as prescribed by the Municipal Corporation of Delhi (MCD), at their own cost, and shall be liable for any notices received from MCD or other local authorities.

- b) Leftover food and other garbage shall be disposed off on daily basis.
- c) The Contractor shall implement adequate fire control and safety measures to prevent fire incidents. Any negligence in this regard shall render the Contractor liable.
- d) The Contractor shall ensure the availability of a First Aid Kit and functional fire extinguishers at all times within the canteen premises.
- e) The employees of the Resident Commissioner's office shall be entitled to a 10% discount on the published/approved rates of food items, beverages, and snacks; 25% discount on vegetable Thali; and 30% discount on non-vegetarian Thali. Tea and coffee shall be charged at Rs. 10/- and Rs. 15/- respectively.
- f) The Authority may conduct surprise inspections at any time, without prior notice, through its authorised officials; the contractor shall ensure full cooperation and unrestricted access, failing which suitable action may be initiated.
- g) The Canteen Service shall operate strictly on a Leave and Licence basis. If the services are found unsatisfactory, the contract may be terminated by serving one month notice. Any dispute arising therefrom shall be adjudicated solely by the Resident Commissioner, Arunachal Bhawan, New Delhi.
- h) Any omission on the part of office of the Resident Commissioner at any time to exercise any of its rights under the terms of the canteen arrangements shall in no way impair or affect the validity of the terms and the rights of office of the Resident Commissioner to enforce its rights at any time subsequently.
- i) All the above terms & conditions are subject to the jurisdiction of Delhi only.

I/We have read the above terms and conditions and are acceptable to me/us.

Signature of the authorized person: .....

Name of the signatory ( .....

(in block capital letters)

Status of the signatory i.e. Proprietor/partner: .....

Date: .....

**ANNEXURE-I**

**7. SCHEDULE OF ITEMS TO BE SERVED WITH PRICE (Prices inclusive of GST)**

**BREAK FAST**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Bread Butter Jam	<b>60</b>
2	Bread Toast with Butter & Jam	<b>90</b>
3	Roti Bhaji (2 pcs)	<b>75</b>
4	Plain Paratha with Bhaji	<b>95</b>
5	Aloo Paratha with curd & Pickle	<b>110</b>
6	Cereals ( Corn & choco ) with milk	<b>105</b>
7	Boiled Eggs (2 nos.)	<b>45</b>
8	Poached Eggs (2 eggs)	<b>70</b>
9	Scrambled Eggs	<b>110</b>
10	Masala Omelette	<b>110</b>
11	Porridge	<b>125</b>

**SOUP**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Veg / Chicken Clear Soup	<b>105/130</b>
2	Tomato Soup	<b>110</b>
3	Sweet Corn Soup	<b>135</b>

**SALAD**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Garden Green Salad	<b>60</b>
2	Cucumber Salad	<b>60</b>
3	Mexican Salad	<b>165</b>

**VEG STARTERS**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Pakoda (Paneer / Veg )	<b>160/130</b>
2	French fries	<b>110</b>
3	Crispy Chilli Honey Potato	<b>150</b>
4	Gobi Manchurian (Dry)	<b>150</b>
5	Paneer Tikka	<b>250</b>
6	Peanut Masala	<b>110</b>

**NON VEG STARTERS (Full Plate 4 Pcs.)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Chicken dry fry	230
2	Chicken Pakoda	230
3	Chicken Drumstick	255
4	Fish finger with Tartar Sauce	245
5	Peri Peri Fish Fried	255
6	Chicken Manchurian dry	245
7	Chilli Chicken Dry	250
8	Tandoori Chicken (Half / Full )	285/520
9	Afghani Chicken (Half / Full )	320/620

**VEG MAIN COURSE**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Yellow dal (Dal Tadka)	90
2	Dal Makhani	160
3	Mixed Vegetable(Dry / Gravy )	175/195
4	Veg Kofta	175
5	Matar Paneer	190
6	Kadai Paneer	190
7	Shahi Paneer	190

**NON VEG (Full Plate 4 Pcs.)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Egg Curry (2 pcs )	90
2	Chicken Curry	235
3	Chicken (Local) curry	365
4	Butter Chicken	295
5	Kadai Chicken	295
6	Mutton Curry	420
7	Mutton Rogan Josh	455
8	Pork Chilli (Dry / Gravy)	340/365

**SEAFOOD (Full Plate)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Mustard Fish Curry	285
2	Golden Fried Prawn	470
3	Butter pepper Garlic prawn	495
4	Prawn curry	465

**RICE & BIRYANI (Portion system)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Steamed Rice	85
2	Veg Fried Rice	165
3	Chicken Fried Rice	235
4	Pork Fried Rice	265
5	Veg Biryani with Raita	275
6	Chicken Birayni with Raita	335
7	Mutton Biryani with Raita	400

**NOODLES (Full Plate)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Standard Veg Noodles	140
2	Chicken Noodles	160
3	Pork Noodles	170

**MOMOS (Full Plate)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Veg Momo	160
2	Chicken Momo	175
3	Pork Momo	195

**THALI (Full Plate)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Indian Veg Thali	225
2	Indian Chicken Thali	290
3	Indian Fish Thali	295
4	Indian Mutton Thali	405

### **INDIAN BREADS**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Roti	<b>25</b>
2	Plain Naan	<b>45</b>
3	Butter Naan	<b>55</b>
4	Laccha Paratha	<b>55</b>
5	Kulcha	<b>60</b>
6	Stuffed Paratha	<b>80</b>

### **BEVERAGES**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Milk Tea	<b>20</b>
2	Black Tea	<b>20</b>
3	Milk Coffee	<b>40</b>
4	Green Tea	<b>25</b>
5	Hot Milk	<b>40</b>
6	Soft Drink	<b>MRP</b>
7	Mineral water	<b>MRP</b>
8	Seasonal Fruit juice	<b>150</b>

### **APPETIZER (Full Plate)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Chilli Smoked Chicken	<b>275</b>
2	Chilli Smoked Pork	<b>395</b>
3	Roasted Pork Ribs	<b>405</b>

### **CHICKEN (Full Plate)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Chicken with Rajma	<b>280</b>
2	Chicken with Fresh Bamboo Shoot (Gravy)	<b>300</b>
3	Chicken with Dry Bamboo shoot (Dry )	<b>280</b>
4	Chicken with vegetables & Bamboo shoot	<b>300</b>
5	Smoked Chicken with Fresh bamboo shoot	<b>290</b>
6	Smoked Chicken with dry chilli & dry B/ Shoot	<b>375</b>

**LOCAL (Full Plate)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Local Chicken with Fresh Bamboo Shoot	<b>415</b>
2	Local Chicken with Dry Bamboo shoot	<b>415</b>

**FISH (Full Plate)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Fish with Vegetables & Bamboo shoot	<b>300</b>

**PORK (Full Plate)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Pork with Fresh Bamboo shoot	<b>340</b>
2	Pork with Dry Bamboo Shoot & Dry chilli	<b>340</b>
3	Pork with Rajma	<b>345</b>
4	Pork with Pehaa Gravy	<b>355</b>
5	Pork with Vegetables	<b>335</b>

**SMOKED PORK (Full Plate)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Smoked pork with Aloo curry	<b>375</b>
2	Smoked pork with Pehaa Gravy	<b>395</b>
3	Smoked pork with Fresh Bamboo shoot	<b>395</b>
4	Smoked pork with dry Bamboo shoot & dry chilli	<b>395</b>

**LOCAL THALI (Full Plate)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Veg Thali	<b>315</b>
2	Fish Thali	<b>365</b>
3	Fresh Pork Thali	<b>470</b>
4	Smoked Pork Thali	<b>495</b>
5	Fresh Chicken Thali	<b>370</b>
6	Smoked Chicken Thali	<b>445</b>
7	Local Chicken Thali	<b>495</b>

### **VEGETABLES (Full Plate)**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Mixed Vegetables Stew	<b>160</b>
2	Mixed Vegetables Stew with Bamboo shoot	<b>170</b>
3	Local Dal boil	<b>115</b>
4	Steamed seasonal Herbs	<b>210</b>
5	Rajma boiled with fresh bamboo shoot	<b>195</b>
6	Aloo Curry	<b>135</b>
7	Pikkey Pilla	<b>205</b>
8	Rosep Aon	<b>295</b>

### **CHUTNEY**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Mashed Potato chutney	<b>85</b>
2	Mushroom Chutney	<b>115</b>
3	King chilli Chutney	<b>140</b>
4	Spicy Tomato Chutney	<b>90</b>
5	Shrimp Chutney	<b>115</b>
6	Pehaa chutney	<b>140</b>
7	Dry Fish chutney	<b>125</b>
8	Yamter	<b>105</b>

### **DESSERT**

<b>Sl. No</b>	<b>Items</b>	<b>Rates</b>
1	Hot Gulab Jamun (2 pcs)	<b>60</b>
2	Fruit Salad	<b>105</b>
3	Millet Ladoo	<b>60</b>
4	Fruit Custard	<b>105</b>
5	Kheer	<b>95</b>
6	Ice Crean	<b>90</b>
7	Sweet / sour Curd	<b>MRP</b>

#### **# Note:**

1. The officers / employees of the Resident Commissioner office shall be entitled to 10% discount on the published / approved rates of food items / beverages / snacks, 25% discount on vegetable Thali and 30% on non-veg Thali. The tea and coffee will be charged Rs. 10/- and Rs. 15/- respectively.

2. The Non-Veg. items should contain 200 gm./4Pcs. in full plate dish. Similarly, half plate Non- Veg items may be served.
3. Branded biscuits, cold drinks, fruit juice, mineral water, potato wafers, ice cream, and other packaged eatables shall not be sold above the Maximum Retail Price (M.R.P.).
4. Any addition of item(s) beyond those listed above must be approved by the Resident Commissioner, Arunachal Bhawan, New Delhi.
5. The rates fixed by this office are inclusive of all applicable taxes.
6. Any change in the menu or rates shall require prior approval from the authority of the Resident Commissioner, Arunachal Bhawan, New Delhi.
7. The names of Arunachal special thalis shall be curated and specifically mentioned in the menu of the Arunachal Niwas canteen.

**(It is obligatory for the contractor to maintain stock of the items in his inventory as advised by the Resident Commissioner, Arunachal Bhawan, New Delhi.)**

Place: ..... Date: .....

(Signature and Name of the authorized  
person of the firm/bidder with office seal)  
Name:

## **8. TECHNICAL BIDS AND ITS EVALUATION CRITERIA**

Bidders are invited to upload their tenders for providing Canteen Services at Arunachal Niwas, Plot No. 01, FC - 3 & 4, Phase - I, Dheerpur, Delhi. The selection process will be based on a two-part evaluation comprising a Technical Bid and a Financial Bid, each carrying a weightage of 100 marks. Bidders must upload their proposals in the prescribed format, ensuring that all required documents and supporting materials are included as specified in the tender.

- a) Forwarding Letter (as per proforma given in **Annexure-III**) on the letter head of the bidder.
- b) Tender Fee– Tenderer must deposit the **Tender Fee of Rs. 2,000/- (Rupees Two Thousand) + 18% GST** only in the form of Demand Draft payable at New Delhi in favour of Resident Commissioner, Arunachal Bhawan, New Delhi.
- c) EMD– Tenderer must deposit the **Earnest Money of Rs. 50,000/- (Rupees Fifty Thousand) only** in the form of Demand Draft/Banker Cheque having validity of three months payable at New Delhi in favour of Resident Commissioner, Arunachal Bhawan, New Delhi.
- d) Profile of the bidder (as per proforma given in **Annexure-IV**) duly filled.
- e) Evaluation Criteria and Scoring Methodology (**Annexure -V**)
- f) Experience Details (**Annexure- VI**) complete set of tender documents to be filled and signed by the bidder.
- g) Other related documents mentioned in Technical Bid is to be uploaded by the bidder
- h) In the first stage of evaluation process, only Technical Bid of the bids will be opened on **01<sup>st</sup> July, 2026** at 11.30 am at Arunachal Bhawan, New Delhi. The Technical Bids will be evaluated for credentials, experience, capability based on documents submitted in technical bid. Those bidders satisfying the technical requirements as determined by the Resident Commissioner, Arunachal Bhawan, New Delhi and accepting the terms and conditions of these documents shall be short-listed. The decision in this regard will be at the sole discretion of Resident Commissioner, Arunachal Bhawan.
- i) Under the second stage of evaluation process, only the Financial Bid of only those bidders, who have been short-listed earlier in first stage will be opened. The bidders who have been short-listed will be intimated regarding date and time of the opening of the financial bid.

**9. FINANCIAL BID**

E-Tender ID: .....

Description of Service: **Canteen Service at Arunachal Niwas, Plot No. 01, FC - 3 & 4, Phase - I, Dheerpur, Delhi.**

Instructions to Bidders:

1. The bidders are required to quote the Licence Fee in the prescribed BoQ (Bill of Quantities) Excel format available on the e-Procurement portal Arunachal Tenders: [www.arunachaltenders.gov.in](http://www.arunachaltenders.gov.in).
2. Bidders who qualify in both the Technical and Financial Bids and are awarded the Contract (AoC) shall deposit an advance license fee equivalent to two (2) months, together with 18% GST, in the Office of the Resident Commissioner, Arunachal Bhawan, New Delhi.

**Note: Goods and Services Tax (GST) @ 18% shall be applicable as per prevailing norms.**

I/We hereby certify that I/We have carefully read and fully understood all the terms and conditions of the e-tender document. I/We agree to abide by the same and undertake to comply with all provisions as stipulated therein.

(Signature of the Authorized Signatory of the Firm)

Designation : .....

Name : .....

Date : .....

Phone No.(Off): .....

Email ID : .....

Fax No. (Off) : .....

**Forwarding Letter**

**(To be submitted on bidder's letterhead)**

No.:

Date:

To

The Resident Commissioner,  
Govt. of Arunachal Pradesh,  
Arunachal Bhawan

Sir,

Sub: **Submission of Tender Fee, EMD and acceptance of terms and conditions against Canteen Services at Arunachal Niwas, Plot No. 01, FC - 3 & 4, Phase - I, Dheerpur, Delhi.**

With reference to your tender notice for providing Canteen Services at \_\_\_\_\_,

1. I/We have carefully examined the tender document and fully understood the scope of work, terms, and conditions stipulated therein.
2. I/We hereby submit our forwarding letter along with all requisite documents in the prescribed proforma. Enclosed herewith are:
  - A Demand Draft of ₹2,000/- plus 18% GST drawn in favour of the “Resident Commissioner, Arunachal Bhawan, New Delhi” towards the Tender Fee; and
  - A Demand Draft/Banker's Cheque of ₹50,000/- drawn in favour of the same, as Earnest Money Deposit (EMD).
3. I/We agree that our tender shall remain valid for a period of 120 days from the date of opening of Technical Bid of the tender or until finalization, whichever is earlier.
4. I/We declare that there is no case pending with any Police, Court, or Regulatory Authority against me/us. Neither our firm nor any of its partners has been suspended, delisted, or blacklisted by any organization, nor are we involved in any scam or disciplinary proceedings, whether settled or pending adjudication. Furthermore, no civil, criminal, income tax, GST, or blacklisting case is pending against our firm, and it has not been blacklisted by any Government institution in the past.
5. I/We undertake to provide Canteen Services at Arunachal Niwas, Plot No. 01, FC - 3 & 4, Phase - I, Dheerpur, Delhi, in strict adherence to the approved timings, and bind ourselves to ensure uninterrupted, compliant, and quality service delivery. The canteen premises shall be used exclusively for the intended purpose, and I/we shall be fully responsible for the conduct of personnel engaged by us, including any loss or damage caused to Arunachal Niwas property.
6. I/We further undertake to employ only medically fit and healthy individuals, free from communicable diseases and fully vaccinated against Covid-19, Tuberculosis, and Hepatitis. All applicable taxes, including Income Tax and GST, shall be paid by us in a timely manner.

7. I/We confirm that the services offered by us are in full conformity with the scope and terms specified in the tender document. All information furnished by us is true to the best of our knowledge, and we have no objection to the verification of any details by the office of the Resident Commissioner, Arunachal Bhawan, New Delhi.
8. I/We understand and accept that the Resident Commissioner reserves the right to accept or reject any or all tenders, in full or in part, without assigning any reason, and that the decision of the Resident Commissioner shall be final and binding upon us.

Yours faithfully,

(Signature and Name of the  
authorized person of the firm/  
bidder with office seal)  
Name:.....

**PROFILE OF THE BIDDER AND CHECK LIST**

<b>Sl. No.</b>	<b>Particulars</b>	<b>To be filled by the bidder</b>
1	Name of the bidder / firm / organization / company	
2	Type of firm/organization (Proprietorship/ Partnership/ Private Ltd etc. (Furnish copies of partnership / memorandum of articles of association etc.)	
3	Name of the proprietor / partners / directors of the firm	
4	Year of Incorporation / registration	
5	Registered address of the firm	
6	Name, designation, telephone nos., email of the contact person / authorized signatory	
7	License for providing canteen services obtained (Yes / No)	
8	Trade License from NDMC (Yes / No)	
9	Whether the firm has been in business of canteen services for at least 5 years (Yes / No)	
10	Annual turnover of the firm for last 3 years (in Rs. lakh) (Furnish copies of audited balance sheets and profit & loss account statements)	FY 2022-23 FY 2023-24 FY 2024-25
11	Details of Registration (Firm, Company etc.) Registering Authority, Date & Number	
12	Registration Nos. under various Statutory Acts viz. GST, EPF, ESIC, Labour License, PAN (copy of registration certificate to be enclosed)	
	GST	
	EPF	
	ESIC	
	Labour License	

	PAN (Copies of income-tax returns for last 3years to be enclosed)	
13	Whether registered / empaneled with any of the Govt., Semi Govt., MES, Govt. Undertaking, Public Sectors etc. as approved vendors and if so, furnish details.	
14	Whether involved in any litigation earlier with any organization? If so, please submit the details.	
15	Any civil suits pending in any of the works executed? If so, furnish details.	
16	Any other information which the bidder feels relevant.	

(Signature and Name of the authorized person of the firm/bidder with office seal)  
Name:.....

**EVALUATION CRITERIA AND SCORING METHODOLOGY**

Name of the work:

Total Marks: 100

Sl. No	Evaluation Criteria	Marks Breakup	Marks obtained by the bidder	Remarks
1.	Work experience of the Firm/Company on similar Catering projects: 3 or more projects - 20 marks 2 projects - 10 marks 1 project - 05 marks (Copy of the Work Experience to be uploaded in the PreQual/ Technical Bid)	20		
2.	Average annual turnover for previous three financial years 2022-23, 2023-24 & 2024-25: 20 Lakhs or more - 20 marks 10 Lakhs to 20 Lakhs - 10 marks Less than 10 Lakhs - 05 marks (Copy of the Annual Turnover to be uploaded in the PreQual/ Technical Bid)	20		
3	Self-Declaration regarding number of employees of last three years along with the name and address (Copy of the Self Declaration to be uploaded in the PreQual/ Technical Bid)	5		
4.	GST Registration No. and PAN No. (Copy to be uploaded in the PreQual/ Technical Bid)	5		
5.	Valid FSSAI Licence No. (Copy to be uploaded in the PreQual/ Technical Bid)	5		
6.	Valid Trading Licence for Canteen Service. (Copy to be uploaded in the PreQual/ Technical Bid)	5		
7.	Child Labour Act. Compliance (Copy of the Undertaking to be uploaded in the PreQual/ Technical Bid)	5		
8.	Provisions of minimum Wages Act. Compliance (Copy of the Undertaking to be uploaded in the PreQual/ Technical Bid)	5		
9.	Undertaking to the effect that No Litigation or any other action has been initiated by any authority for violation of any provision of Law or have been black listed by any organization. (Copy of the Undertaking to be uploaded in the PreQual/ Technical Bid)	5		
10.	Experience of Head Chef : 3 years or more - 10 marks Min 1 to 2 years - 5 marks (Copy of the Experience Certificate to be uploaded in the Technical Bid)	10		

11.	Experience of 2 (two)Assistant Cooks: 3 years or more - 7.5 (marks each) Min 1 to 2 years - 4 (marks each) <b>(Copy of the Experience Certificate to be uploaded in the Technical Bid)</b>	15		
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To qualify for Financial Bid each bidder should **score at-least 50 marks** in the Technical Bid. The highest Financial Bidder amongst the Technically qualified bidders will be considered for Award of Contract (AoC).

Place:.....

Date:.....

(Signature and Name of  
the authorized person of the  
firm/bidder with office seal)

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

**EXPERIENCE**

**A) List of similar works being executed presently by the Bidder:**

Sl. No.	Name & Address of the organization on for whom the work was executed along with contact persons and their telephone nos.	Name of the work	Value of the work executed (Rs)	Duration of the Contract with commencement and expected date of completion
1				
2				
3				

Note: Copies of the work orders should be enclosed

Signature and Name of the authorized person of the firm/bidder with office seal)

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

**B) List of similar works already executed/completed by the Bidder during the last 3 years**

Sl. No.	Name & Address of the organization for whom the work was executed Along with contact persons and their telephone nos.	Name of the work	Value of the work executed (Rs)	Duration of the Contract with commencement and expected date of completion
1				
2				
3				

Note: Copies of the work orders and performance certificate should be enclosed

(Signature and Name of the authorized person of the firm/bidder with office seal)

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

**UNDERTAKING REGARDING MINIMUM WAGES COMPLIANCE**

I, Shri/Smt ....., Proprietor/Partner/Authorized representative of M/s \_\_\_\_\_, do hereby solemnly undertake that I shall comply with all provisions of the Minimum Wages Act, 1948, as notified by the Labour Department, Government of NCT of Delhi, in respect of payment of wages to all personnel engaged by me for providing Canteen Services at Arunachal Niwas, Plot No. 01, FC - 3 & 4, Phase - I, Dheerpur, Delhi.

I further affirm that the wages paid shall not be less than the minimum rates prescribed and revised from time to time by the competent authority, and that all statutory obligations related to labour welfare shall be duly fulfilled.

Date:

Place:

(Signature and Name of the authorized person of the firm/ bidder with office seal)  
Name: \_\_\_\_\_

**UNDERTAKING REGARDING CHILD LABOUR COMPLIANCE**

I, Shri/Smt. \_\_\_\_\_, Proprietor/Partner/Authorized representative of M/s \_\_\_\_\_, do hereby solemnly undertake that I shall strictly comply with the provisions of the Child Labour (Prohibition and Regulation) Act, 1986, as notified by the competent authorities, while providing Canteen Services at Arunachal Niwas, Plot No. 01, FC - 3 & 4, Phase - I, Dheerpur, Delhi.

I further affirm that no person below the legally permissible age shall be employed or engaged by me or my firm in any capacity, directly or indirectly, in connection with the said services.

Date:

Place:

(Signature and Name of the authorized person of the firm/bidder with office seal)  
Name: \_\_\_\_\_

**UNDERTAKING REGARDING CRIMINAL LIABILITY**

(To be submitted on a Non-Judicial Stamp Paper of ₹10/-)

I, Shri/Smt. ...., S/o/D/o.....,  
R/o \_\_\_\_\_, do hereby solemnly affirm and declare as under:

1. That I am the Proprietor / Partner / Authorized Signatory (tick as applicable) of M/s \_\_\_\_\_.
2. That my firm has not been declared a defaulter or black listed by any Government agency, and no case of any nature—whether by CBI, Criminal Court, Income Tax, Sales Tax, or GST authorities—is pending against my firm.

Date:

Place:

(Signature and Name of the authorized  
person of the firm/bidder with office seal)  
Name: \_\_\_\_\_

**SELF-DECLARATION REGARDING EMPLOYEES ENGAGED**

I, Shri/Smt....., representing M/s ..... hereby declare that the number of employees engaged under my firm during the last three years is as stated in the enclosed list.

The list includes names, addresses, and contact details of the employees. I further affirm that the information provided is true and correct to the best of my knowledge, and that all relevant records and documentation are duly maintained and available for verification.

Date:

Place:

(Signature and Name of the authorized person of the firm/bidder with office seal)  
Name: \_\_\_\_\_

**(List of employees with name, address, and contact number to be enclosed)**

**DECLARATION BY THE CONTRACTOR**

I, Shri/Smt. ...., representing M/s....., hereby declare that I have thoroughly read and understood the contents of the Notice Inviting Tender (NIT) and all terms and conditions stipulated therein. I unconditionally accept the same and affirm that a duly signed copy of the tender document has been uploaded as a token of acceptance along with this declaration.

I further certify that all information and documents submitted in support of this tender are true and correct to the best of my knowledge and belief.

Date:

Place:

(Signature and Name of the authorized person of the firm/bidder with office seal)  
Name: \_\_\_\_\_

**UNDERTAKING OF AGREEMENT SIGNING**

The formal agreement for providing Canteen Services at Arunachal Niwas, Plot No. 01, FC - 3 & 4, Phase - I, Dheerpur, Delhi shall be executed post Award of Contract, based on the approved terms and conditions, in the office of the Resident Commissioner, Government of Arunachal Pradesh, Arunachal Bhawan, New Delhi.

I, the undersigned, hereby undertake to execute the said agreement in accordance with the above stipulation and commit to completing the signing process within *seven (07) days* from the date of receipt of the Award of Contract.

I further acknowledge that in the event of non-compliance, the contract may be awarded to the next eligible bidder without any further intimation, in accordance with the terms and conditions of the tender. I also understand and accept that the Resident Commissioner reserves the right to forfeit the Earnest Money Deposit, and I raise no objection to the same.

Date: Place:

(Signature and Name of the authorized person of the firm/bidder with office seal)

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