

## Annexure-I



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Sealed quotations are invited from Contractors/ Suppliers for the financial year - 2019-2020 & 2020-2021 for the Catering services.

Prescribed application forms with Terms and conditions for Catering services can be had from the **Incharge, General Administration – Centre for Cultural Resources and Training, Plot-15A, Sector-07, Dwarka, New Delhi – 110 075.** (Phone: 011-25309351) on any working day from **December 06,2019 to December 24, 2019 between 10.00 AM. to 04.00 PM.**

**Last date for submission of Offer: 26/12/2019 up to 05.00 PM.**

(Dr. Ravindra Nath Srivastava)  
Dy. Director (P) + (G.A.)

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6.12.19



**CENTRE FOR CULTURAL RESOURCES AND TRAINING – NEW DELHI**

- 1. Last date for submission of Tender: 26/12/2019 up to 05.00 PM
- 2. Tender Opening Date : 27/12/2019 at 11.00 AM  
At Conference Hall of the Centre.

**TERMS & CONDITIONS OF TENDER SCHEDULE FOR CATERING**

- I. The Centre for Cultural Resources and Training (CCRT) is a Govt. of India's autonomous organization under Ministry of Culture. The CCRT organises short term training programmes for the teachers. The duration of most of the programmes range from 10 - 15 days and in certain programmes, the duration will be from 20 – 25 days. The CCRT invites tenders from established caterers for providing catering services during the training programmes.
- II. The contract should be valid from 01/01/2020 to 31/03/2021.
- III. Menu Details –

Sl. No.	Description of the item	Time	Quantity
1.	Bed-tea	06.00 AM	1 cup (100 ML.)
2.	Break-fast with Tea (Any one item –	08.00 AM	Full (As per Menu)
	Bread Butter with Jam Or 4 Nos. pieces (standard size)		
	Idli/Vada/Dosa with Sambhar Or 2 Nos. pieces each (standard size)		
	Stuffed Parantha with Pickle Or 2 Nos. pieces each (standard size)		
	Upma / Kesari Bhaat Or 2 Bowls (Standard size)		
	Poori with Aaloo subzi Or 4 Nos. pieces (standard size)		
	Chhole Bhature Or 2 Nos. pieces (standard size)		
	Plain Parantha with Subzi Or 2 Nos. pieces (standard size)		
	Aloo Parantha with curd/Chutni Or 2 Nos. pieces (standard size)		

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3.	Tea with Biscuits	11.00 AM	1 Cup (100 ML.) + 2 Biscuits (Marigold)
4.	Lunch	01.00 PM	Full (As per Menu)
5.	Tea with Biscuits	04.00 PM	1 Cup (100 ML.) 2 Biscuits (Marigold)
6.	Dinner	08.00 PM	(Full as per Menu)

IV. **Menu for Lunch & Dinner**

- i) Chapathi/ Phulka/ Naan/ Tandoori Roti
- ii) Rice ]
- iii) Vegetable Fry ] (South & North Indian dishes)
- iv) Vegetable Curry ]
- v) Dall
- vi) Sambar for Lunch & Rasam for Dinner
- vii) Papad
- viii) Chatni/ Pickle
- ix) Curd
- x) Salad
- xi) Banana (One time either in Lunch or Dinner)
- xii) Sweet Dish (One time either in Lunch or Dinner)

The vegetables should be changed for each meal.

V. **TERMS & CONDITIONS:**

1. The off-set price fixed by the CCRT for the above Menu is Rs.185/-.
2. If a large number of teachers convey in advance that they are not going to have lunch or dinner the cost of the same will be deducted.
3. The Caterer can use the kitchen place of CCRT, for cooking the food. The Kitchen place is only empty room and not equipped with any cooking range of items.
4. Break-fast, Lunch and Dinner shall be served to the full requirements of individual participants. In other words all the three meals are unlimited.
5. The Caterer should follow a weekly menu given to him by CCRT. Changes in the Menu, if any, shall be made only with the consent of the representative of the Centre.
6. Preparations shall be hygienic and tasty. Proper Cleanliness shall be maintained and food shall be served as per time schedule.
7. The food shall be sufficiently warm at the time of serving.
8. Serving Plates, Glasses, Steel small Bowls separate for curry, Dal, Sambar etc., Gas Cylinders & Fuel (Gas, Electricity for cooking etc.) and utensils shall be arranged by the Caterer themselves.
9. Catering staff sufficient in number shall be neatly dressed. They shall be polite and courteous to the participants and CCRT staff, while serving the food.

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10. The Caterer or his representative shall personally supervise and make the guests feel at home.
11. Good quality Rice/Dal and Wheat (Standard Marked, Refined Oil (ISI/Agmark) shall be used by the Caterer.
12. The place (Dining & Cooking) should be kept clean, neat and hygienic.
13. No. of participants varies from program to program and likely to be between 25 and 100. However billing will be done only based on the actual No. of participants.
14. Bill will be settled as per actuals after completion of each programme.
15. Rates shall be quoted for each item as per Column No.III, SI.No.1 to 6.
16. The caterer shall give details of past experience in the line and also mention the names & addresses of organizations especially Govt./ Public Sector to whom the firm has provided catering services during the last 3 years.
17. The Contractor shall give an undertaking that he would abide by the terms & conditions given in the tender schedule.
18. The CCRT reserve the right to accept or reject the offer/ offers without assigning any reasons. The decision of CCRT is final and no correspondence will be entertained in this regard.
19. (a) If the quotation is accepted the **successful contractor shall submit a Security Deposit of Rs.1,00,000/- (Rupees Fifty Thousand Only) by way of a DD in the name of Director, CCRT, New Delhi** which is liable to be forfeited in case of termination of Contract on the grounds of non-satisfactory performance or desertion of contract. No interest will be paid on the Security Deposit money.
  - Rates will be in force till 31/03/2021 whatsoever be the reason.
  - The caterer whose tender is accepted will have to enter into an agreement with CCRT to make sure that they provide un-interrupted and good services as per the approved rates.
  - The tender shall be submitted in a sealed envelop and on which super scribe as "Tender for Catering".
  - The CCRT reserves the right to cancel or revoke the contract without assigning any reason. Where there is deficiency in the food items the tenderer will be fined.
  - **The bidder shall submit the tender along with the D.D. of Rs.36,000/- (Rupees Thirty Six Thousand Only) in favour of Director, CCRT, New Delhi, as an Earnest Money Deposit. Tender submitted without EMD will not be considered.**

(Dr. Ravindra Nath Srivastava)  
Dy. Director (P) + (G.A.)

  
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**APPLICATION FOR CATERING**  
**(to be provided by the Caterer on his Letter-head Only)**

1. Last date for submission of Offer: 26/12/2019 up to 5.00 PM  
2. Tender Opening Date : 27/12/2019 at 11.00 AM

The Director  
CCRT  
Plot-15-A, Sector-07,  
Dwarka,  
New Delhi – 110 075.

Sir,

I am giving below the details of my establishment and experience etc. The rates as per your quotation are enclosed in a separate sealed envelope.

1. Name of the Firm/ Contractor :
2. Address :
3. Telephone No. :
4. Year of Establishment :
5. Experience :  
(Mention the Names & Addresses of organisation – Govt./ Public Sector etc. supplies for the last 3 years)
6. EMD : Rs.36,000/- (Rupees Thirty Six Thousand Only )  
FD.No./ Bank Details :
7. PAN/ TAN No. :
8. G.S.T. Regn. No. :
9. Details of Rates : Separate envelop as Financial Bid.

  
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Sl. No.	Description of the item	Time	Quantity
1.	Bed-tea	06.00 AM	1 cup (100 ML)
2.	Break-fast with Tea (Any one item— Bread Butter with Jam Idli/Vada/Dosa with Sambhar Stuffed Parantha with Pickle Upma / Kesari Bhaat Poori with Aaloo subzi Chhole Bhature Plain Parantha with Subzi Aloo Parantha with curd/Chutni	08.00 AM	Full (As per Menu)
3.	Tea with Biscuits	11.00 AM	1 Cup (100 ML), 2 Biscuits (Marigold)
4.	Lunch	01.00 PM	Full (As per Menu)
5.	Tea with Biscuits	03.30 PM	1 Cup (100 ML), 2 Biscuits (Marigold)
6.	Dinner	08.00 PM	Full (As per Menu)

I hereby accept all the Terms & Conditions laid down in the Tender Schedule.

Yours faithfully,

(Dr. Ravindra Nath Srivastava)  
Dy. Director (P) + (G.A.)

*Signature*  
20/12/19