



सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र
Centre for Cultural Resources and Training
(Under the aegis of Ministry of Culture, Govt. of India)

Director

CCRT/11016/02/2021/869

Date: 18-04-2022

Sub. : Terms & Conditions for Inviting Tenders for Canteen Services in the CCRT, Dwarka, New Delhi

Sealed quotations/Tenders are invited from the registered/reputed Caterers/Contractors for awarding of catering services for the financial year 2022-2023.

The prescribed application form with Term and conditions for Catering service can be collected from the General Administration Section – Centre for Cultural Resources and Training (CCRT), Plot-15A, Sector-07, Dwarka, New Delhi-110075. (Phone Number: 011-25309310) on any working day from 25-04-2022 to 10-05-2022. It can also be downloaded from our Official Website: www.ccartindia.gov.in

Last date for submission of dully filled Quotation/Tender is 11-05-2022 upto 03.00 PM.

An **EMD of Rs.10,000/- (Rupees ten thousand only)** by way of a DD on the name of “**Director, CCRT, New Delhi**” my be submitted with tender/quotation. The tender/quotation without EMD will not be considered.

Sir/Madam,

The Centre for Cultural Resources and Training (CCRT) is a Govt. of India’s autonomous organization under Ministry of Culture. The CCRT organizes short term training programmes for the teachers. The duration of most of the programmes range from 9-12 days and in certain programmes, the duration will be from 12-15 days. The CCRT invites tenders from established caterers for providing catering services during the training programmes, as well as for the employees of CCRT.

The contract should be valid from 01-06-2022 to 31-05-2023.

Menu Details -

| S.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 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) | 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 | 04.00 PM | 1 Cup (100 ML.) 2 Biscuits (Marigold) |
| 6. | Dinner | 08.00 PM | (Full as per Menu) |

| Menu for Lunch & Dinner | | | |
|-------------------------|---|-----------|-------------------------------|
| S No. | Items | Quantity | Remarks |
| 1. | Chapathi/ Phulka/ Naan/ Tandoori Roti | Unlimited | (South & North Indian dishes) |
| 2. | Rice- | Unlimited | |
| 3. | Vegetable Fry- | Unlimited | |
| 4. | Vegetable Curry | Unlimited | |
| 5. | Dal | Unlimited | |
| 6. | Sambar for Lunch & Rasam for Dinner | Limited | |
| 7. | Papad | Limited | |
| 8. | Chatni/ Pickle | Limited | |
| 9. | Curd | Limited | |
| 10. | Salad | Limited | |
| 11. | Banana (One time either in Lunch or Dinner) | Limited | |
| 12. | Sweet Dish (One time either in Lunch or Dinner) | Limited | |

The vegetables/Dal should be changed for each meal.

The tenderer should quote their rates inclusive taxes of all above items on the basis of per day per head
Rs (In figure).....
Rs (In words).....

Rates for Snacks/Meals for CCRT Staff Members only on day to day for running the Cash Counter sale.

| S. No. | ITEMS | Rates |
|--------|---|-------|
| 1 | TEA - 100ML in Paper Glass | |
| 2 | COFFEE - 100ML in Paper Glass | |
| 3 | SAMOSA with Chatni/Chhole - Per Piece | |
| 4 | MIX PAKODA - With Chatni/Sauce Per 100Grams | |
| 5 | SAMBAR VADA - With Nariyal Chatni and Sambar (2 PCS) | |
| 6 | BREAD PAKODA - With Chatni/Sauce Per Piece | |
| 7 | IDLI SAMBAR - With Nariyal Chatni and Sambar (2 PCS) | |
| 8 | UPMA/ POHA - With Nariyal Chatni and Sambar Per Plate 200Gram | |
| 9 | MASALA DOSA - With Nariyal Chatni and Sambar Per Plate | |
| 10 | CHOLE BHATURE with Pickel/Onion/Chatni - Per Plate (2 PCS) | |
| 11 | BREAKFAST-POORI SUBJI (4 PCS), CHOW CHOW BHATH, AALOO PAROTHA with Pickel - Per Place (2 PCS) | |
| 12 | LUNCH - Per Thali as per menu | |
| 13 | TEA+BISCUITS (2 PCS) | |
| 14 | PANEER POKODA - with Chatni/Chhole Per Piece | |
| 15 | VEGETABLES - 250Grams Per Plate | |
| 16 | DAL FRY/RAJMA - 250Grams Per Plate | |
| 17 | SAHI PANEER - 250ML | |

| | | |
|----|---------------------------------------|--|
| 18 | RICE PULAO – 250Grams Per Plate | |
| 19 | RICE RAJMA/KADHI - 250Grams Per Plate | |
| 20 | ROTI/CHAPATI – Per Piece | |
| 21 | PARONTHA – Per Piece | |
| 22 | CURD – 250ML | |
| 23 | RAITA – 250ML | |

TERMS & CONDITIONS:

1. If a large number of teachers convey in advance that they are not going to have lunch or dinner, then the cost of the same will be deducted from the bill raised for each training program.
2. 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.
3. Break-fast, Lunch and Dinner shall be served to the full requirements of individual participants in canteen premises only. In other words all the three meals are unlimited.
4. 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.
5. Preparations shall be fully hygienic and tasty. Proper Cleanliness shall be maintained and food shall be served as per time schedule.
6. The food shall be sufficiently warm at the time of serving.
7. 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 him/herself.
8. The Plastic Disposable utensils are not to be used in Canteen as per the Delhi Govt. Norms.
9. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Director or Officer nominated by him/her for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi. In case the same is not settled at this level, the matter will be referred to sole arbitrator to be appointed by the Director. The arbitrator so appointed shall be an officer of the CCRT.
10. Catering staff sufficient in number shall be neatly dressed. The uniform should be provided to staff by contractor. They shall be polite and courteous to the participants and CCRT staff, while serving the food.
11. The Caterer or his representative shall personally supervise and make the guests feel like at home.
12. Good quality of branded Rice/Dal and Wheat (Standard Marked, Refined Oil (ISI/Agmark) shall only be used by the Caterer.
13. The place (Dining & Cooking) should be kept clean, neat and hygienic.
14. Number 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 number of participants.

15. Bill will be settled as per actual after completion of each programme and duly verified by the representative of CCRT.
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, the caterer whose tender is accepted will have to enter into an agreement and execute an Agreement on ₹ 100/- Non Judicial Stamp Paper to be provided by the Contractor.
18. The Contractor will pay Water and Electricity Charges as per actual consumptions through sub-meter provide as per BSES/DJB rated CCRT Paying for.
19. The Contractor and their Staff will adopt all COVID-19 Parameters as per Govt. Norms.
20. 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.
21. (a) If the quotation is accepted the **successful contractor shall submit a Security Deposit of Rs. 50,000/- (Rupees fifty thousand only) by way of a DD or BANK GURANTEE 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 31/05/2023 whatsoever be the reason. **The Sublet of the Contract is not permitted.**
 - 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 envelope duly superscribed at the top as "Tender for Catering" **Last date for submission of Tender will be 11-05-2022 up to 03.00 PM.**
 - **Tender Opening Date will be on 11-05-2022 at 04.00 PM in the main Conference Hall of the Centre.**
 - 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 may be fined also.
 - **The contract maybe further extended, if the services of the contractor found satisfactory and both parties mutually agrees upon on same terms & conditions.**
 - **All disputes are subject to Delhi Jurisdiction only.**

Director, CCRT