# GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI TRANSPORT DEPARTMENT, 5/9, UNDER HILL ROAD, DELHI-110054

**TENDER / BID DOCUMENT** 

**FOR** 

"REFRESHMENT KIOSK AT ZONAL TRANSPORT OFFICES"

TRANSPORT/TENDER REFRESHMENT KIOSK/2018

# Important Information / Time schedule of Bid

#	Information	Details
1.	Project Name/ Name of Work	Tender for running of REFRESHMENT KIOSKs at 16 Zonal Transport Offices and 3 Automated Driving Test Centres of Government of NCT of Delhi-2018.
2.	Tender Reference No.	F. No. MLO/MR/NZ/REFRESHMENT KIOSK/TPT/2018/
3.	Ministry/Division	Transport Department, Government of NCT of Delhi
4.	Procuring Entity and Agency Name	Secretary-cum-Commissioner (Transport), Government of NCT of Delhi, 5/9, Under Hill Road, Delhi – 110054.
5.	Procurement Method	Financial Bid.
6.	Mode of Tendering	e-tender through e-procurement portal of GNCTD at ( <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> )
7.	EMD Amount	INR. <b>70,000/-</b> (Indian Rupees Seventy Thousands only) EMD amount in form of Bank Guarantee or FDR in <b>original</b> should reach to Deputy Commissioner (Operations-I) Room No.208, Transport Department, 5/9, Under Hill Road, Delhi - 110054 on or before the date and time of closing of the bid (by <b>1500</b> hours on <b>28.12.2018</b> ).
8.	Last Date for submission of written queries for clarification	Bidders shall have to post queries by email to <a href="mailto:dc-CTB">dc-CTB</a> Email ID: rajeshrana1708@gmail.com) on or before 11.12.2018 (Tuesday).
9.	Pre-bid meeting - Date, time, and venue	Pre-Bid conference will held on <b>12.12.2018 (Wednesday)</b> at <b>11.00 A.M</b> . in the Conference Room of Transport Department, 2 <sup>nd</sup> Floor, 5/9, Under Hill Road, Delhi – 110054.
10.	Date, Time and Address for submission of bids	<b>28.12.2018 up to 1500</b> hours through e-procurement portal <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> )
11.	Date and Time for opening of bids	<b>28.12.2018 at 1530</b> hours (Conference Hall, Transport Department, 5/9, Under Hill Road, Delhi
	Date and Time for opening of Commercial Bid	To be intimated to the technically qualified bidders subsequently.
13.	Contact details	Sh. Rajesh Rana, Deputy Commissioner (CT), Transport Department, 5/9, Under Hill Road, Delhi – 110054, Phone No: 011 –23942636, Mobile No. 9810601086 Email ID: rajeshrana1708@gmail.com
14.	Estimated cost of the Bid	Rupees Thirty Five lakhs per annum only.

# **Special Instruction:**

- 1. Bid should be inclusive of all applicable taxes including GST.
- 2. All the pages of the bid/response should be numbered and signed by the authorized signatory.
- 3. Total number of pages should be indicated in the covering letter (Form 1).

# GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI TRANSPORT DEPARTMENT, 5/9, UNDER HILL ROAD, DELHI-110054

# F.NO.MLO/MR/NZ/2018/REFRESHMENTKIOSK/TPT/2018/

Dated:

# TENDER NOTICE FOR THE AWARD OF REFRESHMENT KIOSK AT ZONAL OFFICES.

#### 1. Background:-

The Transport Department is inviting bids for setting up of refreshment kiosks in various MLO offices, fitness units and Automated Driving Test Centres to provide value added services to the applicants of various services.

This is a unique opportunity for the companies/ organizations in similar business for advertisement of their business as all sections of societies from the owner of two wheelers to owners of high end luxurious cars.

The Transport Department is providing various services to the general public relating to issuance of Learning Licence, Permanent Driving Licence, Registration of motor vehicles, issuance of duplicate licence, registration of e-rickshaws etc. through its 13 zonal offices and issue fitness certificates at VIU Burari and Jhuljhuli.

During the year 2017, the Transport Department issued 5,02,077 learning licence, 2,48,397 Permanent Driving Licence, 73,528 Duplicate licence and 2,77,577 other type of licences. During the same year 2017, 35,05,588 number of transactions were done in various MLO offices relating to registration work.

The above figures are evidence of the fact that more than one lac persons visit various MLO offices every month and the total persons visiting to the various offices may be crossing 15 lakhs persons in a year. The bidder will not only have business in the offices but the advertisement value of their business may be more than the profit from the refreshment business itself.

#### 2. TENDER NOTICE FOR THE AWARD OF REFRESHMENT KIOSK AT ZONAL OFFICES.

Sealed tenders are invited from the reputed person/contractors for running the REFRESHMENT KIOSK in the premises of **TRANSPORT DEPARTMENT**, at following **16 MLO OFFICES & 3 Automated Driving Test Centres** for a period of ONE YEAR for providing refreshment:-

# **MLO OFFICES:-**

- 1. MALL ROAD,
- 2. I.P. DEPOT,
- 3. SOUTH ZONE at SKK, AUTOMATED TRACK-TWO,
- 4. JANAKPURI,
- 5. LONI,
- 6. SARAI KALE KHAN,
- 7. MAYUR VIHAR OFFICE & AUTOMATED TRACK TWO
- 8. WAZIRPUR,
- 9. DWARKA,
- 10. RAJA GARDEN,
- 11. ROHINI,
- 12. VASANT VIHAR
- 13. SURAJMAL VIHAR,
- 14. AUTO RICKSHAW UNIT, BURARI & ATPIT TWO
- 15.VEHICLE INSPECTION UNIT AT BURARI -- TWO
- 16.I&C CENTRE, JHULJHULI.

#### **AUTOMATED DRIVING TEST CONTRES:-**

- 1. VISHWAS NAGAR
- 2. SHUKUR BASTI
- 3. ROHINI

Tender form containing the Terms & Condition of the Contract may be downloaded from Delhi Government tender portal (<a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a>). Tender form may be downloaded from the web-site of this department i.e. www.transport.delhigovt.nic.in.

The online Tenders should reach the office of Operations Branch, Transport Department, 5/9, Under Hill Road , Delhi-110054 latest by **03.00PM on 28.12.2018**. Tenders will be opened on the same day i.e. **28.12.2018 at 3.30PM** in the conference hall. Tenders submitted after due date and time will not be accepted under any circumstances. The tenders must be submitted in sealed envelope with clear marking "REFRESHMENT KIOSK TENDER FOR TRANSPORT DEPARTMENT, **GOVT OF NCT OF DELHI"** on the envelope. The Tenderer(s) or their authorized representative may be present at the time of opening of the tenders.

While filling up the tenders, the following care should be taken:-

- 1. All the details in the prescribed space must be filled
- 2. Tenderer must read all the required Terms & Conditions carefully before submitting the Tender Form
- 3. The Tender must be enclosed with the requisite EMD of Rs.70,000/- in the form of Bank Demand Draft / FDR, otherwise tender shall be summarily rejected.
- 4. Minimum reserve price will be Rs.35 Lakhs per annum.
- 5. Duration will be one year initially which will be extended for two years (one year at a time) on satisfactory performance with 10% yearly escalation on each occasion.
- 6. The Tender must be enclosed with the copy of Voter ID Card / Aadhar Card otherwise tender shall be summarily rejected.
- 7. All the pages of tender document must be signed by the tenderer.
- 8. Performance Guarantee of 10% of the bid amount will have to be deposited by the successful bidder within 7 days from the date of finalisation of bid.

  Transport Department reserves the right to accept or reject any tender/tenders without assigning any reason

.....sd...... **Dv. Commissioner (CTB)** 

<u>To:</u>

All the concerned MLOs with the request to give wider publicity to REFRESHMENT KIOSK Tender of TRANSPORT DEPARTMENT GOVT. OF NCT OF DELHI.

**3. Confidentiality**: Except with the prior written consent of the "Transport Department, GNCT of Delhi", the Tenderer and its Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Service, nor shall the Consultant and its Personnel make public the recommendations formulated in the course of, or as a result of, the services.

# 4. Submission, Receipt and Opening of Proposal

- a. The original proposal, both technical and financial proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections.
- b. An authorized representative of the Consultants shall initial all pages of the original technical and financial proposals. The authorization shall be in the form of a written power of attorney accompanying the proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- c. All the pages of the bid document should be numbered

# 3. TECHNICAL QUALIFICATIONS:-

No.	Eligibility Criteria	Document Proof
1	The bidder should be duly registered company registered under Indian Companies Act, 1956 <b>OR</b>	Certificate of Incorporation/ Registration
	A partnership firm registered under Indian Partnership Act, 1932 <b>OR</b>	
	A company registered under the Limited Liability Partnership (LLP), Act, 2008	
2	Three years business i.e. from 2015-16, 2016-17 and 2017-18.	Copy of last balance sheet for the last three years
3	Minimum Turn over of Rs. One Crore in the last three years (each year)	
4	Minimum four outlets in NCT of Delhi having minimum turn over of Rs. 10 Lakhs at each out let in last one year during 2017-18.	Proof sale of each outlet certified by Charted Accountant.

#### **TERMS AND CONDITIONS:-**

- 1. The contract will be awarded by the Dy. Commissioner (Operations-I) of REFRESHMENT KIOSK COMMITTEE of this department by means of highest bid offered on the approval of Competent Authority and REFRESHMENT KIOSK COMMITTEE who reserve the right to accept or reject the any tender or all the tenders without assigning any reason. The contractor will have to deposit contract bid money which will be not refundable only on the acceptance of the offer immediately and start the REFRESHMENT KIOSK within next seven days failing which the security deposited may be forfeited at the discretion of the Competent Authority.
- 2. The contract will be operative for a period of one year from the date of award, but it can be extended for another period of two years by the Competent Authority in the same terms and conditions, however bid money will be hiked by 10% every year/extension.
- **3.** The Automated Driving Test Centres are likely to be completed upto January, 2019. If delayed Kisok operation may be delayed and accordingly, pro-rata payment will be taken.
- **4.** The contractor shall keep the REFRESHMENT KIOSK open from 8.30 AM to 4.30 PM, both in summer and winter for the public.
- **5.** The contractor shall make the arrangements for keeping all eatables in glass cover showcase from protection from flies and insects.
- **6.** No responsibility will be taken by the Competent Authority/REFRESHMENT KIOSK COMMITTEE for credit sale, loses or pilferage.
- **7.** The REFRESHMENT KIOSK shall not be closed on any working day of the institution without the prior permission of the Competent Authority/REFRESHMENT KIOSK COMMITTEE.
- **8.** The contractor shall sell & serve only such items as approved by the Competent Authority/REFRESHMENT KIOSK COMMITTEE.
- 9. The contractor must submit the EMD / Security fee of Rs. 70,000/- (Seventy Thousands) in the form of Bank Demand Draft / FDR along with the tender in favour of the "COMMISSIONER, TRANSPORT, DELHI". In case the preparation of the items in the REFRESHMENT KIOSK which are to be served by the contractor found to be unsatisfactory or the contractor fails to fulfill his obligations of the contract at

any time during the time of the contract, Competent Authority/REFRESHMENT KIOSK COMMITTEE shall have the power to re-assign the contract & in that case the EMD / Security of Rs. 70,000/- of the contractor can be forfeited.

- **10.**The contractor shall display the approved list of rates.
- **11.**The REFRESHMENT KIOSK COMMITTEE or its authorized representative shall inspect the refreshment kiosk from time to time & reject such available eatables which are not considered wholesome or hygienic without any compensation.
- **12.**The contractor will be bound to maintain sanitary conditions in and around the REFRESHMENT KIOSK.
- **13.**In case of any dispute arising between the contractor and Competent Authority/REFRESHMENT KIOSK COMMITTEE, the decision of the Competent Authority shall be final and binding on the contractor. In no case Competent Authority / Transport Department will be responsible for any license fee etc., if any.
- **14.**The contractor will bound to pay necessary license fee according to the rates prescribed by the M.C.D. for establishment of the REFRESHMENT KIOSK, if any.
- 14. The contractor shall run the REFRESHMENT KIOSK himself and shall in no case enter into the partnership or sublet the contract to any other individual or party.
- 15. The contractor will take his own electric connection or sub-meter facility will be provided to him.
- 16. The department will function 5 days/ 6 days a week as per Government Directions.
- 17. The electricity and water charges shall be paid one month in advance.
- 18. In case the contractor is found selling items on unapproved rates, the Competent Authority will have the right to terminate the contract without notice.
- 19. The contractor will provide his own crockery/ disposable items for the REFRESHMENT KIOSK, the quality & quantity of which will be approved by the Competent Authority/REFRESHMENT KIOSK COMMITTEE. The contractor will make his own arrangements for the purchase of refrigerator, vending machine for tea, coffee, soft drinks etc at his own expenses.
- 20. The Transport Department Govt. of NCT of Delhi shall in no case be responsible for any accident, loss or damage to the staff employed or articles equipment furniture etc. used by the contractor.
- 21. The REFRESHMENT KIOSK should not be used as a manufacturing place for the other REFRESHMENT KIOSKs or any shops etc.
- 22. The service from REFRESHMENT KIOSK to staff rooms, Competent Authority Room and Office of the department will be managed by the contractor.
- 23. REFRESHMENT KIOSK contractor must not employ any child Labour.
- 24. There should be room service for staff members.
- 25. REFRESHMENT KIOSK contractor has to maintain hygienic/sanitary condition inside and around REFRESHMENT KIOSK. If unhygienic condition etc. is found by any Govt. Authority, the contractor shall be solely responsible for the same and if any penalty imposed by Authority will be borne by the contractor.
- 26. If any un-authorized electric appliances found to be used by the Competent Authority/REFRESHMENT KIOSK COMMITTEE or its authorized representative, a penalty of Rs.1,000/-or more shall be imposed and to be deposited immediately. Further occurrence of such misuse may attract more penalty or termination of contract at the discretion of the Competent Authority.

- 27. Contractor, in no case, will use unbranded/unhygienic eatable items, if found, contract shall be cancelled and all the penalties imposed by enforcing Govt. authorities will be borne by the contractor.
- 28. The Competent Authority/ REFRESHMENT KIOSK COMMITTEE may call for the advice of medical officer/ food inspector on matters of hygiene in REFRESHMENT KIOSK/ quality of food being to be sold or served.
- 29. Contractor will registered with appropriate govt. agency/ civic Authority mandated as per rules and nature of his business and tax liabilities, if any, will be borne entirely by the contractor.
- 30. Contractor will pay minimum wages as per minimum wages act 1948 revised from time by govt. of Delhi vide their orders in terms of category of the workforce employed by him.
- 31. The awardees of the contract will have to get his/her establishment inspected by MCD health department and a certificate has to be obtained from them within a period of 3 months from the award of the contract (if applicable).
- 32. Any servant or other person engaged by the contractor in the licensed premises shall liable for suspension or dismissal by the competent Authority of the department for disobedience or misconduct and the contractor shall accept the decision of the competent Authority of the department in this respect as final binding upon him. The competent Authority of the department shall not in any way liable in respect of any claim by any servant for wages or damage and the contractor shall keep the competent Authority of the department indemnified.
- 33. It will be the responsibility of the contractor to get the police verification done of the employees engaged by him & he will submit a copy to the competent Authority.
- 34. No worker will be allowed to the stay in the premises of the department after the closing time of the zonal offices/ Automated driving test centres.
- 35. The successful tenderer (known as Contractor after awarding the tender) shall be fully responsible to protect Government Property / Premises of REFRESHMENT KIOSK handed over to the contractor. In case of any kind of damaged, suitable recovery will be made from the contractor at the discretion of competent Authority/ REFRESHMENT KIOSK COMMITTEE.
- 41. The successful bidder will signed the contract agreement on Non Judicial Stamp Paper of minimum amount, before start of REFRESHMENT KIOSK contract.

#### 42.Penalty:-

S.No.	Particulars	Penalty amount
1.	Sale of unauthorized items	Rs.500/- per occasion.
2.	Insanitary conditions	Rs. 500/- per occasion/ per day
3.	Unauthorized extension of counters/Kisok	Rs.500/- per occasion.

#### 42. Forfeiture of EMD /Security Deposit:

- i. If the successful tender refuse to enter into an agreement of fails to remits the Contract Bid Money/ Tender Money within seven days of acceptance of Tender, EMD will be forfeited.
- ii. If the approved tender abandons the contract, security deposit will be forfeited.
- iii. If the contract is terminated by Competent Authority/ REFRESHMENT KIOSK COMMITTEE due to poor performance /variation of any clause of agreement or any bad act of tendrer, security deposit will be forfeited.

#### 43. Arbitration

All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. In the event of any dispute or difference arising out of or in any way relating to or concerning these presents or effects of these presents, the same shall be referred to the sole arbitration of a person to be appointed by the Commissioner (Transport), Government of NCT of Delhi. Any litigation arising out of this contract shall be filed only in the Courts at Delhi. India

Signature of the Contractor,

Name:

Address:

Witness:-

1 Name: 2. Name:

Signature: Signature:

Address: Address:

#### List of items to be provided in the REFRESHMENT KIOSK

S. No.	Items
1.	Tea,
2.	Coffee / cappuccino / Mocha, Latte and Espresso
3.	Soft drinks (Fountain based)
4.	Biscuits (Pre-Packed)
5.	Packed Juice.
6.	Packed Chips and wafers Biscuits Namkeen (Pre-Packed)
7.	Chocolates (Pre-Packed)
8.	Lassi, Flavoured Milk, Curd (Pre-packed)
9.	Water Bottles (Pre-packed)250 ml / 500ml & 1Ltrs.

#### **CONDITION:**

- 1. The REFRESHMENT KIOSK contractor shall produce the sample of disposable cups (to be used for serving tea and coffee), Tea leafs before the REFRESHMENT KIOSK COMMITTEE for approval before using it in the REFRESHMENT KIOSK.
- 2. Any other item may be included later on with the approval of competent Authority & REFRESHMENT KIOSK COMMITTEE or authorized representative.
- 3. List of items & rates has to be displayed in the REFRESHMENT KIOSK
- 4. In respect of Tea, Coffee, the department will reserve its right with respect to use of vending machine as per their direction.
- 5. The terms and conditions enclosed and rate list of item are acceptable to me.

Signature of Tenderer

An undertaking for payment of the contract bid money / tender money for running REFRESHMENT KIOSK for one year in **GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,**TRANSPORT DEPARTMENT, 5/9, UNDER HILL DELHI -110054

# **UNDERTAKING**

	Tenderer for running			
REFRESHMENT KIOSK at MALL ROAD, I.P. DEPOT, SARAI KALE KHAN,	•			
	AUTOMATED TRACK), JANAK PURI, LONI ROAD, MAYUR VIHAR, WAZIRPUR, DWARKA, RAJA			
GARDEN, ROHINI, VASANT VIHAR, SURAJMAL VIHAR AUTO RICKSHAW UN				
AND I& C CENTRE AT JHULJHULI PLUS AUTOMATTED DRIVING TEST TRACKS	S AT VISHWAS NAGAR,			
SHAKUR BASTI & ROHINI for Twelve Months contract, agree to pay				
Competent Authority Rs				
only) as contract bid money				
one year. If contract is awarded to me / my firm, the contract bid mo	•			
immediately. The rate list duly accepted by me is also enclosed. The terms &				
acceptable. Water & Electricity charges will be paid six months in advance on	flat rates as per terms			
& conditions.				
Signature of the Tenderer :				
Name of the Tenderer (in Block Letters) :				
Address (photocopy of Voter ID Card / Aadhar Card must be attached) :				
Encl.: Conditions of the contract signed by me.				
Rate list is signed by me and is duly accepted.				
Witnesses:				
(1) Name	PHTOTO			
Signature:	OF BIDDER			
Address				
(2) Name				
(2) Name				
Signature:				
Address				

# **FORM OF BANK GUARANTEE FOR EMD**

calle	Whereas, (Name and address of bidder) (hereinafter ad "the Bidder") wishes to submit his bid for
of wo	ork). (Name
	And Whereas, the Bidder is required to furnish a Bank Guarantee for the sum of 0,000/- (Rupees Seventy Thousand only) as Earnest Money Deposit (EMD) against the er's offer as aforesaid.
reque	And Whereas, (Name of the Bank) have, at the est of the Bidder, agreed to give this guarantee as herein after contained.
Comn Under sum	KNOW ALL MEN BY THESE PRESENTS that we(name and address of bank) g our registered office at (hereinafter called "the Bank") are bound unto the nissioner (Transport), Transport Department, Government of NCT of Delhi, 5/9, r Hill Road, Delhi – 110054 (hereinafter called "the Employer") in the of Rs/- (Rupees only) for which payment will and truly to be made to the Employer, the bank binds itself, its successors and assigns by these presents.
	We further agree as follows:
a)	That the Employer may without affecting this guarantee grant time or other indulgence to or negotiate further with the bidder in regard to the conditions contained in the said bid and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Bidder.
b)	That the guarantee hereinbefore contained shall not be affected by any change in the constitution of our bank or in the constitution of the bidder.
c)	That any account settled between the Employer and the bidder shall be conclusive evidence against us of the amount due hereunder and shall not be questioned by us.
d)	That this guarantee commences from the date hereof and shall remain in force till (date to be filled up) (upto 180 days from the deadline date of submission of Bid).
i	That the expression "the Bidder" and "the Bank" herein used shall, unless such an nterpretation is repugnant to the subject or context, include their respective successors and assigns.

#### THE CONDITIONS OF THIS OBLIGATIONS ARE:

- a. If the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid, or
- b. If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
  - (i) Fails or refuses to furnish the Performance Guarantee in accordance with relevant clause of the tender and/or
  - (ii) Fails or refuses to enter into a contract within the time limit specified in the relevant clause of the tender document.

We undertake to pay to the Employer mere on demand without demur upto the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of any one or more of the conditions (a) & (b) mentioned above, specifying the occurred condition or conditions.

	Signature of
	Authorized official of the Bank
Signature of the Witness	Name of Official
	Designation
Name of the Witness	Stamp/seal Of the Bank
Address of the Witness	

# Undertaking (on Bidder's letter head)

<Location, Date>
To

The Secretary-cum-Commissioner (Transport), Transport Department, Government of NCT of Delhi, 5/9, Under Hill Road, Delhi – 110054.

This is to certify that <<COMPANY NAME>> hasn't been blacklisted by a central / state Government institution

Authorized Signatory Name of Signatory: Bidder Name:

Date Place

#### PROFORMA FOR FINANCIAL BID.

S.No.	Description of Work	Financial Bid for one year (including all Taxes)
1.	Tender for running of REFRESHMENT KIOSKs at 16 Zonal Transport Offices of Government of NCT of Delhi.	Rs/-
2.	AUTOMATTED DRIVING TEST TRACKS AT VISHWAS NAGAR, SHUKUR BASTI & ROHINI	Rs/-
Total (1+2) for one year		Rs/-
The bid should contain all applicable taxes including G.S.T.		
Minimum reserve price is Rs.35 Lakhs per annum		

Estimated cost:

Rs.15,000/-  $\times$  12  $\times$  19 Centres = 34.2 Lakhs per annum.

# **Check List for Tender**

S.No.	Eligibility Criteria	Documentary Proof	Yes/No
1	EMD in the form of DD/FDR/ Bank Guarantee amounting to RsRs.70,000/- in favour of Commissioner (Transport) payable at Delhi		
2	The bidder should be duly registered company registered under Indian Companies Act, 1956 <b>OR</b> A partnership firm registered under Indian Partnership Act, 1932 <b>OR</b> A company registered under the Limited	Certificate of Incorporation/ Registration	
	Liability Partnership (LLP), Act, 2008		
3	Three years business i.e. from 2015-16, 2016-17 and 2017-18.	Copy of balance sheet for the last three years	
4	Minimum Turn over of Rs. One Crore in the last three years (each year)	Proof of turn over certified by Chartered Accountant	
5	Minimum four outlets in NCT of Delhi having minimum turn over of Rs. 10 Lakhs at each out let in last one year during 2017-18.	Proof of sale of each outlet certified by Charted Accountant.	
6	Undertaking on Letter Head of the firm duly signed by the Authorised Signatory that their firm has not been blacklisted by a central/State Government Institution		
7	Copy of Voter ID Card / Aadhar Card of the owner/authorized signatory of the firm		

Performance Guarantee which is 10% of the estimated cost of the tender is to be submitted by the Highest Bidder at the time of award of the contract valid up to 60 days beyond the date of completion of the contract.