

REQUEST FOR EMPANELMENT OF AGENCIES FOR
CATERING & LAUNDRY SERVICES AT INDORE(MP)



VISION 2047

(RFE document is to be submitted in original in sealed cover, duly filled and signed in blue/black

colour ink on all pages by Authorized Signatory with Company's seal stamped on each page).

Secretary General ,All India Football Federation (AIFF), Football House, Sector 19, Dwarka, New Delhi - 110075. Tel: - +91 11 25308200, Fax: - +91 11 25308234, +91 11 25308236.

REQUEST FOR EMPANLEMENT (RFE) OF AGENCIES

AIFF is the governing body for football in India located in Dwarka, in the Indian capital New Delhi. The AIFF regularly conducts football matches for the national teams and state teams, wherein the match participants need to travel to different states and internationally as a participant of the match. Competitive bidding process is initiated by the AIFF for obtaining rates for making arrangements in respect of following services :

- A. Catering Services.
- B. Laundry Services.

All India Football Federation invites Request for Empanelment (RFE) in the prescribed format from reputed, eligible, Agencies for empanelment for a short period 2-4 weeks ,which may be extendable based on the duration of training camp. Empanelled agencies shall be responsible for making all arrangements as per Federation requirements as mentioned in the RFE.

Applicant agencies may please note the following: -

1. This request for empanelment is not a request for application in (RFP) in any form and would not be binding on AIFF in any form.
2. Participation in the RFE for Empanelment of Agencies shall in no way guarantee allotment of work to the shortlisted agencies. AIFF reserves the right to adopt measures deemed fit for allotment of work as and when deemed fit.
3. The agencies must submit their applications in accordance with the requirements contained in this RFE.
4. AIFF reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of applications.

Scope of Work: -

Please see Annexure

- 1.

Eligibility Criteria for Empanelment

Eligibility Criteria

The applicant shall be a company registered under the Companies Act 2013 or Companies Act 1956 or any other previous companies act in India, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered Under the Limited Liability Partnership Act, 2008 and should have been in existence in India for the last five years.

That entity should have their office in Indore (MP along with dedicated team catering only to AIFF requirements and a dedicated bank account for that purpose.

The agency must be registered in India with appropriate tax and other administrative authorities.

The applicant should have achieved at least average annual turnover of not less than Rs. 50 Lakhs (Rupees Fifty Lakhs only) during last three financial year(audited) and should be profit making.

The applicant entity should have a similar business experience in Catering &/or Laundry Services or both having annual turnover of at least **Rs. 50 Lakhs** (Rupees Fifty Lakhs only) in the last three.

The applicant should have been in existence/ operation of similar business for the last three years

The Applicant should furnish an undertaking to the effect that it has not been blacklisted in India.

Supporting Documents Required

1. Certificate of Registration/ Incorporation under the respective Acts in India.
2. GST Registration Certificate
3. PAN Card
4. Audited Financial Statements & certificate from the Statutory Auditor certifying the Turnover.
5. Agency is having its office in Indore /nearby region of MP.

Supporting documents are required to be submitted in same sequence as indicated above, with proper flagging of the documents.

Other Terms & Conditions:

1. Agency (Service Provider) must have the capability and resources to get best Catering for the players & officials and provide timely pick up & deliver the Clothes for Laundry services as per agreed terms.
2. The agency (Laundry Service) shall be available 24*7 for the services or as per agreed terms as prescribed by AIFF.
3. The services of Catering & laundry services will be done on credit basis.
4. Actual Bills for services provided both Catering & Laundry shall have to be submitted on a weekly basis and the payment will be generally made within 15 days.
5. The Service providers (for **Catering & Laundry**) should be able to provide credit limit for a period of minimum 30TH March till 15 days.
6. AIFF reserves the right to avail of the services of one or more Service Providers.
7. The Catering & Laundry service agency shall ensure uninterrupted services considering the duration of the Camp . In the event of poor/ deficient services, AIFF reserves the right to terminate forthwith the arrangement with the Agency.
8. Application containing false or inadequate information is liable for rejection.
9. AIFF reserves the right to reject any or all the applications without assigning any reason thereof.
10. Last date of submission: last date of receipt of sealed applications is **23rd March 2023** up to 5 PM. No application shall be entertained after the expiry of the due date and time.
11. Authorized Signatory: The application must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application.
12. Applications sent by post/courier/by hand: The applications may be sent by post/courier/by hand to reach before the scheduled date and time as indicated above.
13. The agencies or its associates/companies who are empanelled with AIFF as a result of this empanelment process are not allowed to use the name of AIFF, its logo, service marks or any document for any purpose without the prior written approval of AIFF.

As a part of evaluation of application submitted by the applicant agencies, AIFF may seek a Discussions on the capabilities from the eligible agencies. AIFF may call for such information/presentation at a short notice.

At any time prior to the last date for receipt of applications, AIFF may for some reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their applications shall be applicable.

The applicant is required to visit the Tenders Section of AIFF website www.the-aiff.com to download the RFE before submitting their applications.

Any application submitted is liable to be rejected if:

1. Not containing all required details.
2. Not properly sealed and signed as per requirements.
3. Received after the expiry of due date and time.
4. Missing of any supporting document(s) with the Application.

Disclaimer

The AIFF shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

The AIFF reserves the right-

1. To reject any/all applications without assigning any reasons thereof.
2. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the AIFF without assigning any reasons thereof.
3. To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

AIFF does not assure for any of the participating agency a guaranteed business during a financial year.

Interested agencies may send their applications (RFE) by E Mail to aiff@the-aiff.com with the subject as "*RFE for Empanelment of Agency for Laundry & Catering Services at Indore*" as well ensure that hard copies through Speed Post/courier/By hand only along with necessary details and documentary proof inside a sealed envelope super-scribing '*RFE for Empanelment of Agency for Laundry & Catering Services at Indore*' addressed to **Secretary General, AIFF, Football House, Sector 19, Dwarka, New Delhi - 110075. Tel: - +91 11 25308200, Fax: - +91 11 25308234, +91 11 25308236 to reach latest by 23rd March 23 up to 5 PM.** For any queries,

please write to us on aiff@the-aiff.com .

Annexure-I

(ON THE
COMPANY
LETTER HEAD)

Schedule of Rate for Laundry/Catering Services

1. Laundry Services

Camp start date:- 30th March till the 15th April 23

Number of pax: - 45

Laundry:- 4 pieces pre day (delivery next day)

Note : (Camp duration can be extended till 20th April 2023 ,if the team does not go for exposure tour) .

2. Catering Services for Nos 45 PAX

from 30th March till 15th April 23 (extendable till 20th April ,if the team does not travel for Exposure tour)

MENU FOR U17 WOMEN'S TRAINING CAMP ,EMERALD SCHOOL ,INDORE (MP)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST						
Brown bread toast with Honey, Peanut Butter.	Brown bread toast with Honey, Peanut Butter.	Brown bread toast with Honey, Peanut Butter.	Brown bread toast with Honey, Peanut Butter.	Brown bread toast with Honey, Peanut Butter.	Brown bread toast with Honey, Peanut Butter.	Brown bread toast with Honey, Peanut Butter.
Egg Omelett	Boiled eggs	Boiled eggs	Boiled eggs	Boiled eggs	Boiled eggs	Egg bhurji
Oats	Porridge	Oats	Porridge	Oats	Porridge	Oats
Corn flakes	Muesli	Corn flakes	Muesli	Corn flakes	Muesli	Corn flakes
Poha	Idli with coconut chutney and sambar	Dosa with coconut chutney and sambar	Upma	Idli with coconut chutney and sambar	Uttapam with coconut chutney and sambar	Paratha with Chole Sabzi
Boiled peanuts	Baked beans	Sweet potato	Baked beans	Sweet potato	Boiled chana	Steamed corn
Milk with horlicks/boost (2 tea spoon)	Milk with horlicks/boost (2 tea spoon)	Milk with horlicks/boost (2 tea spoon)	Milk with horlicks/boost (2 tea spoon)	Milk with horlicks/boost (2 tea spoon)	Milk with horlicks/boost (2 tea spoon)	Milk with horlicks/boost (2 tea spoon)
Fresh fruit juice	Fresh fruit juice	Fresh fruit juice	Fresh fruit juice	Fresh fruit juice	Fresh fruit juice	Fresh fruit juice
2 fresh fruits	2 fresh fruits	2 fresh fruits	2 fresh fruits	2 fresh fruits	2 fresh fruits	2 fresh fruits
LUNCH						
Chicken clear soup	Clear veg soup	Chicken cream soup	Mushroom cream soup	Chicken clear soup	Lentil soup	

Boiled smashed potato	Cabbage Sabzi	Boiled smashed potato	Lady finger with potato	White chana sabzi	Baked potato	Chicken manchurian
Roti	Roti	Roti	Roti	Roti	Roti	Roti
Paneer butter masala sabzi	Mixed vegetable sabzi	Paneer bhurji	Mixed Vegetable Sabzi	Paneer butter masala sabzi	Paneer bhurji	Chicken biryani
Steamed rice	Steamed rice	Steamed rice	Steamed rice	Steamed rice	Steamed rice	Jeera rice
Moong dal	Toor dal	Dal fry	Dal	Dal fry	Toor dal	Dal fry
Chicken in continental gravy	Egg Curry	Mutton Curry	Palak Chicken	Chicken in continental gravy	Egg Curry	
Pasta with red and white sauce	Spaghetti with red and white sauce	Pasta with red and white sauce	Spaghetti with red and white sauce	Pasta with red and white sauce	Spaghetti with red and white sauce	Dessert
Green salad	Green salad	Green salad	Green salad	Green salad	Green salad	Green salad
Curd	Flavoured yoghurt	Curd	Flavoured yoghurt	Curd	Flavoured yoghurt	
Fresh fruit 1	Fresh fruit 1	Fresh fruit 1	Fresh fruit 1	Fresh fruit 1	Fresh fruit 1	Fresh fruit 1
SNACKS						
Fresh fruit juice	Banana shake	Chikoo shake	Banana shake	Watermelon juice	Apple, beetroot & carrot mixed juice	Fresh fruit juice
Chicken Sandwich	Egg Sandwich	Chicken noodles	Egg Sandwich	Egg Noodles	Chicken Sandwich	Boiled corn chat
Flavoured yoghurt	Fruit salad	Flavoured yoghurt	Fruit salad	Flavoured yoghurt	Sweet potato	Muffins
Dry fruits	Dry fruits	Dry fruits	Dry fruits	Dry fruits	Dry fruits	Dry fruits
DINNER						
Steamed rice	Steamed rice	Steamed rice	Steamed rice	Steamed rice	Steamed rice	Fried rice
Dal	Dal	Dal	Dal fry	Dal	Dal	Dal
Roti	Paratha	Roti	Paratha	Roti	Roti	Roti
Palak paneer sabzi	Rajma sabzi	Paneer butter masala	Mixed vegetable sabzi	Soya sabzi	Mixed vegetable sabzi	Gobi manchurian
Fish curry	Chicken stew	Chicken in continental gravy	Chicken stew	Fish curry	Chicken stew	Egg curry
Amaranthus (Saag sabzi)	Amaranthus (Saag sabzi)	Amaranthus (Saag sabzi)	Amaranthus (Saag sabzi)	Amaranthus (Saag sabzi)	Amaranthus (Saag sabzi)	Amaranthus (Saag sabzi)
Green salad	Green salad	Green salad	Green salad	Green salad	Green salad	Green salad
1 glass milk with honey	1 glass milk with dates syrup	1 glass milk with honey	1 glass milk with dates syrup	1 glass milk with honey	1 glass milk with dates syrup	1 glass milk with honey
Fruit salad	Fruit salad	Fruit salad	Fruit salad	Fruit salad	Fruit salad	Fruit salad
Note : Quality and Quantity should be maintained.						
All should be kept prepared and arranged before serving the food.						
Chappati/Roti should be made of 100% wheat flour only.						
All breads including sandwich should be brown.						
Less oil should be used, boiled preparations are appreciated.						
Any changes and suggestions in the menu from the caterers should be discussed with the team's Physiotherapist and Manager.						

Certified that the above rates are exclusive of applicable taxes.

Signature of the Authorized signatory

Name of the Agency:

Place:

Date:

Address:

(Official seal)