

**Centre for Cultural 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 a period of One year contract of Catering Service through offline mode open market (2026-27). The tender document with terms & conditions is available with Deputy Director (Gen.Admn.) G.A. 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.

-Sd-

Deputy Director (Gen.Admn.)

CCRT/11016/01/2025
Dated: 04/08/2026

Period of Contract	One Year and one more year extendable on basis of satisfactory service.
Date of Publishing of Tender	6 th August, 2026
Start Date of receipt of Bids	7 th August, 2026
Last Date & Time of receipt of Bids	27 th August, 2026 (17:00 Hrs)
Date & Time of Opening of Bids	28 th August, 2026 (10 AM)
Tender Box for hard copy	Placed in Ground Floor of CCRT Plot No. 15A, Sector-7, Dwarka, New Delhi-110075.
Phone No.	011-28040014
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.

-Sd-

Deputy Director (Gen.Admn.)

CCRT/11016/01/2025

Date: 04/08/2026

Subject.: 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. As the existing contract of catering service in CCRT is going to be expired soon. In this connection, 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 2026-27.

The prescribed application form with Term and conditions for Catering service can be collected from General Administration Section- Centre for Cultural Resources and Training (CCRT), Plot-15A, Sector-07, Dwarka, New Delhi-110075. (Phone Number. 011-28040014) on any working day from 07/08/2026 to 27/08/2026. It can also be downloaded from our Official Website: www.ccrtindia.gov.in

Interested eligible bidders may submit their bids along with all enclosures/ attachments in two separate envelopes duly super-scribed as “**Technical Bid**” and “**Financial Bid**” and both these bids should be put together in another bigger envelope duly superscripted “**Tender for Catering Services in CCRT, Dwarka, New Delhi**”.

Last date for submission of dully filled sealed Quotation/ Tender document is 27/08/2026 upto 05:00 PM. While submitting tender/ bids, please ensure signature with seal on all pages of Terms and conditions including financial bid.

-Sd-

Deputy Director (Gen.Admn.)

FINANCIAL BID PROFORMA

"Tender for Providing Catering Services at Centre for Culture Resources & Training" (To be printed on the letterhead of the Bidder)

(Financial Bid Performa is to be sealed in a separate envelope along with Annexure I, II and III)

Sl. No.	Details for Pricing	Amount (in INR) (Inclusive of taxes)
1.	<u>Catering for officials/ Staff:</u> (A) Inclusive of Breakfast, Lunch, Evening Tea with snacks, Dinner. (B) Quote break up of rates of the items mentioned below, per day basis: a) Breakfast b) Lunch c) Evening Tea with Snacks d) Dinner <i>Please refer sample menu provided at "Annexure IV".</i>	
2.	<u>Catering for Guest/ Teachers:</u> (A) Inclusive of Bed Tea, Breakfast, Lunch, Evening Tea with snacks, Dinner. (B) Quote break up of rates of the items mentioned below, per day basis: a) Bed Tea b) Breakfast c) Mid-Morning Tea with biscuits d) Lunch e) Evening Tea with Snacks f) Dinner Note: Catering agency will raise the Invoice for payment on the basis of actual number of days per person to whom meals have been served.	
3.	Menu of Snacks Boxes	Annexure I
4.	Menu of Lunch/ Dinner/Events for parties.	Veg Thali, VIP veg Thali, VIP Non-veg Thali (Annexure-II),(Annexure-III) (Annexure IV)
5.	List of items to be supplied to officials/ staff.	(Annexure V)

6.	List of Any Additional items	(Annexure VI)
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Important Note:

- Bidders are to compulsorily bid for each category mentioned above.
- Bids received for partial services will not be entertained and summarily rejected.
- Please mention current rate of taxes (item wise) applicable for the services mentioned above.
- Single use plastic is not allowed inside the campus.

The above numbers are indicative and may vary.

Signature of the authorized person of the bidder agency.

Name:

Place:

Date:

Office Seal

Annexure I

Menu for Snacks for Parties/ Events/ Ceremonies
(To be printed on the letterhead of the Bidder)

(Rates to be submitted with financial bid only and to be sealed in the financial bid envelope)

S.N.	Description	Rate per person (including taxes)
01	03 snacks items + Tea + Coffee+ Water	
02	05 snacks items + Tea + Coffee + Water	

Note: Display and serving arrangements will have to be made by the Caterer.

Signature of the authorized person of the bidder agency.

Name:

Place:

Date:

Official Seal

Annexure II

Menu of Veg Lunch/ Dinner for Parties/ Events/ Ceremonies

(To be printed on the letterhead of the Bidder)

(Rates to be submitted with financial bid only and to be sealed in the financial bid envelope)

Rate per plate (Including taxes) - Rs..... /- as per following items:

ITEMS
Veg Tomato Soup/ Manchow Soup/ Sweet Corn Soup (Any one)
Basmati Rice Plain/ Pulao/ Veg Biryani (Any two)
Assorted Roti (Tandori/ Naan/ Missi roti/ chapatti etc.)
Yellow Dal/ Dal Makhni (Any one)
Mix Veg.
Chhole/ Rajma (Any one)
Curd Item (Dahi Bhalla with chutney or Boondi Raita or Pineapple Raita or any other Raita)
Paneer Butter Masala/ Shahi Paneer/ Paneer do Pyaza/ Mushroom Matar (Any one)
Special Salad (Green salad, sprouts etc.) and Papad.
Ice Creams/ Gulab Jamun/ Rasmalai/ Gajar or Moong Dal halwa/ Custard (Any two)
Water Bottle (250 ml)-Bisleri/ Himalaya.

Note: Display and serving arrangements will have to be made by the Caterer.

Signature of the authorized person of the bidder agency.

Name:

Place:

Date:

Office Seal

Annexure III

Menu of VIP Veg Lunch/ Dinner for Parties/ Events/ Ceremonies

(To be printed on the letterhead of the Bidder)

(Rates to be submitted with financial bid only and to be sealed in the financial bid envelope)

Rate per plate (Including taxes) - Rs..... /- as per following items:

ITEMS
Veg Tomato Soup/ Mushroom Soup(Any one)
Soya Chap Malai,Tikka/ Veg.Spring Roll/ French Fries/Soya Kabab/ Veg Manchurian Dry (Any two)
Assorted Roti (Tandori/ Naan/ Missi roti/ chapatti etc.)
Shahi Paneer/Paneer Makhani/Panner Lababdar/Kadai Paneer/ Palak Paneer/ Malai Kofta/ Matar Paneer (Any one)
Dal Makhani/Dal Tadka/ Dal Panchrattan/ Chana Masala/ Rajma Masala (Any One)
Raita- Plain Dahi/Dahi Bhalla/Boondi Raita/Mix.veg Raita exc. (Any One)
Special Salad-Green salad/Russian Salad/sprouts (Any Three) and Papad/Achar/Chatni.
Ice Creams/ Gulab Jamun/ Rasmalai/ Gajar or Moong Dal halwa/ Custard (Any two)
Water Bottle (250 ml)-Bisleri/ Himalaya.

Note: Display and serving arrangements will have to be made by the Caterer.

Signature of the authorized person of the bidder agency.

Name:

Place:

Date:

Office Seal

Menu of VIP Non – Veg Lunch/ Dinner for Parties/ Events/ Ceremonies

(To be printed on the letterhead of the Bidder)

(Rates to be submitted with financial bid only and to be sealed in the financial bid envelope)

Rate per plate (Including taxes) - Rs. /- as per following items:

ITEMS
Chicken Hot & Sour/Chicken Sweet Corn/Chicken Talumien Soup/veg Tomato Soup/ Mushroom Soup/(Any one)
Chicken Tikka/ Chicken Achari Tikka/ Chicken Haryali Tikka/Chicken Malai Tikka/ Chicken Seekh Tikka/ Chilli chicken Dry/Chicken Spring Rolls, etc. (Any Three)
Butter Chicken/Chicken Lababdar/Kadhai Chicken/Chicken Curry/ Chicken Masala/ Chicken Korma/Chilli Chiken Gravy/ Mutton Rogan Josh/ Mutton Rarra/Bhuna Gosht, ect.(Any Two)
Raita- Plain Dahi/Dahi Bhalla/Boondi Raita/Mix.veg Raita exc. (Any One)
Special Salad-Green salad/Russian Salad/sprouts (Any Three) and Papad/Achar/Chatni.

Note: Display and serving arrangements will have to be made by the Caterer.

Signature of the authorized person of the bidder agency.

Name:

Place:

Date:

Office Seal

Annexure V**Rate list of items to be supplied to Officials/ Staff/ Others**

Sl. No.	Items	Rates (Including taxes)
1.	Tea/ Green Tea/ Lemon Water	
2.	Coffee	
3.	Samosa/ Kachori	
4.	Poha/ Upma/ Idli/ Vada/ Veg Cutlet/ Dalia	
5.	Besan Cheela/ Bread Pakora	
6.	Hot Chocolate Milk	
7.	Hot Boost Milk	
8.	Hot Horlicks	
9.	Cold Drinks & Ice-Creams	
10.	Veg/ Panner Franky	
11.	Chocolate Milk Shake (200ml)	
12.	Cold Coffee (200ml)	
13.	Banana Milk Shake (200ml)	
14.	Mango Lassi (200ml)	
15.	Veg Sandwich	
16.	Bread Butter	
17.	Tomato Soup/ Veg Manchow Soup (250ml)	
18.	Maggi (bowl of 250ml)	
19.	Mosambi Juice (200ml)	
20.	Pineapple Juice (200ml)	
21.	Orange Juice (200ml)	
22.	Lemon Juice (200ml)	
23.	Mango Juice (200ml)	
24.	Aloo/ Onion/ Gobi/ Palak/ Mix/ Paneer Paratha	
25.	Aloo Puri	
26.	Boiled Egg	
27.	Boiled Egg fry	
28.	Omelet (1 egg)	
29.	Duble omelette (2 egg)	
30.	Veg Hakka Noodles	
31.	Veg Fried Rice	
32.	Dal Khichdi	
33.	Chilly Paneer (Dry/ Gravy)	
34.	Veg Thali	

Menu for Additional items for Parties/ Events/ Ceremonies
(To be printed on the letterhead of the Bidder)

(Rates to be submitted with financial bid only and to be sealed in the financial bid envelope)

S.N.	Description	Rate per person (including taxes)
01	Fish items	
02	Non – veg. snacks	
03	Veg. Snacks	
04	Additional Non-veg. main course	
05	Pasta Station	
06	Additional Dessert	
07	Jalebi/Rabri	
08	Fresh Fruits	
09	Kulfi Faluda	
10	Tilla Kulfi	
11	Kadhai Milk	

Note: Display and serving arrangements will have to be made by the Caterer.

Signature of the authorized person of the bidder agency.

Name:

Place:

Date:

Official Seal

**Proforma for details of successfully executed similar contracts of providing
Institution Catering Services during F.Y.2021-22, 2022-23, 2023-24, 2024-25 & 2025-26
or prior years if experience is more than 05 years.**

F.Y.	Name of the Client, Address, Telephone No. along with Name/ Designation/ Tel. No. of the Concerned Officer	Strength served on a daily basis	Total number of Manpower Deployed	Total value of Contract (INR)	Duration of Contract	
					From	To
2025-26	1.					
	2.					
	3.					
2024-25	1.					
	2.					
	3.					
2023-24	1.					
	2.					
	3.					
2022-23	1.					
	2.					
	3.					
2021-22	1.					
	2.					
	3.					

(Attach extra sheets if necessary. Information of more than 03 clients can also be given, if available)

Signature of the authorized person of the bidder agency.

Name:

Place:

Date:

Office Seal

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 Bowis 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 5 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.

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 superscripted at the top as "Tender for Catering Last date for submission of Tender will be 27/08/2026 up to 05:00 PM.

24. Tender Opening Date will be on 28/08/2025 at 10:00 AM 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 agree 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 Crocrys 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.

SPECIAL TERMS & CONDITIONS:

(i). The off set price fixed by CCRT for our prescribed menu as per past practice is not less than Rs.300/- per person per day including GST. This rate has been revised from 250/- in view of price hike of manpower, material and rates of LPG etc. so that good quality food may be provided to participants/teachers.

(ii). 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

(iii). The bidder should have a valid GST registration and FSSAI food license. A copy of same may be enclosed with document.

(iv). The bidder should have registration for PF & ESI with concerned authorities.

(v). A copy of balance sheet of last five consecutive years duly attested from chartered accountant.

(vi). Minimum turnover for the financial year 2025-26 should not less than 01 Crore so that only reputed/big agencies may participate.

(vii). 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.

(viii). After closing of tender the bids will be forwarded to constituted committee members.

Signature of Contractor with Seal

Deputy Director (Gen. Admin.)

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

To,
Director, CCRT,
Sector- 7, Dwarka,
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/ Canteen having 200 - 250
persons capability.

GST Registration No.

(Attach copy)

PAN/TAN No.

(Attach copy)

PF/ESI Registration No.

(Attach copy)

Current FSSAI food License No.

(Attach copy)

Aadhar & 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

Finalization of Tender

The quoted rates inclusive of taxes of all above items as described in tender document (bed tea+ breakfast+ 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			
Sl. No.	Items	Rate with 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 Evening & Morning Tea with biscuits		
5.	Special Breakfast/ Lunch/ Dinner		
6.	Refreshment Box (with 05 items- 01 Fruit, 01 Juice Packet, 02 Snacks & 01 Sweet)		
	Total rate per day per person including GST		

NOTE: The tender will be finalized based on the quoted rates at Part-A only.

Signature of Contractor with Seal