

INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (ARMY)
QUARTERMASTER GENERAL'S BRANCH ADDITIONAL DIRECTORATE
GENERAL OF ADMINISTRATION & COORDINATION

GUIDELINES FOR VENDOR REGISTRATION FOR CATERING SERVICES

1. This office of Additional Directorate General Administration and Coordination, Integrated Headquarters of Ministry of Defence (Army) New Delhi is in the process of Registration of Vendors for catering during Army functions/ceremonies. The firms having sound financial background and requisite experience may register for the same.

2. **Minimum Eligibility Criteria.** Firm intending registration should fulfill the following eligibility conditions :-

(a) Having experience in catering (Tea, High Tea, Buffet, Lunch / Dinner, Sit down lunch / dinner & Cocktails) to various Government/Public Sector Organisation for the last three financial years. Copy of supply orders of last three financial years may be enclosed.

(b) Should have a minimum average annual turnover of Rs. 50 lakhs per catering services in last three financial years.

(c) Registration number with Sales/Service Tax, Income Tax and VAT authorities to be quoted alongwith Clearance Certificates for the previous three assessment years.

(d) Registration certificate from any Govt. Organisation / PSUs.

(e) Should have registration with Central Public Procurement Portal.

3. The application for registration can be obtained from the office of Dir (Contingency), ADG Adm & Coord, Room NO S-5, D-1 Wing, Ground Floor, Sena Bhawan (Tele No 23019650), Integrated Headquarters of Ministry of Defence (Army), Raja Ji Marg, New Delhi – 110011 on working days (Monday to Friday) between 1000 to 1230 hrs and 1430 to 1630 hrs on payment of Rs. 100/- or can be downloaded from the website www.indianarmy.nic.in. Firm downloading form from the website will have to forward a banker's cheque for the cost of application at the time of submission of the form.

4. The last date of submission of the duly completed application in sealed envelope superscribed as "**Registration of Vendors for catering services, ADG Adm & Coord**" is 01 Jun 2016.

5. **Registration Fee.** The firm who qualify for registration will be required to deposit a sum of Rs. 3,000/- (Rupees three thousand only) as Registration Fee in the form of a Demand Draft / Pay Order drawn on any of the nationalized bank in favour of "ADG Adm & Coord", payable at New Delhi.
6. All annexure/enclosures/documents, supporting the application should be authenticated under signatures of the authorized signatory in ink with seal of the firm.
7. Applications with incomplete information/documents are liable to be rejected.

Lt Col
Jt Dir (Plg & Proc)

INTEGRATED HEADQUARTERS OF MOD(ARMY)/QMG BRANCH
ADDITIONAL DIRECTORATE GENERAL OF
ADMINISTRATION & COORDINATION

**APPLICATION FORM FOR VENDOR REGISTRATION FOR CATERING SERVICES FOR TEA,
HIGHTEA, BUFFET LUNCH / DINNER, SIT DOWN LUNCH / DINNER AND COCKTAILS**

1. NAME OF APPLICANT VENDOR/: _____
FIRM

2. ADDRESS

(a) HEAD OFFICE : _____

TELEPHONE _____
FAX _____
e-mail _____

(b) Restaurant/Hotel : _____
Outdore Catering _____

TELEPHONE _____
FAX _____
e-mail _____

(c) LOCAL OFFICE : _____
(if applicable) _____

TELEPHONE _____
FAX _____
e-mail _____

3. DATE OF INCORPORATION _____
(attach constitution of firm)

4. CATEGORY (CATERING / RESTAURANT/ HOTEL) _____
(Attach relevant document)

5. TYPE OF CATERING SERVICES

(a)	Tea	Yes	No
(b)	High Tea	Yes	No
(c)	Buffet Lunch / Dinner	Yes	No
(d)	Sit Down Lunch / Dinner	Yes	No
(e)	Cocktails	Yes	No

6. **Nature of Company (attach relevant document)**

- (a) PROPRIETARY
- (b) PVT LTD
- (c) PSU
- (d) EX SERVICEMEN UNIT
- (e) PARTNERSHIP
- (f) OTHERS

Note : I. Give Name , residential Address with telephone of proprietor for (a)
 II Give name, designation, residential address of Chief Executive or Managing Director for (b), (c)
 III Address, Name , Telephone no with partnership deed (if partnership firm) of partner in extra sheets

7. **Details of Current Products and Services.** (Attach details and literature)

8. **Details of Transactions With Govt/Semi-Govt/PSUs During Last Three Years.**
 (Attach Annexure II duly completed)

9. **Details of registration with any Govt/Semi Govt /PSUs etc.** Attach separate sheet.

10. **Name of Bankers And A/C No**
 (Attach letter at Annexure III)

11. **Address of The Banker**

12. **Does Your Production Fall Under Verification Under :-**

- (a) Cost Audit (Report)Rules 1968 _____
- (b) Fire safety or explosive regulations _____

13. **Details of Manpower Employed as on Date on Firm's Payroll**

- (a) Permanent _____
- (b) Temporary _____

14. **Attach Copies of Documents For :-**

- (a) Audited Balance sheet and Profit & Loss A/c for last 3 years and total accumulated loses if any duly authenticated by a Chartered Accountant.
- (b) Annual turnover of sales for last 3 years duly authenticated by the Chartered Accountant.

- (c) Income Tax Clearance certificate for last three years.
- (d) Valid State, Central Sales/Service Tax registration certificate.
- (e) Relevant information with complete details about sister concerns/ subsidiaries if any.

15. **Certificate**

- (a) Certified that I/we have gone through the conditions of the registration given in Annexure I and I/we understand and confirm that I/we fully comply with the same.
- (b) I/we agree that it is incumbent on our part to comply with all existing laws/acts/statutes as applicable in our line of business and other provisions like taxes/ registration/ licenses.
- (c) The above mentioned details provided by me/us are true and the onus for correctness lies on me/us. **Any deliberate suppression of facts is liable to disqualification of my application.**

16. Name and designation of the signatory of this application. (enclose a copy of power of attorney where applicable)

(Signature of proprietor/Authorized Signatory)

Place : _____ Seal of the firm

Date : _____

CONDITIONS OF REGISTRATION

1. The registration granted to the firms will be for conducting business with Additional Directorate General of Administration & Coordination, Integrated Headquarters of Ministry of Defence (Army) only and not any other office/department.
2. Registered firms are to abide with the standard conditions of contracts contained in the Defence procurement Manual 2009 and as updated/amended from time to time available at the website of this office www.indianarmy.nic.in.
3. It is obligatory on the part of the registered firms to keep Additional Directorate General of Administration & Coordination, QMG Branch, Sena Bhawan, Integrated Headquarters of Ministry of Defence (Army) informed about the changes in their product specification or discontinuation of production/sales any item for which they stand registered. This intimation is to be given within a period of 15 days from the date of such change/discontinuation.
4. In the event of any change in the constitution of the firm or their location of their business, their registration with ADG Adm & Coord, QMG Branch, Integrated Headquarters of Ministry of Defence (Army) shall lapse. The firm shall surrender the original registration certificate and apply for fresh registration in such cases. The change of address/location of a firm must be intimated within thirty days to this office.
5. Registered firms are to maintain absolute integrity, follow decent standard of business ethics and do nothing unbecoming of a registered supplier.
6. Fresh application with prescribed fee shall be required to be made after expiry of previous registration or for seeking additional registration/ change of specification.
7. The registration on the approved list does not guarantee award of any contract. In all correspondence with the ADG Adm & Coord, QMG Branch, Sena Bhawan, Integrated Headquarters of Ministry of Defence (Army) registered firms are required to quote the Registration No.
8. The ADG Adm & Coord, QMG Branch, Sena Bhawan, Integrated Headquarters of Ministry of Defence (Army) has the right to add/delete any of the items and to amend any of the conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change.
9. Firms applying for registration should not have been blacklisted by any department of Govt of India. Such event should be informed immediately to ADG Adm & Coord, IHQ of MoD (Army)
10. The initial registration will be for a period of three years. The performance of the firm shall be reviewed and the registration extended for a further period of two years at the discretion of the ADG Adm & Coord. It may be noted that it is the responsibility of the firm to get their registration renewed before expiry of the same.

Annexure II

PERFORMANCE STATEMENT FOR THE LAST THREE YEARS

Ser No	Purchaser of catering services with Address	Order & Date (attach copy of Supply Order)	Description of Services	Value (in Rs.)	Date of completion

Annexure III

PERFORMA FOR BANKERS REPORT

(To be submitted on Bankers' letterhead)

Additional Directorate General
of Administration & Coordination,
Quartermaster General's Branch,
Integrated Headquarters of Ministry
of Defence (Army) New Delhi - 110 011

FINANCIAL CREDIBILITY REPORT IN RESPECT OF M/S
FOR THE PURPOSE OF REGISTRATION
WITH ADDITIONAL DIRECTORATE GENERAL OF ADMINISTRATION &
COORDINATION , INTEGRATED HEADQUARTERS OF MINISTRY OF
DEFENCE (ARMY)

Sir,

1. This is to certify that M/s _____ are maintaining Current/ Savings account No with this bank / branch for the last _____ years. The firm has been provided with a credit and Bank solvency limit of _____.

2. It is further certified that their account with this bank has been operated in a satisfactory manner and is not under attachment from any Government agency or Court of law.

Date : 2016

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Manager
Bank/ Branch with Seal