

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

NOTICE INVITING TENDER

Tender are invited for “Composite Services for Catering and providing Accommodation for Center for Cultural Resources and Training, Regional Centre, Damoh (M.P)” for one year (2024-25). The tender document with terms & conditions is available on web portal of CCRT and it may be downloaded from www.ccrindia.gov.in,

Corrigendum if any will appear only at www.ccrinida.gov.in


19/8/2024

(K. Sankar Lingam Ganesh)
Dy. Director (GA)
In-charge RC Damoh

Guidelines and Tender Document

For

Composite Services for Catering and providing

Accommodation for Center for Cultural Resources and

Training, Regional Centre, Damoh (M.P)

LS. Sanjay
19/8/2024

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

CCRT/11016/02/2021/

Dated: 19.08.2024

Offset Price per day per person for food	Rupees 220.00 including GST
Period of Contract	One year (2024-25)
Date of Publishing of Tender	20 th August 2024
Clarification Start Date & Time	20 th August 2024 (10.00 Hrs)
Clarification & Date & Time	27 th August 2024 (14.00 Hrs)
Last Date & Time of receipt of Bids	29 th August 2024 (17.00 Hrs)
Date & Time of Opening of Bids	30 th August (11.15Hrs)
Tender Box for hard copy	Placed in CCRT, Old Collectorate office, Near Tehsil, Damoh (M.P)
Phone No.	07812-299187
Web site	www.ccertindia.gov.in

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.

K. Sankar Lingam Ganesh
19/8/2024

(K. Sankar Lingam Ganesh)
Dy. Director, In-charge (Damoh)

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

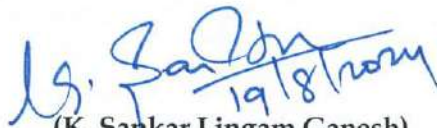
CCRT/11016/02/2021/
Date: 19-08-2024

Sub. Notice Inviting Tenders for composite services for Canteen Services and providing Accommodation for participants during the Training programmes at CCRT, Damoh (M.P)

The Centre for Cultural Resources and Training (CCRT) is an 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 5-15 days and the number of participants are around 60 in a batch. The CCRT invites tenders for its Regional Center at Damoh (M.P) from established caterers/hotels/Guest houses etc. who are capable to providing boarding lodging facility for about 50-60 participants and a hall for training classes with AC facility and power backup etc. for a period of one year i.e. 2024-25. The facility will be availed on as and when requirement basis.

The sealed tender on prescribed application form with Term and conditions for aforesaid work will be accepted upto 5.00 p.m. of 29.08.2024 at our Regional Centre, Old Collector Office, Near Tehsil, Damoh (M.P) Phone No 87812-299187. The application on prescribed proforma can be downloaded from our Official Website: www.ccrtindia.gov.in

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" may be submitted with tender/quotation. The tender/quotation without EMD will not be considered.


(K. Sankar Lingam Ganesh)
Deputy Director(Admn)

SCHEDULE FOR MENU AND ITS 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) OR 4 Pcs. Idli/ 2 Pcs Vada/Dosa with Sambhar each (standard size) OR 2 Pcs. Stuffed Parantha(Gobhi/chees) with Pickle (standard size) OR Upma / Kesari Bhaat 2 (Bowls) (Standard size) OR 5 Poori with Aaloo subzi (standard size) OR 2 Pcs. Bhature with Chhole (standard size) OR 2 Plain Parantha with Subzi (standard size) OR 2 Pcs. Aloo/onion Parantha with curd/Chutni (standard size) OR 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)

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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.

Quoted Rates

Item	Unit	Rate in figure (Rs.)	Rate in words (Rs.)
Lodging (Accommodation) charges	Per person per day		
Food Charges	-do-		
Training hall charges with provision of furniture and Audio System etc.	Lumpsum for complete training programme		
THE ABOVE RATES SHALL BE INCLUSIVE OF GST AS APPLICABLE			

Note :The bidder should quote their rates inclusive of taxes as applicable for all above food items as per Menu and schedule on the basis of per day per person and no service charges shall be paid extra.

SPECIAL TERMS & CONDITIONS:

1. The off set price fixed by CCRT for food is not less than Rs. 220/- per person per day inclusive of GST as applicable. The period of contract shall be one year which can be extended on mutually agreed basis by both the parties.
2. The bidder should have at least five years 'experience of running of such type of mess/canteen/Hotel/Guest house/ Banquet etc. where about 50 to 100 persons are being catered.
3. The bidder should have a valid GST registration and other mandatory food licenses required for this type of work. A copy of same may be enclosed with document.
4. The bidder should have sufficient air-conditioned accommodation at Damoh (M.P) for comfortable stay of 60-70 persons with attached bathrooms/toilets. . The bidder should have a separate hall for training classes, LCD projector and mic system etc. for Training programmes. In case of Electricity supply failure, contractor has to restore the Elect. Supply through Gen-set immediately for which no extra cost will be given..
5. A copy of balance sheet of last three consecutive years duly attested from chartered accountant may be enclosed.

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6. Minimum turnover for the financial year 2022-23 and onward should not less than 20 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. Break-fast, Lunch and Dinner shall be served to the full requirements of individual participants in training premises only
3. 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.
4. Preparations shall be fully hygienic and tasty. Proper Cleanliness shall be maintained and food shall be served as per time schedule.
5. The food shall be sufficiently warm at the time of serving.
6. 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.
7. The Plastic Disposable utensils are not to be used in Canteen as per the Govt. Norms.
8. 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.
9. Catering staff should have in sufficient number and 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.
10. The Caterer or his representative shall personally supervise and make the guests feel like at home.
11. Good quality of branded Rice/Dal and Wheat (Standard Marked, Refined Oil (ISI/Agmark) shall only be used by the Caterer.
12. The place (Dining & Cooking) should be kept clean, neat and hygienic.
13. 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.

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14. Bill will be settled as per actual after completion of each programme and duly verified by the representative of CCRT.
15. The caterer shall give details of past experience in the line and also mention the names & addresses of organizations especially Govt./ Public Sector/ Pvt. sectors to whom the firm has provided catering services during the last 3 years.
16. 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.
17. The contractor will use only mineral water while cooking food for drinking.
18. The Contractor and their Staff will adopt all COVID-19 Parameters as per Govt. Norms.
19. 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.
20. 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 29-08-2024 up to 05.00 PM.**
 - **Tender Opening Date will be on 30-08-2024 at 11.15 AM in the Centre for Cultural Resources and Training, Old Collectorate building, Damoh (M.P) 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 rates, terms & conditions.**
 - **All disputes are subject to Delhi Jurisdiction only.**


Dy. Director (Admin), CCRT
Incharge Damoh (M.P)