

No.

Document Fee: Rs.500/-



## **South Central Zone Cultural Centre**

(Ministry of Culture, Government of India)  
**56/1, Civil Lines, Opp. MLA, Hostel,  
Nagpur-440001, M.S.**

### **Quotation for**

**“Khau Galli on as required basis”**  
**(Only for those bidders who will quote for all 14 stalls)**  
Estimated Cost of Work –Rs.5.60 lacs (Approx.)  
(Rs.4000 x 14 x 10 month)



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### **Quotation Document**

**for**

**“Khau Galli”**

**In the premises of**

**SCZCC Head office**

<b>Starting Date of Sale/Downloading of Quotation document</b>	<b>: 06/05/2022 (Office hours)</b>
<b>Last date of sale/ download of Quotation document</b>	<b>: 26/05/2022 (Latest by 2.00 P.M.)</b>
<b>Last date of receipt of Quotation</b>	<b>: 26/05/2022 (Latest by 4.00 P.M.)</b>
<b>Date of opening of Technical Bid</b>	<b>: 27/05/2022 at 2.30 P.M.</b>
<b>Date of opening of Price Bid</b>	<b>: 27/05/2022 (or suitable date)</b>
<b>EMD</b>	<b>: Rs.15,000/-</b>

**Director, SCZCC**

# South Central Zone Cultural Centre

(Ministry of Culture, Government of India)  
56/1, Civil Lines, Opp. MLA, Hostel,  
Nagpur-440001, M.S.

## **REQUEST FOR OFFER**

Sealed Quotations are invited by The South Central Zone Cultural Centre, Nagpur-440001 from experienced Food vendors located in the area spread around 25 Kms from SCZCC Head Office at Nagpur, to empanel them for establishing Food Stalls in the premises of SCZCC at its Head Office on every Friday, Saturday & Sunday of each month under two bid system i.e. (i) Technical Bid, and (ii) Financial Bid (on rental basis + GST).

1. Details of terms & conditions for tendrer can be obtained from the address given below from 06/05/2022 to 26/05/2022 on all working days between Office hrs. (up to 14.00 hrs.) against the payment of Rs. 500 in cash or D.D. in favour of "The Director, SCZCC" payable at "Nagpur". The Quotation document may be downloaded from website [www.sczcc.gov.in](http://www.sczcc.gov.in) . However in such case, Rs.500/-per Quotation has to be deposited in cash or DD drawn on South Central Zone Cultural Centre, Nagpur, to become eligible to submit the same.
2. The sealed Quotation, super scribed at the top of envelops as "**Offers for establishment of Food Stalls**", containing Technical Bid, Financial Bid, DD of Rs.500/- (if any) and DD of Rs.15,000/- as EMD in separate envelop, should be submitted at the address given below or if sent by post or courier. It should reach at the address below, latest by 16.00 hrs on 26/05/2022.

**The Director,  
South Central Zone cultural Centre,  
Civil Lines, Opp. MLA Hostel,  
Nagpur-440001, (M.S.)**

3. Quotations received after the above mentioned date and time shall not be accepted.
4. Technical Bids shall be opened on 27/05/2022 at 2.30 p.m. in the presence of constituted committee of officers of SCZCC and the representatives of Food Vendors.
5. Financial Bid shall be opened for those Quotations only who qualify technically and also on the basis of the report of the constituted committee of officers and suitable date and time will be communicated later on to the technically qualified Quotations, or immediately after opening of Tech. Bid. i.e. on 27/05/2022 (4.00 p.m.)
6. SCZCC reserves the right to accept or reject any offer, or engage more than one Food Vendor. without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

**Director, SCZCC**

# South Central Zone Cultural Centre

(Ministry of Culture, Government of India)  
56/1, Civil Lines, Opp. MLA, Hostel,  
Nagpur-440001, M.S.

No: SCZCC/Prog/93/Khaugalli/1339/2022

Dated:06.05.2022

M/s.....

**Sub:- Offers from reputed Food Vendors for Establishment of Food Stall  
Services at SCZCC premises at Nagpur.**

Sir,

We are pleased to invite Quotation under two bid system i.e. (i) Technical Bid, and (ii) Price Bid from experienced Food vendors for their empanelment for establishment of Food Stalls at the premises of SCZCC, Nagpur at its Head office. The terms and conditions of the offer & copy of agreement are enclosed herewith for your kind perusal and information.

Quotation should be submitted in prescribed Performa of Technical Bid, Financial Bid in separate sealed envelopes. EMD as prescribed also should be submitted in a separate sealed envelop. All three envelops should clearly be super scribed at the top as "**Quotation for establishment of food stalls at SCZCC Premises**" and tagged together.

The Quotation should be submitted at the address given below on or before 26/05/2022 at 4.00p.m. in sealed envelop.

**The Director,  
South Central Zone cultural Centre,  
Civil Lines, Opp. MLA Hostel,  
Nagpur-440001, (M.S.)**

Last date of receipt of Quotation : 26/05/2022 (Latest by 04.00 p.m.)

Date of opening of Quotation :

Technical Bid : 27/05/2022 (2.30 p.m.)

Financial Bid : 27/05/2022 (4.00p.m.) or suitable date

SCZCC reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

Thanking you,

Yours faithfully,

**Director, SCZCC**

## South Central Zone Cultural Centre, Nagpur

(Ministry of Culture, Government of India)

56, 1, Temple Road, Civil Lines, Nagpur-440001

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### NOTICE

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Applications are invited from Food Caterers, food Vendors, small restaurant owner, food joints owners (**called as Food Vendor**) etc. for establishment of food stalls at Centre in SOUTH CENTRAL ZONE CULTURAL CENTRE, NAGPUR on monthly rental basis plus GST. SCZCC, Nagpur is one of the seven zonal cultural centres in India which was established in 1986 with its head quarters at Nagpur.

SCZCC NAGPUR has recently renovated 14 stalls which are used for food zone.

#### **(A) Schedule for Vendor Selection:-**

Date of Application for inviting Vendor	: -	06/05/2022
Last Date of Accepting the Application	: -	26/05/2022
Date of Scrutiny of Applications	: -	27/05/2022
Date of selection of vendor	: -	27/05/2022
Meeting with the Selected Vendor	: -	27/05/2022
Display of Final Selected Vendor	: -	

#### **(B) General Terms and Conditions:-**

- 1) The tender will be awarded to those vendor who will quote for all 14 stalls.
- 2) The food zone/ food festival shall be held every Friday, Saturday and Sunday of each month. So the event will be of twelve days in a month.
- 3) Timings will be from 4pm to 9.30pm on every Friday, Saturday and Sunday only.
- 4) Stall size will be 15x10 ft. i.e. about 150 sq. ft. area.
- 5) Food items such as chat items, south Indian food, saoji food, non veg, Maharashtrian food, ice cream parlour, popcorn, Punjabi dishes, fast food items like pavbhaji, Chinese, tea and coffee can be kept for sale in 14 stalls.
- 6) One electricity point, one LED bulb point, one fan and a single common water supply point will be provided to vendor by the centre for all the stalls.

- 7) Washing platform will be provided for washing and cleaning of utensils.
- 8) Centre will not provide table and chairs for food stall.
- 9) Allotment of stall at the Centre will be the sole decision of the Centre.
- 10) Safety and security of the material will be the responsibility of the vendors. Center will not be responsible for any loss or damage of the material/ manpower.
- 11) All the necessary precautions and COVID-19 guidelines as issued from time to time. are to be followed by the vendor.
- 12) Interested food vendors are requested to submit their quotations in a sealed envelope.
- 13) All the sealed applications must reach at the address The Director, SCZCC, 56/1, Civil Lines, Nagpur-440001 before the last date and at said time as per the condition laid down.
- 14) The centre may call the vendor whose proposal is reasonable.
- 15) SCZCC, Nagpur reserves the right to accept or reject all or any offer, without assigning any reason what so ever, in the interest of the Centre.
- 16) Smoking, consumption of alcohol and any illegal activity in the Centre's premises is strictly prohibited.
- 17) No person of vendor will be allowed to stay in the premises for any reason and no material is to be stored in the Centre's premises.
- 18) Food stalls will not be permitted during the various events organised by SCZCC, Nagpur.
- 19) Food Stall vendor will not claim any stall as a matter of right during the events organized by SCZCC, Nagpur from time to time.
- 20) Food Stall Vendor are allowed to conduct business for 10 months in a year i.e. excluding rainy season.
- 21) The vendor will have to make parking arrangement at its cost, either at Vasant Rao Deshpande hall or MLA rest house premises.

**(C) Fitness Certificate:-**

- 1) Selected vendor and their support staff will have to furnish double dose vaccine certificate or RTPCR - COVID-19 Test Certificate from the authorised Government Pathology lab, as per the guidelines issued from time to time.
- 2) Vendors with positive report will then be liable for cancellation/termination of selection/ continuation.
- 3) Necessary permission from foods & drugs Deptt. Regarding quality of food being served, is to be obtained by vendor only and the permission is mandatory.

**(D) Contract financial terms & conditions:-**

- 1) The minimum base rent of one stall is Rs.4000/- for 12 days ( every Friday, Saturday and Sunday in a month) The stall (S) will be allotted to the higher bidder. The vendor has to pay rent in advance in each month. This includes basic electric and water charges plus GST as applicable.
- 2) Vendors have to pay Rs.20,000/- as a security deposit interest free. Security deposit will be returned to the vendor after the completion of contract within 30 days. Vendor will have to execute an agreement on stamp paper of Rs.500/- at his own cost with SCZCC, Nagpur.
- 3) Food items like Ice Cream, Popcorn, Sugar candy requires 3 phase electric connection. Vendor will have to pay electricity charges in addition to stall rent (as per the electric meter reading and as per rates of MSEB), for the same.
- 4) Centre will deduct the money from security deposit, if found centre's property damaged or excessive usage of electricity or water.
- 5) All the payment is to be done through RTGS/NEFT or on line bank transfer.

**(E)Bank Details:-**

Name of the Bank :- **Bank of Maharashtra**  
Account Name :- **Director, SCZCC**  
Account Number :- **20050653440**  
Branch :- **Dharampeth, Nagpur**  
IFSC Code :- **MAHB0000060**

**(F) Guideline /Discipline to be followed by the Vendors**

- 1) Vendors have to adhere to the guidelines of COVID-19, as issued from time to time strictly.
- 2) Vendors have to maintain the Cleanliness of their allotted stalls and allotted area, for which dust bin or alternative arrangement is to be provided by the vendor for each stall.
- 3) Vendors with their supporting staff have to maintain hygiene.
- 4) Vendors will have to provide safe and pure drinking water (drum or water dispensing system) arrangement for visitors of stalls.
- 5) Vendor should fix the reasonable price of their food items. The Centre may object for exorbitant pricing, if any, and if necessary.

- 6) Vendor will have to display the price list in front of their stalls.
- 7) Utensils made of plastic are banned by the center on the stalls.
- 8) Use of Eco friendly material is always welcomed by the Centre.
- 9) The vendor will be solely responsible for any type of fire hazard or similar mishap, if any during the entire contract period. The SCZCC will not be responsible for such incidence, if any, please note.
- 10) The vendor will be solely responsible for food poisoning, allergy & other complaints that customers may have. SCZCC will not be legally or otherwise responsible for quality of food products sold by vendor.
- 11) Child labour will not be permitted, please note.
- 12) All necessary permission from NMC, Collector and Police if required may be obtained by vendor.

**(G) DOCUMENTS TO BE ACCOMPANIED IN TECHNICAL BID:** The Technical Bid shall comprise of the following documents:-

- a) EMD of Rs.15,000/- through D.D. / Pay order.
- b) Photo Copy of the ownership certificate.
- c) Photo Copy of GST Registration certificate in the name of registered owner.
- c) Photo Copy of PAN or Income Tax Certificate in the name of registered owner.
- d) Photo Copy of the valid Food and Drug Licence from competent Authority.
- e) Photo copy of valid certificate from Health Department.

**(H) ARBITRATION:-** Any dispute or difference what so ever arising between the parties out of relating to the construction, meaning, scope, operation or effect of this contract / agreement or the validity or the breach thereof shall be adjudicated by sole arbitration of Director of SCZCC or such officer as he may appoint as an arbitrator and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration proceeding shall be Nagpur. The arbitration proceedings will be held according to the Laws of India applicable from time to time.

**Director, SCZCC**

Terms & Conditions accepted

Signature  
Authorized Signatory with seal



**TECHNICAL BID**

**DOCUMENTS TO BE ACCOMPANIED IN TECHNICAL BID:** The Technical Bid shall comprise of the following documents:-

<b>Sr. No.</b>	<b>Description</b>	<b>Details</b>
1	Name of the vendor	
2	Local Address	
3	Permanent Address	
4	Phone No	
5	Mobile No	
6	Aadhar No	
7	PAN NO	
8	No of supporting Staff	
9	Food & drug licence	
10	PF/ GST details	
11	Details of money transferred for Rent of the stalls, Security deposit	

1. EMD of Rs. 15,000/- (Rs. Fifteen Thousand only).
2. Photocopy of the ownership certificate.
3. Photocopy of G.S.T. Registration certificate in the name of registered owner.
4. Photocopy of PAN or Income Tax Registration Certificate in the name of registered owner.
5. Photocopy of the valid certificate of registration from Health Department.
6. Signed and stamped copy of the terms and conditions of the Quotation document.
7. Experience certificate, if any.

**Note: Quotationer must enclose self attested copies of the aforesaid documents**

Date :

Place:

Signature  
Authorized Signatory of the bidder  
(With name and Stamp)

**SCHEDULE 'B'**

**FINANCIAL BID**

I offer Rs..... Per stall for .....  
months. And ready to pay rent in advance.

Date :

Place:

Signature  
Authorized Signatory of the bidder  
(With name and Stamp)