


राष्ट्रीय हरित अधिकरण / National Green Tribunal
प्रधान न्यायपीठ / Principal Bench
फरीदकोट हाउस, कॉपरनिकस मार्ग / Faridkot House, Copernicus Marg
नई दिल्ली / New Delhi - 110001

**Notice inviting Tender for canteen services at National Green Tribunal, Principal
Bench, New Delhi**

Tender No. NGT/PB/07/GA/2018

TENDER DOCUMENT SCHEDULE

Date of issue of Tender Document	23.08.2025
Last date & Time for submission of Tender Document	15.09.2025 at 4:00 pm
Date & Time of opening of Technical Bid.	Subject to direction of Tender Committee
Date & Time of opening of Financial Bid.	Subject to direction of Tender Committee







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Visit <https://www.greentribunal.gov.in>

INDEX

Sr. No.	Title	Page
	Tender Notice	03
A.	Introduction	04
B.	Instruction to Bidder	05
C.	Technical and qualification criteria	06
D.	Term and condition of Contract	07
E.	Schedule of requirement (scope of works)	07
F.	Duration	08
G.	Duties / Responsibility of the Contractor	08
H.	Discretion	09
I.	Restrictions	10
J.	Sub-Let or assignment	11
K.	Complaint Redressal Mechanism	11
L.	Notice	11
M.	Black list	11
N.	Waste Management	12
O.	Penalty Clause	12
P.	Quality and hygiene	12
Q.	Indemnity	13
R.	Legal Compliances	14
S.	Force majeure	14
T.	Dispute Resolution	15

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राष्ट्रीय हरित अधिकरण / National Green Tribunal
प्रधान न्यायपीठ / Principal Bench
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TENDER NOTICE

Date: Aug, 2025

Tenders are invited by the National Green Tribunal for canteen services at National Green Tribunal, Principal Bench, New Delhi.

The interested firms may submit the tenders in the prescribed proforma. All the documents in support of eligibility criteria etc., are also to be submitted along with the Tender Documents.

The bid shall be downloaded from <https://www.greentribunal.gov.in> on or before the date and time indicated in the above schedule. The canteen is to be operated for the welfare of the employees, litigants and Advocates. Payment of the food items will be made directly by the aforesaid persons to the canteen operator.

The detailed scope work, infrastructure layout, and menu format will be enclosed in the subsequent pages of this document.

The NGT reserves the right to modify or cancel this tender enquiry at any stage without assigning any reason. The decision of the competent authority shall be final and binding.


S. Vineeta
(Registrar General)





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A. Introduction:-

The National Green Tribunal (NGT) was established on 18.10.2010 under the National Green Tribunal Act, 2010 for effective and expeditious disposal of cases relating to environment protection and conservation of forests and other natural resources. This tender enquiry is for running canteen services at National Green Tribunal (NGT), Principal Bench, New Delhi.

A.1 For the purpose of tendering bid security and finalization of bid, the NGT means National Green Tribunal, Principal Bench, New Delhi.

A.2 Bidder means the individual or agency who participates in this tender and submit its bid.

A.3 Letter of intent means the communication of the intention of NGT to the bidder for award of work read with bid documents.

A.4 Work order means the order placed under issue of letter of intent by the NGT to the agency signed by NGT including all attachments thereto and all document incorporated by reference therein.

A.5 The Contract Price means considerations payable to the agency under the work order for the full and proper performance of its contractual obligations.

A.6 The details of the tender are as follows:

Sr. No.	Particulars	Available items
03	Total Canteen Space Available	680 Sq Ft approx.
04	Number of operational hours in a day	09:00 AM to 05:30 PM
05	Estimated value of the contract	40,000/-
06	Type of diet	Vegetarian,
07	Type of Meal	Breakfast, Lunch, Beverages, packed items, Miscellaneous events like high tea, Parties Etc.

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 राष्ट्रीय हरित अधिकरण / National Green Tribunal
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 फरीदकोट हाउस, कॉपरनिकस मार्ग / Faridkot House, Copernicus Marg
 नई दिल्ली / New Delhi – 110001

08	Type of Canteen Space available	Items Hall along with kitchen area.
09	Serving style	Dining Hall, Mess, table etc.
10	Number of serving location	01
11	Facilities to be provided by the vendor	Basic Furniture, Insect catcher, dustbin, liquid Soap, Display Shelf, Cooking & serving Equipment with utensils, air dryer, tissues, cash counter, UPI scanner, menu cards/display, Water, Electricity, cash counter, AC, heater, water dispenser, complaint suggest box and cleaning equipment's etc.
12	Estimated number of footfalls per day	200 Person
13	Minimum number of manpower required	01 Supervisor Cum Manager 02 cooks 02 cleaner cum multitasking
14	Retention of former staff	No
15	Cooking permission is available in the premises	Yes
16	MSE	No
17	Startup	No

B. INSTRUCTIONS TO BIDDERS:

- a. Interested Caters may inspect the locations of Canteen Premises and can have the assessment of actual work/services involved in running of the Canteen with the permission of the NGT, General Administration Section on any working day between 9:30 AM to 5:00 PM.
- b. The tenders shall be required to submit in a big Envelope containing two separate envelopes of first Envelope of Technical Bid (Tender form and Annexures) together with Earnest Money Deposit (EMD), Technical Literature and Technical Bid specifications and terms & Conditions duly signed. Whereas the Second Envelope of Financial Bid should have the rates to be quoted by the bidder along with **Annexure B**.
- c. While opening the tenders, the envelope containing Technical Bid shall be opened first and the same shall be examined by a duly constituted Committee of the NGT. Financial bids of only those firms who qualify in the technical bid will be opened at a later stage for which the firms shall be informed over phone, e-mail and through

 

message about the date, time and venue of the opening of financial bids. NO tender without EMD will be entertained.

- d. The Technical bid without complete information and supporting documents shall not be considered for evaluation of the financial bid.

C. Technical and Qualifying Criteria:

- 1) The bidder should have valid Food Safety and Standards Authority of India certificate for running Canteen/Mess Services (certificate to be attached).
- 2) The bidder should attach experience certificate of last three years in at least 3 Institutions along with technical bid as proof for providing Canteen/Mess in a Govt. Sector/PSUs/Educational Institutions including schools & Colleges/Private Institutions of repute.
- 3) The bidder should have minimum average turnover of Rs. 10 Lac of proceeding last three years (Please attach audited balance sheet audited /unaudited CA certified along with technical bid).
- 4) The bidder should provide copy of ITR (FY 2024-25 onwards) duly attested by C.A.
- 5) The bidder should provide an undertaking for not ever been blacklisted by the Govt./Non-Govt. Agency.
- 6) The bidder should have the valid GST number either in the name of proprietor or the firm (Copy should be enclosed along with technical bid).
- 7) The bidder should have PAN Number either in the name of proprietor or firm (Copy should be enclosed along with technical bid).
- 8) The bidder should attach a demand draft of Rs. **15,000/- (Rupees Fifteen Thousand only)** to be deposited as EMD in favour of Secretary, NGT, payable at Delhi.
- 9) Bid security declaration of Rs.15000/- in favour of Registrar, NGT, PB need to be submitted by all Bidder on or before the last date and at the time of submission of Bid Tender submitted without declaration will be rejected.
- 10) Each page of the tender should be numbered, stamped and signed by the tenderers with the date and seal of the firm.


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राष्ट्रीय हरित अधिकरण / National Green Tribunal
प्रधान न्यायपीठ / Principal Bench
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- 11) The contract of the canteen shall be given to the firms who qualify both the technical, financial bid and quote highest licensee fee.
- 12) The successful tenderer shall incorporate the prescribed Terms and Conditions on the Non-Judicial paper of Rs. 100/- and the cost of the same will be borne by the tenderer.

D. Terms And Conditions of the Contract:-

The bidder shall require to be submitted the following in its offer:-

- a. **Earnest Money Deposit (EMD)**: A sum of Rs. 15,000/- (Rupees Fifteen Thousand only) shall be required to be submitted with the tender form in the form of Demand Draft in favour of the Registrar General, NGT, New Delhi, drawn on any Nationalized Bank. EMD of unsuccessful bidders shall be refunded at the earliest after finalization of the successful Contractor. EMD of the successful bidder shall be returned immediately after receipt of security deposit. No interest shall be paid on EMD in any case.
- b. **Security Deposit**: A lump sum Security deposit of Rs.50,000/- (Rupees Fifty Thousand only) shall be required to be deposited by the successful bidder within 15 days of placement of work order in the form of bank draft in favour of the Registrar General, NGT from the any Nationalized Bank. The same will be retained with NGT up to three months after the contract period is over. In case of any breach of contract during the contractual period deposit will be liable to be forfeited. No interest shall be paid on security deposit in any case.
- c. That the minimum License Fee for canteen is fixed at Rs.3000/- per month (Rs 36000/- for twelve months) (Subject to revision) exclusive of water, electricity and other taxes etc. and the license will be awarded to the highest bidder, **who will quote the highest bid amount of license fee per month for running the canteen.**

E. Schedule of Requirement (Scope of Work):

There are about 200 people consisting employees, litigants, security personnel and Advocates are present in the building for which services of tea/ snacks /lunch & other beverages are to be provided in the canteen premises of the NGT.

 

F. Duration:

1. The contract will be awarded to run the Canteen initially for a period of one year which may be renewed for further period only when need arises and subject to satisfactory performance of the contractor.
2. That the license fee shall be payable also for the period during which the NGT remain closed.

G. Duties/ Responsibility of the Contractor:

1. The Contractor has to provide all other equipment for running the Canteen such as crockery, cutlery, table linen, flower bases, livery, cooks, waiters and other servants for the Canteen, etc. and these shall be according to the standard prescribed by the NGT.
2. That the electricity charges shall be borne by the licensee on actual consumption basis as per sub- meter reading installed for the canteen purpose @ NDMC rate per unit (present rate 10.39 per unit). The licensee shall also bear water charges 1000/- per month.
3. That the licensee shall hand over the possession of the premises peacefully and in good conditions to the Registrar General (RG), National Green Tribunal, New Delhi immediately on expiry/termination of the license. On failure to vacate the premises, the licensee shall also be liable to compensate for the period of unauthorized occupation after default at the rate to be fixed by Registrar General, National Green Tribunal, New Delhi in his/her sole and absolute direction.
4. That the licensee shall comply with the instructions issued from time to time by the RG, NGT, New Delhi in regard to the matter concerning the canteen.
5. That the rates of permissible eatables and beverages will be fixed and reviewed in consultations and approval of the RG, NGT, New Delhi and rates should be display in the Canteen.
6. The Fuse electric bulbs and fluorescent tubes for the canteen premises shall be replaced by the licensee at his own cost and expenses. Day today maintenance shall be responsibility of licensor.




7. Any of the contractor's employees proceeding on leave shall immediately be replaced by the contractor at no additional expense to the NGT, so as to maintain satisfactory level of service at all time.
8. The contractor shall obtain instructions from the authorized Officer/Section Officer (etc) of the NGT along with the type of menu that may be served in the official Lunch/ Dinners/ Tea/ high tea to the Officers and staff of the NGT.
9. The service hours in the Canteen shall be from 9:00 AM to 5:00 PM on all working days and may be asked to operate on holiday.
10. The waiters and servants should be honest & well trained in their dealing with the staff of the NGT. No child labour will be allowed to work in the NGT Canteen.
11. The Contractor and his staff will make their own residential arrangement outside the premises of the NGT. No one will be granted permission to stay in the Canteen during night or during non-functional hours on holidays.

H. Discretion

1. The contract/ Tender can be terminated/rejected at any stage by the NGT without assigning any reason.
2. That if on examination, it is found to the satisfaction of the Registrar General, NGT, New Delhi whose decision shall be final and conclusive on the licensee that any food stuff exposed for sale was not fresh or of poor quality of service rendered by the licensee was defective, the license of the licensee will be terminated.
3. The Registrar General, NGT, New Delhi reserves the right to waive or alter any of the General Terms and conditions if he/she finds sufficient reasons to accept a tender with regard to the price, quality, reputation of the tenderer in the market and other relevant conditions.
4. The NGT shall have the right to review the working of this contract from time to time and if at any time it is found that the Contractor has failed to fulfil any of the conditions of this contract or that his working is unsatisfactory, the NGT may terminate this contract after giving one month notice, but no such notice will be




necessary if the contract is terminated on the grounds of serious misconduct or any act require immediate vacate of the NGT premises.

5. The NGT shall have the right to search the Contractor's employees at any time while going out of the office premises and there shall be no grievance expressed/felt on this account either by Contractor or his employees. The Contractor will issue ID Cards to the workers in the format approved by the NGT.
6. Any other condition may be imposed on the successful tenderer at the time of placing of order/contract.
7. The renovation work of canteen is already proposed. Therefore, the period of renovation work may be excluded from the award of contract period at that time.
8. That the allotment of the canteen in favor of the licensee is purely temporary and on the same shall be treated as a bare license, which can be revoked at any time without assigning any reason, and in the event of revocation of the licensee on account of any breach of any of the terms and conditions of the license, the licensee shall be bound to vacate the premises/canteen within one week of the notice of the revocations of the license by the Registrar General, NGT, New Delhi and shall not claim any compensation for any resultant damages thereof.
9. That the Registrar General, NGT, New Delhi reserve the right to let out to any third person, the advertisement space and the licensee shall have no objection to the same. The licensee will have no such right or entitlement on the canteen.

I. Restrictions

1. The Contractor shall be required to use gas for cooking purpose at his own cost. No electricity is to be used by the Contractor for cooking purposes.
2. That the licensee shall not bring or cook, permit bringing or cooking beef or pork nor shall or permit the skinning of animals/birds within the NGT premises.
3. That the licensee shall not sublet/assign or otherwise part with or transfer the possession of use the premises or part thereof for any other purpose including residence/stay of workers/employees.
4. That the licensee shall not do anything in or outside the canteen, which may be nuisance or cause annoyance to the neighboring offices or Court.





राष्ट्रीय हरित अधिकरण / National Green Tribunal
प्रधान न्यायपीठ / Principal Bench
फरीदकोट हाउस, कॉपरनिकस मार्ग / Faridkot House, Copernicus Marg
नई दिल्ली / New Delhi – 110001

5. That the licensee shall not exhibit in the said premises any printed or written notice or advertisement of any kind whatsoever except an approved rate list of eatables.
6. The Contractor will ensure that any hazardous, inflammable, intoxicating or psychotropic material is not stored or served in the Canteen premises and also adhere to all security and safety measures.
7. The Contractor will not take out of the NGT premises any articles of stores without a Gate-pass to be issued by the General Administration Section.
8. That the Contractor will not transfer or assign any part of his interest in this contract and that the (period of this) contract shall also be liable to be terminated by death or insolvency of the Contractor before the expiry of the period of this contract.

J. Sub-Let or assignment: The Contractor shall not sub-let or assign the license or use the space provided for running the Canteen for purposes other than running a Canteen and shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the Canteen nor shall be made or permit to be made any structural additions and alterations to the same without written approval of the RG, NGT.

K. Complaint Redressal Mechanism: To ensure consistent quality, hygiene and service standards, the licensee shall keep a complaint book at a conspicuous place in the canteen premises in which the complaint may be recorded and which shall be open to inspection by person duly authorized by the Registrar General, NGT, New Delhi and shall be placed before the Registrar General. The Tenderer shall resolve the Complaint within the 3 working days.

L. Notice: That in case the licensee wants to leave the licensed premises canteen before the completion of contract period, the licensee will have to give two-month notice in writing or to pay two-month license fee in lieu thereof and also clear all arrears and others dues, if any.

M. Black list: The firm should not have been blacklisted by any Govt. Department/Semi Govt, if any proof of blacklisting is found against the tenderer/firm




at any time during the period of contract/purchase, the whole claim or part thereof as decided by the Registrar General, NGT, New Delhi may be forfeited without assigning any reason.

N. Waste Management: It will be the responsibility of the Licensee to ensure proper segregation, collection, handling, disposal of waste as per Solid Waste Management Rules.

O. Penalty Clause: The Registrar General will oversee the functioning of Canteen with a view to ensure supply of hygiene food and prompt service, maintenance of neat and clean Canteen premises. In case, there are repeated failures by the contractor, the RG, NGT can impose a fine ranging from Rs. 1000/- to Rs 1500/- each time to be recoverable from the bill of due payment to the Contractor.

P. Quality and Hygiene:

1. The Contractor will use only Ag-mark branded items i.e. Oil, Spices, floors, Maida, etc. and will be responsible for supply of hygienic/healthy food.
2. The eatables served by the Contractor shall be of good quality, clean, fresh and hygienic and the Competent Authority of the NGT or any Officer of NGT nominated, may at any time enter upon the premises allotted to the Contractor and take away samples of eatables free for purpose of inspection, trial or analysis and the decision of the Competent Authority of the NGT or nominated officers about the desirability and quality of the items for consumption in the Canteen shall be final.
3. The NGT may call for the advice of the honorary Medical Officer on matters of Hygiene in the Canteen. Any suggestion agreed by the NGT will be followed by Contractor.
4. The contractor agrees to keep the premises neat, clean and tidy at all times and according to the health/hygiene and by-laws of the concerned Authority.
5. The Contractor shall arrange proper uniform for Canteen staff and follow all the rules and regulations applicable in Delhi.






राष्ट्रीय हरित अधिकरण / National Green Tribunal
प्रधान न्यायपीठ / Principal Bench
फरीदकोट हाउस, कोपेर्निकस मार्ग / Faridkot House, Copernicus Marg
नई दिल्ली / New Delhi - 110001

6. That the food, sweets, vegetable etc. used and sold by the licensee shall be fresh, wholesome, certified and of good quality. The RG, NGT, New Delhi shall have the right to stop the sale or destroy any articles exposed for sale in the premises which is not considered of requisite standard or is otherwise unfit for human consumptions.

Q. Indemnity

1. That the NGT or Registrar General shall not be responsible for any loss or damage occurring to any goods, stores or articles intended for the sale that may be kept in the said premises.
2. The Contractor shall keep the NGT indemnified from all acts of omission, default breaches and/any claim, demands, lose, injury and expenses to which the NGT may be put to or involved as a result to the Contractor's failure to fulfill any of the obligations hereunder and or under status and/or any bye-laws or rules framed here under or any of them. The NGT shall be entitled to recover any such losses or expenses which it may have to suffer or incur on account of such claims, demands loss or injury, from monthly bills or from the security deposit of the Contractor without prejudice to its any other fights under the law.
3. If any employee or other person engaged by the Contractor in the premises is involved in any act of disobedience or misconduct, then the Contractor shall take immediate action to withdraw such persons from the service and the premises of the NGT and the decision of the RG, NGT in this regard will be final and binding upon him. The NGT shall not in any way be liable in respect of any claim made by any employee for wages or damages and the Contractor shall keep the RG, NGT indemnified from all such claims.
4. The NGT will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the Contractor in the Canteen premises including kitchen and other rooms.
5. All persons engaged by the Contractor shall be the Contractor's own employees and they will claim no privileges from the NGT. The contractor will be directly

responsible for the administration of his employees as regards general discipline and courteous behaviour.

6. In the event of failure, to supply the approved items without notice by the Contractor, the same will be arranged by the Institution at the Contractor's risk and cost.
7. The Contractor shall be responsible for all damages or losses to the NGT property if committed by the Contractor himself or his staff and shall be liable to make good any such loss or damage except those due to reasonable use or wear and tear.

R. Legal Compliances:

1. The contractor shall at his own cost, effect, comply with all the necessary legal requirements and shall do necessary insurance in respect of the staff and other personnels to be employed or engaged by the contractor in connection with rendering of the aforesaid services to the NGT and shall comply with the provisions of Contract Labour Act 1970, Employees State Insurance Act 1948, Workmen's Compensation Act 1923, Payment of Wages Act 1936, the Employees Provident Fund 1925 and Family pension Fund Act 1952, GST Act 2018 and other rules, regulations, statutes that may be applicable to them now or that may be introduced by the Govt. or concerned Authorities subsequent to the this agreement.
2. The proper Police verification, medical check-up, insurance, etc. shall be required to be completed by the Contractor in respect of staff deployed in the NGT Canteen under the contract.

S. Force Majeure

For purposes of this clause, "*Force Majeure*" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics, pandemics or other natural disasters and restriction imposed by the Government or other statutory bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the Contractor shall promptly notify NGT in writing of such condition, the cause thereof and the change that is necessitated due to the







राष्ट्रीय हरित अधिकरण / National Green Tribunal
प्रधान न्यायपीठ / Principal Bench
फरीदकोट हाउस, कॉपेर्निकस मार्ग / Faridkot House, Copernicus Marg
नई दिल्ली / New Delhi – 110001

conditions. Until and unless otherwise directed by the NGT in writing, the contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

The agency shall advise NGT in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure conditions. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, NGT reserve the right to cancel the order without any obligation to compensate the agency in any manner for whatsoever reason.

T. Dispute Resolution

1. In case of any dispute between the Contractor and the NGT arising out of or in relation to the agreed conditions, the dispute will be referred to the Arbitrator appointed by the Chairperson, NGT whose decision will be final and binding on both parties.
2. Any dispute arising out of the relation between the parties will be subject to the jurisdiction of Courts at Delhi.



राष्ट्रीय हरित अधिकरण / National Green Tribunal
प्रधान न्यायपीठ / Principal Bench
फरीदकोट हाउस, कॉपरनिकस मार्ग / Faridkot House, Copernicus Marg
नई दिल्ली / New Delhi – 110001

TENDER FORM

Self attested
P.P. Size
Photograp

1. Name of the Applicant/Firm:
2. Full Postal Address of Bidder:
3. Telephone No. /Mobile No. Fax No:
4. Name, Designation, Address &
Telephone No. of Authorized person
of firm to deal with:
5. VAT/Goods Service Tax Regn. No.:
6. PAN No.:
7. Amount of Demand Draft/Pay order
with No. and Name of issuing bank:
8. Has the tenderer ever been Black-listed
by any Govt. Deptt. If yes, give details:
9. Is any cases pending in the court related
to any supply of food item:
10. Declaration by the contractor

This is to certify that /we before signing this tender have read and fully understood all the terms and conditions and instruction contained herein and undertake myself/ourselves abide by the said terms and conditions.

Signature of tenderer
With date and seal of the firm




Technical Bid

Technical Bid: The tenderer should submit the following-

1. Physical Bid: EMD of Rs. 15,000/- (Rupees Fifteen Thousand Only) in the form of Account Payee Demand Draft/Pay Order from any Nationalized Bank in favour of Registrar General, National Green Tribunal, New Delhi.
2. Document To Be Submitted by the Bidders:
 - a. Copy of EMD as aforesaid.
 - b. Copy of Certificate regarding non-depositing of EMD and registration status etc. if exemption is claimed.
 - c. Copy of identity proof i.e. Voting Card/Passport/Driving License/Adhaar Card.
 - d. Copy of GST Registration.
 - e. Copy of address i.e. Rason card/Passport/Electricity Bill/Telephone Bill
 - f. Copy of PAN Number.
 - g. Copy of duly filled Tender Form.
 - h. Copy of an affidavit on the Non-Judicial Stamp Paper of Rs. 100/- of bidder stating that his firm is not blacklisted or debarred by any Authority.
 - i. Copy of undertaking on the Non-Judicial Stamp Paper of Rs. 100/- that bidder has gone through the Terms and Conditions of NIT and undertake to comply with the same.
 - j. Copy of quoting license fee as Annexure-4 (Financial Bid)
 - k. Prospective Rates mentioned by the Bidder as per Annexure C.

Note: Only those firms who fulfil the aforesaid conditions as mentioned at S. No. a. to k. shall be eligible for consideration in the next stage.






राष्ट्रीय हरित अधिकरण / National Green Tribunal
प्रधान न्यायपीठ / Principal Bench
फरीदकोट हाउस, कोपर्निकस मार्ग / Faridkot House, Copernicus Marg
नई दिल्ली / New Delhi – 110001

Annexure B

FINANCIAL BID

1. Financial bid of only those firms will be opened those who qualify in Technical Bid.
2. Bidder shall have to quote Maximum License Fee for one year and rates for eatables on the given format of Rate list as Annexure-. Rates should be quoted in Indian Currency.
Applicant firms should follow the instructions strictly. Applications not found in order are liable to be rejected.

Financial Bid

Contract for engaging Canteen Services at National Green Tribunal, Principal Bench, New Delhi

[the Minimum License Fee of Canteen is fixed at Rs.3,000/- per month (Rs.36,000/- for twelve months)]

(Contract will be awarded to the Highest Bidder)

(Bid Amount: Rs. _____ (in works) Rs. _____
_____ (For Twelve months only))

Signature of tenderer

With date and seal of the firm






राष्ट्रीय हरित अधिकरण / National Green Tribunal
प्रधान न्यायपीठ / Principal Bench
फरीदकोट हाउस, कॉपरनिकस मार्ग / Faridkot House, Copernicus Marg
नई दिल्ली / New Delhi – 110001

Annexure C

S.No	Item Description	Rate per unit
1	Tea (Regular)	
2	Coffee (with milk)	
3	Bread pakora	
4	Samosa	
5	Aloo Bonda	
6	Dal + 4 Roti	
7	Sabji + 4 Roti	
8	Dal Rice	
9	Rajma/Chole/Seasonal Vegetable/Kadhi	
10	Lachha Paratha	
11	Missi Roti	
12	Aloo/Gobi/Paneer Paratha	
13	Sambhar Vada(2Pcs)	
14	Idli 2 Pcs + Sambhar	
15	Gulab jamun/Ras Gulla	
16	Barfi	
17	Besan Ladoo	
18	Tomato Soup	
19	Sweet Corn soup	
20	Vegetable Grilled sandwich	
21	Economy thali (Two+ Roti+ Dal+ Sabji+ Rice)	
22	Chhole Bhature (2 Pcs)	
23	Chhole Kulche (2 PCs)	
24	Vegetable Cutlet	
25	Beverages like Cold drinks, Lassi, Chhach, Dahi etc.	
26	Chips	
27	Dhokla/Khandvi	

**Signature of tenderer
With date and seal of the firm**

Note: rate to be fixed in consultation with RG, NGT, New Delhi.