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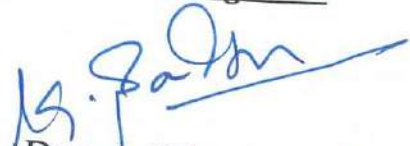
Centre for Culture Resources & Training
Plot No-15A, Sector-7, Dwarka,
New Delhi-110075

NOTICE INVITING TENDER

The sealed Tenders are invited for "Providing Catering Services in the Canteen of CCRT, Dwarka, Sector-7, New Delhi-110075" for one year (2025-26). The tender document with terms & conditions is available with Deputy Director(Admn) GA Section of CCRT Plot No-15A, Dwarka Sector-7, New Delhi-110075 or may be downloaded from web portal of CCRT Delhi www.ccrindia.gov.in.

Corrigendum if any will be appeared only on www.ccrinida.gov.in

NO. 29/13/25


Deputy Director(Admn)

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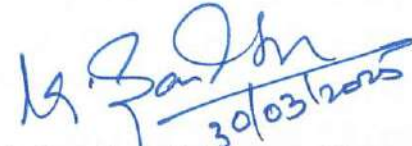
सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र
Centre for Cultural Resources and Training
(Under the aegis of Ministry of Culture, Govt. of India)

CCRT/11016/01/2025/

Dated: 02.04.2025

Offset Price per day per person	Rupees 250.00 including GST@5%
Period of Contract	One year (2025-26)
Date of Publishing of Tender	2nd April 2025
Clarification Start Date & Time	2nd April 2025 (14.00 Hrs)
Clarification end Date & Time	20 th April 2025 (14.00 Hrs)
Last Date & Time of receipt of Bids	24 th April 2025 (15.00 Hrs)
Date & Time of Opening of Bids	24 th April 2025 (16.00 Hrs)
Tender Box for hard copy	Placed in Ground Floor of CCRT Plot No. 15A, Sector-7, Dwarka, New Delhi - 110075
Phone No.	011-25088638
Web site	www.ccrindia.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)
Dy. Director (Admn)

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

CCRT/11016/02/2025

Date: 02-04-2025

Sub. : Notice Inviting Tenders for Catering Services in the CCRT, Dwarka, New Delhi

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 5-15 days and in certain programmes, the duration will be from 12-21 days. The CCRT invites tenders from established caterers for providing catering services during the training programmes, as well as for the employees of CCRT.

Sealed quotations/Tenders are invited from the Delhi/NCR based registered/reputed Caterers/Contractors for awarding of catering services for the financial year 2025-2026.

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: 011-25088638) on any working day from 02-04-2025 to 24-04-2025. It can also be downloaded from our Official Website: www.ccartindia.gov.in

Last date for submission of dully filled sealed Quotation/Tender document is 24.04.2025 upto 03.00 PM. The financial bid (BOQ) and DD for EMD should be packed in separate two envelops. While submitting tender/bids, please ensure signature with seal on all pages of Terms and conditions including financial bid.

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.


Deputy Director(Admn)

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सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र
Centre for Cultural Resources and Training
(Under the aegis of Ministry of Culture, Govt. of India)
Plot No. 15A, Dwarka Sector-7, New Delhi-110075

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) 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. Bhatore 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)

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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.

SPECIAL TERMS & CONDITIONS:

1. The **off set price fixed by CCRT for above menu is not less than Rs. 250/-** (Rupees two hundred and fifty only) per person per day **including GST @ 5%..**
2. The bidder should have at least five years 'experience of running of such type of mess/canteen where catering of about 200 to 250 persons are being provided.
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 2023-24 should not less than one crore.
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 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. 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.

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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. Arbitration Clause : 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.
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.
- 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 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 pay Water charges @Rs. 500/- per month and Electricity Charges as per actual consumptions through sub-meter provided by CCRT as per BSES rates..
- 18.The Contractor and their Staff will adopt all COVID-19 prevention 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/tender 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.
- 21 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.

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22. 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.
23. 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 24-04-2025 up to 03.00 PM.**
24. **Tender Opening Date will be on 24-04-2025 at 04.00 PM in the main Conference Hall of the Centre in presence of bidders who wish to be present there.**
25. 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.
26. **The period of contract may be further extended on same terms & conditions, if the services of the contractor found satisfactory and both parties mutually agrees upon it.**
27. **In Case of less number of persons as described above, the contractor will not refuse to provide the services.**
28. **In case of VIP/VVIP visit , the contractor would have to provide VIP/Special lunch/dinner /high tea etc. for which rates shall be finalized before providing services according to menu and type of Crocry etc. For special events, extra waiters/manpower if required, shall be arranged by contractor at his cost.**
29. **All disputes are subject to Delhi Jurisdiction only.**

Signature of contractor with Seal


Deputy Director(Admn), CCRT

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**TENDERS FOR CATERING SERVICES IN CCRT CANTEEN, DWARKA,
SECTOR 7 NEW DELHI**

To,
Director,
CCRT, Dwarka Sector-7
New Delhi.

Sir,

I am giving below the details of my establishment experience and other details as below. I have gone through the described menu and terms and conditions of this tender thoroughly and accepted.

Name of the firm:

Complete Address :

Telephone No. with mobile No.

Experience :Years with proof of maintaining Mess/Cafeteria/Cantee having 200-250 persons capability.

EMD details : DD No.dtd..... for Rs.10,000/-

Payable at Bank name.....

GST Registration No.....
(Attach copy)

PAN/TAN No.....
(Attach copy)

PF/ESI Registration No.....
(Attach copy)

Current FSSAI food License No.....
(Attach copy)

Adhar & Pan Card. No.....

Last three consecutive years balance sheet attested by CA.

Bid document signed and stamped one every page.

Signature of Contractor with seal

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PART-A

The quoted rates inclusive of taxes of all above items as described in tender document (bed tea+breakfast+pre lunch tea+lunch+evening tea+dinner) for normal food per day per person are as under :-

(Rs In figure).....Including GST@5%.

(Rs In words).....Including GST @5%.

Bifurcation of quoted rates			
S.No.	Item	Rate in Rs. Incl. GST	Rate in words.
1	Rate for Bed Tea		
2	Rate for Breakfast as per prescribed Menu		
3	Rate for Lunch/Dinner as per prescribed Menu		
4	Rate for even and morning Tea with biscuits		
	Total rate per day per person including GST		

PART-B

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

S. No.	ITEMS	Rates to be quoted by bidder incl. GST
1	TEA – 100ML in Paper Glass	AS ABOVE
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 BHAT, AALOO PAROTHA with Pickel – Per Place (2 PCS)	
12	LUNCH /DINNER– Per pax as per above described menu	AS ABOVE
13	TEA+BISCUITS (2 PCS)	AS ABOVE
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	
24	Gulab Jamun Dry.per piece	

**NOTE: (a)The tender will be finalized based on the quoted rates at Part-A only.
 (b)The tender is liable to be rejected if the rates quoted by bidder are less than off set price fixed by CCRT i.e. Rs. 250/- including GST per day per person.**

Signature of Contractor with seal