

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

**Director**

CCRT/11016/02/2021/978  
Date: 22-02-2023

**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 2023-2024.

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 24-02-2023 to 16-03-2023. It can also be downloaded from our Official Website: [www.ccertindia.gov.in](http://www.ccertindia.gov.in)

Last date for submission of dully filled Quotation/Tender is 16-03-2023 upto 03.00 PM.

An EMD of Rs.10,000/- (Rupees ten thousand only) by way of a DD on the name of “**Earnest Money account, 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 5-12 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 for one year (2023-24).

**MENU DETAILS -**

S.No.	Description of the item	Time	Quantity
1.	Bed-tea (Green tea/Boild tea/Masala tea/Tea bag tea)	06.00 AM	1 cup (100 ML.)
2.	Break-fast with Tea (Any one item) -  4 Pcs. Bread with Butter or Jam (standard size) 4 Nos. pieces (standard size)  4 Pcs. Idli/ 2 Pcs Vada/Dosa with Sambhar each (standard size)  2 Pcs. Stuffed Parantha(Gobhi/chees) with Pickle (standard size)  Upma / Kesari Bhaat 2 (Bowls) (Standard size)  5 Poori with Aaloo subzi (standard size)  2 Pcs. Bhature with Chhole (standard size)  2 Plain Parantha with Subzi (standard size)  2 Pcs. Aloo/onion Parantha with curd/Chutni (standard size)  200ml milk 2 Bananas	08.00 AM	Full (As per Menu)
3.	Tea with 2Pcs. Biscuits(Merry gold/Goodday)	11.00 AM	1 Cup (100 ML.) + 2 Biscuits (Marigold)
4.	Lunch (As per menu)	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 (Basmati)	Unlimited	
3.	Vegetable Fry-	Unlimited	
4.	Vegetable Curry	Unlimited	
5.	Dal fry/Dal Makhani	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	Limited	

The vegetables/Dal should be changed for each meal. No one will be repeated.

**The bidder should quote their rates inclusive of taxes of all above items (bed tea+breakfast+pre lunch tea+lunch+evening tea+dinner) on the basis of per day per person.**

**(Rs In figure).....Including GST.**

**(Rs In words).....Including GST.**

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

S. No.	ITEMS	Rates to be quoted by bidder
1	TEA - 100ML in Paper Glass	
2	COFFEE - 100ML in Paper Glass	
3	SAMOSAS 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 BHAT, AALOO PAROTHA with Pickel - Per Place (2 PCS)	
12	LUNCH /DINNER- Per pax as per above 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	TANDORI ROTI/CHAPATI/NAAN - Per Piece	
21	PARONTHA(LACHA/MISSI ROTI) - Per Piece	
22	CURD - 250ML	
23	RAITA - 250ML	

**SPECIAL TERMS & CONDITIONS:**

1. The off set price fixed by CCRT for above menu is not less than Rs. 220/- per person per day.
2. The bidder should have at least five years 'experience of running of such type of mess/canteen where about 200 to 250 persons are being catered.
3. The bidder should have a valid GST registration and FSSAI food license. A copy of same may be enclosed with document.
4. The bidder should have registration for PF & ESI with concerned authorities.
5. A copy of balance sheet of last three consecutive years duly attested from chartered accountant.
6. Minimum turnover for the financial year 2021-22 should not less than 50 lac.
7. The tender is liable to be rejected if the rates quoted by the bidder are less than off set price fixed by CCRT or any deviation occurred in menu which in not acceptable by CCRT.

**TERMS & CONDITIONS:-**

1. If a large number of teachers convey in advance that they are not going to have lunch or dinner, than 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. One set for buffet shall be for maximum 50 persons only. If the numbers of persons are more than 50, the number of setups shall be increased accordingly.
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. In case of less number of persons, the contractor will not deny to prepare and serve the food to guest/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. 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 "Earnest Money Account 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 shall be firm for the entire period of contract or extended period and no escalation shall be allowed. **The Sublet of the Contract is not permitted** in any case.
- 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 16-03-2023 up to 03.00 PM.**
- **Tender Opening Date will be on 16-03-2023 at 04.00 PM in the main Conference Hall of the Centre in presence of bidders who wish to be present there.**
- The CCRT reserves the right to cancel or revoke the contract without assigning any reason. Where there is deficiency in the food items, the bidder 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.**

-sd/-

Director, CCRT

**Guidelines and Tender Document**

**For**

**Canteen Services in the CCRT, Dwarka, New Delhi**

**Under the Aegis of Ministry of Culture**

**Government of India**

**Centre for Culture Resources & Training  
Plot No-15A, Sector-7, Dwarka,  
New Delhi-110075**

CCRT/11016/02/2021/

Dated: 23.02.2023

<b>Offset Price per day per person</b>	<b>Rupees 220.00 including GST</b>
<b>Period of Contract</b>	<b>One year (2023-24)</b>
<b>Date of Publishing of Tender</b>	<b>23rd February 2023</b>
<b>Clarification Start Date &amp; Time</b>	<b>24rd February 2023 (10.00 Hrs)</b>
<b>Clarification &amp; Date &amp; Time</b>	<b>16th March 2023 (14.00 Hrs)</b>
<b>Last Date &amp; Time of receipt of Bids</b>	<b>16th March (15.00 Hrs)</b>
<b>Date &amp; Time of Opening of Bids</b>	<b>16th March (16.Hrs)</b>
<b>Tender Box for hard copy</b>	<b>Placed in Ground Floor of CCRT Plot No. 15A, Sector-7, Dwarka, New Delhi - 110075</b>
<b>Phone No.</b>	<b>25309300</b>
<b>Web site</b>	<b><a href="http://www.ccrtindia.gov.in">www.ccrtindia.gov.in</a></b>

**NOTE:- IF THERE IS ANY DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND MENTIONED ANYWHERE IN TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL.**

-sd/-

**(S.B Verma)  
In-charge(GA)**



**Centre for Culture Resources & Training  
Plot No-15A, Sector-7, Dwarka,  
New Delhi-110075**

**NOTICE INVITING TENDER**

Tender are invited for “Canteen Services in the CCRT, Dwarka, New Delhi-110075” for one year (2023-24). The tender document with terms & conditions is available with Incharge (GA Section) CCRT Plot No-15A, Dwarka Sector-7, New Delhi-110075 or may be downloaded from [www.ccrindia.gov.in](http://www.ccrindia.gov.in), web portal of CCRT Delhi.

Corrigendum if any will appear only ay [www.ccrinida.gov.in](http://www.ccrinida.gov.in)

-sd/-  
**(S.B Verma)**  
In-charge (GA)

**Documents to be attached:-**

- (1) EMD of Rs.10,000/- (Rupees ten thousand only) by way of a DD on the name of "Earnest Money account, CCRT, New Delhi.**
- (2) Good & Service tax No.**
- (3) Duly field signed & stamped bid document on each page.**
- (4) Work experience certificates for last five years.**
- (5) Last three consecutive years balance sheet attested by CA.**
- (6) Proof of maintaining Mess/Cafeteria/Canteen having 200-250 persons capability.**
- (7) PF & ESI registration.**
- (8) Current FSSAI Food license.**
- (9) Adhar & Pan Card.**
- (10) Any other document wish to submit.**