



भारत सरकार / GOVERNMENT OF INDIA
गृह मंत्रालय / MINISTRY OF HOME AFFAIRS
राष्ट्रीय अन्वेषण अभिकरण / NATIONAL INVESTIGATION AGENCY

**INVITATION OF BIDS FOR HIRING FIRM FOR RUNNING CAFETERIA IN NIA
HQR BUILDING, OPPOSITE CGO COMPLEX, NEW DELHI-110003**

TENDER NO. 7 DATED 27 April'2018

1. Sealed Bids are invited on behalf of the President of India by Director General, NIA, New Delhi from the specialized agencies/vendors engaged in the business of running of cafeteria in an organization as per details mentioned in Part-II of this Tender. Please super scribe the above mentioned Title, Tender number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid. The Tender Processing Fee is **Rs.1000/- (non-refundable)**.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this Tender are given below -
 - a. Bids/queries to be addressed to : **The SP (Admin)**
 - b. Postal address for sending the Bids: **NIA HQrs, Opposite CGO Complex, Lodhi Road New Delhi-110003**
 - c. Name/designation of the contact person : **Shri S N Pandey, SP (Admin)**
 - d. Telephone number of the contact person: **011-24368837**
 - e. E-mail address of contact personnel: **satyanandpandey.nia@gov.in**
 - f. Fax number: **011-24368801**
3. This TENDER is divided into five Parts as follows:

Part I – Contains General Information and Instructions for the Bidders about the Tender such as the time, place of submission and opening of tenders, Validity period of tenders, EMD etc.

Part II – Contains essential details of the services required, such as the Schedule of Requirements (SOR), Eligibility Criteria, contract/Delivery Period etc.

Part III – Contains Standard Conditions of RFP, which shall form part of the Contract with the successful Bidder.

Part IV – Contains Special Conditions applicable to this Tender and which shall also form part of the contract with the successful Bidder.

Part V – Contains Evaluation Criteria and Format for Price Bids.
4. This Tender is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw this Tender, should it become necessary at any stage.

5. The Pre-Bid meeting will held at NIA HQ N/Delhi on April'18 at 1400 Hrs

PART I – GENERAL INFORMATION

1. **Last date and time for depositing the Bids:** 21st May'2018 at 1400 Hrs

The sealed Bids should be submitted/reach by the due date and time. The responsibility to ensure timely submission of bids lies with the Bidder. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents by NIA.

2. **Depositing the Bids:** Sealed Bids should be either dropped in the Tender Box marked for the tender or sent by registered post at the address given above so as to reach by the due date and time. Bids sent by FAX or e-mail will not be considered.

3. **Time and date for opening of Bids:** 21st May'2018 at 1600 Hrs

(If due to any reasons, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. **Location of the Tender Box:**

Reception, NIA HQrs, Opposite CGO Complex, Lodhi Road, New Delhi-03. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. **Place of opening of the Bids:**

Conference Hall, NIA HQrs, Opposite CGO Complex, Lodhi Road, N/Delhi-03. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of the Bidders present at the schedule date and time. This event will not be postponed due to non-presence of representative (s) of any of the vendors.

6. **Two-Envelop Bid System:** In this case, only the Technical Bids to assess the eligibility would be opened at the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after evaluation is done by the Buyer.