

D-35014/5/2010-Gen.I
MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT
GENERAL SECTION-I

New Delhi, Dated 12.01.2012

Ministry of Social Justice & Empowerment wishes to enlist well established reputed vendors for Professionalized Catering Services for providing services in the Office of Minister for visiting foreign delegations and high dignitaries.

2. The empanelment of vendors is subject to the submission of the following basic documents/criteria:-

- (i) Contract details of at least three major clients for Professionalized Catering services .
- (ii) Valid PAN No. (Submit copy of PAN Card)/Valid Service Tax Registration.
- (iii) The vendor should have minimum of 5 years experience in catering business .
- (iv) The vendor should have adequate number of trained /experienced workforce in their establishment.
- (v) The vendor should have minimum annual turnover of Rs.1 crores every year during past three years during the past three years during the last three years and the same has to be supported by Audited Financial Statements.
- (vi) Preference would be given to vendors empanelled in large Corporates/Govt. agencies/PSU's etc.
- (vii) It is mandatory for the vendor to provide their current corporate client list. The list should provide details of the company, name of the contact person of the company and contact address/numbers.
- (viii) Vendors shall have the requisite permissions /permits/Licenses from various health Deptt /other related Govt. Deptts etc. and shall comply with all statutory requirements.
- (ix) Officials of the Ministry may visit any of the vendor's facility/location if necessary to ascertain the criterion above.

3. The Ministry reserves the right to accept or reject any or all applications without assigning any reasons.
4. The enlistment would be valid only for a period of one year initially and on satisfactory performance and /or review of the credentials once again the validity may be extended.
5. The Ministry reserves the right to suspend, de-register, and blacklist the vendor's name in case of failing to meet any of our requirements, unsatisfactory performance.
6. Any application not meeting the requisite criterion or incomplete in any manner or late receipt is liable to be rejected.
7. Menu along with rates for service personnel/uniforms/crockery/Hi Tea/ working lunch(Indian/Continental) may be furnished in Annexure –C.
8. Interested vendors fulfilling the criterion may apply and completed application forms may be submitted in a sealed cover, superscribing "Enlistment of well established & reputed vendors for Professionalized catering for the O/o Minister of Social Justice & Empowerment" latest by 3.00 P.M. on 23.1.2012 and deposit it in the tender box in the Facilitation Centre of the Ministry at Ground Floor, Garage No.8, A Wing ,Shastri Bhavan .

(UTTAM PRAKASH)
UNDER SECRETARY TO THE GOVT. OF INDIA
23388184

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT
GENERAL SECTION

APPLICATION FORM FOR REGISTRATION OF VENDORS OF CATERING SERVICES

1. Name of the Firm:
2. a) Full Postal Address of Firm

b) Contact Phone/Fax No.
3. Type of Firm (Individual/Prop./Partnership/
Pvt. Ltd./Public Ltd.) & Date of incorporation
4. Place of Business
5. Annual Turnover(In Lakhs)
(Attach copies of audited balance sheets for last 3 years)
6. Details of maximum valued single contact handled so far
(Attach documentary proof)
7. Details of major caretaking jobs executed during : Please furnish details as per Annexure A
last three years(attach documentary proof)
8. Details of major caretaking jobs in progress: Please furnish details as per Annexure B
(attach documentary proof)

9. Details of registration with any other Govt. deptt

/PSU's (attach documentary proof)

10. PAN No.

(Please attach documentary proof)

11. Details of organization and Manpower

12. Whether possess any valid ISO certifications/

similar accreditations(Please attach documentary proof)

13. Whether the applicant or any of his partners been

blacklisted or removed from the approval list of

vendors by any Deptt in the past.

14. Remarks, if any

I/We hereby confirm that the above information is true to the best of my knowledge & belief.

I/We also undertake that, if at any stage, the above information are found to be incorrect, the Ministry shall reserve the right to cancel my/our registration at any time without notice, at its discretion.

Date:

Place:

Signature of the Proprietor/Partner/ Authorized Representative

APPLICATION FOR REGISTRATION

DETAILS OF MAJOR CARETAKING JOBS EXECUTED FOR LAST THREE YEARS

S. No.	Full Postal Address of Client and name of Officer-in-charge	Description of Job	Value of contract
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APPLICATION FOR REGISTRATION

DETAILS OF MAJOR CARETAKING JOBS IN HAND

S .No.	Full Postal Address of Client and name of Officer-in-charge	Description of Job	Value of contract
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APPLICATION FOR REGISTRATION

DETAILS OF MENU FOR HI TEA/WORKING LUNCH

S .No.	MENU (INDIAN/CONTINENTAL)	ITEMS (VEG/NON VEG)	RATES
	HI TEA		
	WORKING LUNCH		
	TEA/COFEE		
	SERVICE PERSONNEL		
	UNIFORMS		
	CROCKERY		