

Training Centre
National Security Guard
PO : Manesar
Distt : Gurgaon
Haryana : 122051

No. OM-924/TC/NSG

05 Aug 2017

**NATIONAL SECURITY GUARD
(MINISTRY OF HOME AFFAIRS)
Government of India**

Subject : **DRAFT TENDER/QUOTATION FOR HIGH TEA DURING NSG RAISING DAY
ON 16 OCT 2017**

1. Sealed Tender/quotations are invited by The Inspector General, Training Centre, National Security Guard on behalf of President of India for proc of **High Tea during Raising Day on 16 Oct 2017 under two bid system**. The items is to be procured by the Training Centre, National Security Guard, Manesar during the financial year 2017-18. The terms and conditions for purchase are as under :-

- (a) Rate to be quoted for ready serving at NSG, Manesar, Gurgaon.
- (b) The store should be delivered on the date i.e 16 Oct 2017 alongwith decoration and layout of a very high standard.
- (c) IG, Trg Centre, will be at liberty to cancel any supply order without assigning any reason. IG, Trg Centre reserves right to accept single bid.
- (d) The firms/dealers quoting the lowest rate for best quality of items will be given preference. **Firms will have to produce sample menu on the day of tender opening.**
- (e) The rate will be valid for six months from the date of approval.
- (f) Warrantee/guarantee in respect of store should be clearly mentioned in the tender quotation.
- (g) Store will be received in good condition and good quality only.
- (h) Payment will be made on receipt of the complete qty of goods in good condition and quality and as per the Govt policy.
- (j) Earnest Money of **Rs. 16,000/- (Rupees sixteen thousand only)** in the shape of Bank Draft drawn in favour of IG, Training Centre, NSG Manesar Gurgaon, Haryana payable at SBI NSG Complex, Manesar is also required and quotation without earnest Money and requisite information/paper documents will not be entertained/accepted.
- (k) Only registered firm having TIN No/GST will be entertained.
- (l) The rate should include crockery items, waiters and linen charges including high standard of decoration.

- (m) The items should be of high quality to serve VIPs/VVIPs.
- (n) Cost of per plate should not exceed Rs 600/- (including tax).
- (o) Interested tenderers should submit the quotations alongwith rate & specification of items.
- (p) Sample menu may be collected from the office of Squadron Commander (Coordination), Training Centre, NSG, Manesar on any working day between 20 Sep 17 and 24 Sep 17.
- (q) As part of technical bid, tenderers will have to provide sample menu which will be checked by a team of officials for quality, including taste, decoration and serving standards. In case of change in menu, bidders will be permitted to change price bids.
- (r) The tenderers should submit the tenders in **TWO BID SYSTEM** i.e. the Tenderers should give the price bid in a separate sealed cover and the technical details with sample menu along with detailed specifications of the store offered supported by leaflets, brochure, if any. Price bid of tenderers will only be opened whose technical bid/ sample menu approved by team of officials of this office.
- (s) Cost of tender processing fee (non refundable) will be **Rs 100/-** (Rupees one hundred only), which will be paid either DD/cash in favour of IG, Training Centre, NSG Manesar Gurgaon, Haryana payable at SBI NSG Complex, Manesar at the time of collection of tender form or incase downloaded from the website, amount be submitted alongwith tender form.

2. You may please send your sealed quotations super scribing the envelop with **“Quotation for provision of High Tea during NSG Raising Day Demo on 16 Oct 2017”** addressed to Inspector General, Training Centre NSG, Manesar, Gurgaon, Haryana by post or deliver the same by hand in the quotation box at this office on or before 25 Sep 2017 at 1100 hrs. The quotation will be opened on the same day i.e. 25 Sep 2017 at 1130 hrs. IG, Training Centre, NSG, Manesar shall reserve the right not to accept any of quotations merely on the ground of rates being lowest. The payment will only be released to the firm after verification of quality of store with the sample.

Sd/- xx xx xx
Group Commander
For Inspector General

PROPOSED MENU FOR HIGH TEA

S/No	Menu	Str	Remarks
(i)	Sandwiches with assorted fillings (Veg and Chicken)	Str 800	
(ii)	Chicken fingers with a Marinara Dip		
(iii)	Small Cocktail Samosas filled with matar and kishmish		
(iv)	Potato Wedges		
(v)	Pasta in Arabiata Sauce		
(vi)	Fresh Cut Fruits		
(vii)	Spicy choley and Kulchas		
(viii)	Dahi Bhalles with sonth, chutney etc		
(ix)	Mini Brownies, Mini Cupcakes and blueberry cheese cake, assorted pastries		
(x)	Hot Gulab Jamuns		
(xi)	Tea and Coffee		
(xii)	Bottled Water, Cokes, Sprite, Mirinda for all and Juices for 100 VVIPs		