



सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र Centre for Cultural Resources and Training

(Under the aegis of Ministry of Culture, Govt. of India)

002(Tenders)/RC/CCRT/HYD/2024-2025/
October 24, 2024

#1-118/CCRT, Survey No. 64
Near Google Office
Madhapur, Hyderabad-500084.
Phone : 040 – 23117050.
Phone/ FAX : 040 – 23111918.
email: rchyd.ccr@nic.in

Sub. Notice Inviting Tenders for Catering Services at RC, CCRT, Hyderabad (Telangana)

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 at Hyderabad. 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 Hyderabad (Telangana) from established caterers/hotels/Guest houses etc. who are capable to providing catering services in canteen for about 50-60 participants for a period of one year from the finalization of award of work. 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 04.00 p.m. on 19.11.2024 at our Regional Centre, CCRT, #1-118/CCRT, Survey No. 64, Near Google Office, Madhapur, Hyderabad-500084 (Telangana), Phone No. 040-23117050/ 23111910. The application on prescribed proforma can be downloaded from our Official Website: www.ccrindia.gov.in

An **EMD of Rs.10,000/- (Rupees ten thousand only)** by way of a Demand Draft on the name of "CCRT Regional Centre" payable at Hyderabad may be submitted with tender/quotation. The tender/quotation without EMD will not be considered.

Y Chandra Sekhar
(Y. Chandra Sekhar),
Consultant.



CENTRE FOR CULTURAL RESOURCES AND TRAINING
(under the aegis of Ministry of Culture, Govt. of India)
#1-118/CCRT, Survey No. 64, Near Google Office, Madhapur, Hyderabad – 500084.

NOTICE INVITING FOR CATERING TENDER

Tenders are invited for "Providing Catering Services in the Centre for Cultural Resources and Training, Regional Centre, Hyderabad (Telangana)" for one year (from 1st December, 2024 to 30th November, 2025). The tender document with terms & conditions is available with the Consultant, CCRT Regional Centre, #1-118/CCRT, Survey No. 64, Near Google Office, Madhapur, Hyderabad-500084 on any working day from **October 28 to November 18, 2024 up to 05.00 PM.** or may be downloaded from web portal of CCRT (www.ccrindia.gov.in).

Last date for submission of Offer: 19.11.2024 up to 04.00 PM.

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

Y C Sekhar
(Y. Chandra Sekhar),
Consultant.



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#1-118/CCRT, Survey No. 64, Near Google Office, Madhapur, Hyderabad – 500084.

002(Tenders)/RC/CCRT/HYD/2024-2025/

Dated: 24.10.2024

Offset Price per day per person for food	Rupees 220.00 including GST.
Period of Contract	One year (1 st December, 2024 to 30 th November, 2025)
Date of Publishing of Tender	27 th October, 2024
Clarification & Date & Time up to	18 th November, 2024 (05.00 PM.)
Last Date & Time of receipt of Bids up to	19 th November, 2024 (04.00 PM.)
Date & Time of Opening of Bids	20 th November, 2024 (11.00 AM.)
Tender Box for hard copy	Placed in CCRT, Regional Centre, #1-118/CCRT, Survey No. 64 Near Google Office Madhapur, Hyderabad-500084, Telangana.
Phone No.	040-23111910/023117050.
Web site	www.ccrfindia.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.


(Y. Chandra Sekhar),
Consultant.

Guidelines and Tender Document

For

Catering Services in Centre for Cultural Resources and Training,

Regional Centre, Hyderabad (Telangana)



CENTRE FOR CULTURAL RESOURCES AND TRAINING
(under the aegis of Ministry of Culture, Govt. of India)
#1-118/CCRT, Survey No. 64, Near Google Office, Madhapur, Hyderabad – 500084.

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 (150 ML.)
2.	Break-fast with Tea (Any one item) – Bread with Butter or Jam (standard size) OR Idli/ Vada/ Dosa/ Uttapam with Chutney & Sambhar each (standard size) OR Stuffed Parota (Gobhi/cheese) with Pickle (standard size) OR Upma / Kesari Bhaat (2 Bowls) (Standard size) OR Poori with Aaloo subzi (standard size) OR Bhature with Chhole (standard size) OR Plain Parota with Subzi (standard size) OR Aloo/onion Parantha with curd/Chutni (standard size)	08.00 AM	Full (As per Menu)
3.	Tea with Biscuits (Marie Gold/Good Day)	11.15 AM	1 Cup (150 ML.) + 2 Biscuits
4.	Lunch (As per menu)	01.00 PM	Full (As per Menu)
5.	Tea with Biscuits (Marie Gold/Good Day)	03.30 PM	1 Cup (150 ML.) 2 Biscuits
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 (Sona Masuri)	Unlimited	
3.	Vegetable Fry	Unlimited	
4.	Vegetable Curry	Unlimited	
5.	Dal fry/ Dal Makhani	Unlimited	
6.	Sambar for Lunch & Rasam for Dinner	Unlimited	
7.	Papad	Limited	
8.	Chutney/ 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 item will be repeated.

Quoted Rates

Item	Unit	Rate in figure (Rs.)	Rate in words (Rs.)
Food Charges as per above menu per day per person	Per day per person		
THE ABOVE RATES SHALL BE INCLUSIVE OF GST AS APPLICABLE			
Note : The bidder should quote their rates inclusive of GST 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 100 to 150 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. A copy of balance sheet of last three consecutive years duly attested from chartered accountant may be enclosed.
5. Minimum turnover for the financial year 2022-23 and onward should not less than 50 lac.
6. The tender is liable to be rejected if the rates quoted by the bidder are less than offset price fixed by CCRT or any deviation occurred in menu which is 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 Hyderabad. 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. The Contractor will pay the Electricity Charges as per actual consumptions through sub-meter provided as per TSSPDCL rated CCRT Paying for.
10. Catering staff should have sufficient numbers 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.
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/ Pvt. sectors 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 use only mineral water while cooking food and also for drinking.
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 "CCRT Regional Centre" Payable at Hyderabad** 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 tender shall be submitted in a sealed envelope duly superscribed at the top as "Tender for Catering". **The last date for submission of Tender will be 19.11.2024 up to 04.00 PM.**
 - **Tender Opening Date will be on 20.11.2024 at 11.00 AM** in the Centre for Cultural Resources and Training, Regional Centre, 1-118/CCRT, Survey No. 64, Near Google Office, Madhapur, Hyderabad-500084 (Telangana), 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 period of contract maybe further extended, if the services of the contractor found satisfactory and both parties mutually agrees on it, on same rates, terms & conditions of original contract.**
 - **All disputes are subject to Hyderabad Jurisdiction only.**

YCSunay
(Y. Chandra Sekhar),
Consultant.

Documents to be attached:-

- (1) EMD of Rs.10,000/- (Rupees ten thousand only) by way of a DD on the name of "CCRT Regional Centre" payable at Hyderabad.
- (2) Good & Service tax No.
- (3) Duly verified 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 100-150 persons capability.
- (7) PF & ESI registration.
- (8) Current FSSAI Food license.
- (9) Adhar & Pan Card.
- (10) Any other document wish to submit.



CENTRE FOR CULTURAL RESOURCES AND TRAINING

(under the aegis of Ministry of Culture, Govt. of India)

#1-118/CCRT, Survey No. 64, Near Google Office, Madhapur, Hyderabad – 500084.

Bid for Catering Services at CCRT, Regional Centre, Hyderabad.

1. Last date for submission of Bids : 19.11.2024 up to 04.00 PM.
2. Date of opening of Bids : 20.11.2024 at 11.00 AM.

To
The Consultant
CCRT Regional Centre
HYDERABAD.

Sir,

I am giving below the details of my establishment, experience and other details.
The rates are quoted as per the Description of the Item.

1. Name of the Firm/ Contractor :
2. Address :
3. Telephone No./ Mobile No. :
4. Year of Establishment of the firm :
5. Experience :
(Please mention details of work
done in Govt./ Private Sector
Institutions etc. in the last 3 years
along with name & address)
(attach experience Certificate also)

6. EMD : Rs. _____/-
DD.No./ Bank Details :
7. PAN/ TAN No. :
8. G.S.T. Registration No. :
9. Details of Rates : As per the table below.

Sl. No.	Description of the item	Time	Quantity	Rate (Rs.)	Rate for full day per persons including GST
1.	Bed-tea	06.00 AM	One Cup (150 ML.)		
2.	Break-fast with Tea	08.00 AM	Full (As per Menu)		
3.	Tea with Biscuits (Marie Gold/ Good Day)	11.15 AM	One Cup (150 ML.) with two Biscuits		
4.	Lunch	01.00 PM	Full (As per Menu)		
5.	Tea with Biscuits (Marie Gold/ Good Day)	03.30 PM	One Cup (150 ML.) with two Biscuits		
6.	Dinner	08.00 PM	Full (As per Menu)		
	Total:				

I hereby accept all the prescribed Terms and Conditions as given in Bid documents..

Yours faithfully,

(Proprietor),
Signature with Stamp/ Seal.

BOQ for Food items for Providing Catering Services at CCRT Regional Centre, Hyderabad

(To be submitted on Letter Head of Agency)

Period of Contract from 1st December, 2024 to 30th November, 2025

Sl. No.	Description of the item	Time	Quantity	Rate (Rs.)	Rate for full day per persons including GST
1.	Bed-tea	06.00 AM	One Cup (150 ML.)		
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6.	Dinner	08.00 PM	Full (As per Menu)		
	Total:				

Note: As per menu and quantity as proscribed in Terms & conditions shall be maintained

Declaration:-

I /My agency has gone through all the terms and conditions of this tender and accept all the parameters, terms & conditions as proscribed by CCRT.

(Proprietor),
Signature with Stamp/ Seal.