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/2026-2027/
November 11, 2026

#1-118/CCRT, Survey No. 64
Near Google Office
Madhapur, Hyderabad-500084.
Phone : 040 – 23117050.
Phone/ FAX : 040 – 23111918.
email: rchyd.ccrt@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 40 to 100 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 proving catering services in canteen for about 40 to 100 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 09.12.2026 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.ccrtindia.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 C 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 TENDER

Tender are invited for "Providing Catering Services in the Centre for Cultural Resources and Training, Regional Centre, Hyderabad (Telangana)" for one year (from 1st January, 2027 to 31st December, 2027). 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 **November 18 to December 08, 2026 up to 05.00 PM.** or may be downloaded from web portal of CCRT (www.ccrtindia.gov.in).

Last date for submission of Offer: 09.12.2026 up to 4.00 PM.

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

Y C 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.

002(Tenders)/RC/CCRT/HYD/2026-2027/ Dated: 11.11.2026

Offset Price per day per person for food	**Rupees 270.00 including GST/ all taxes.**
Period of Contract	**One year (1st January, 2027 to 31st December, 2027)**
Date of Publishing of Tender	**18th November, 2026.**
Clarification Start Date & Time up to	**8th December, 2026 (05.00 pm.)**
Last Date & Time of receipt of Bids up to	**9th December, 2026 (04.00 pm.)**
Date & Time of Opening of Bids	**10th December, 2026 (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/ 8886333799**
Web site	**www.ccrtindia.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 C Sekhar

(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 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. 270/- 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 charted accountant may be enclosed.

5. Minimum turnover for the financial year 2023-24 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 for the power used for the preparation of Food as per actual consumptions through sub-meter provided as per TGSPDCL 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 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 9.12.2026 up to 04.00 PM.**

- **Tender Opening Date will be on 10.12.2026 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.**

Y C Sekhar

(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) Goods & Service tax No.

(3) Duly verified singed & 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**	:	**09.12.2026 up to 04.00 PM.**
2.	**Date of opening of Bids**	:	**10.12.2026 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.) (Item-wise 1 to 6)	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:				

The quoted rates are inclusive of taxes as applicable for all above food items as per Menu.

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 January, 2027 to 31st December, 2027

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:				

Note: As per menu and quantity as prescribed 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 prescribed by CCRT.

(Proprietor),
Signature with Stamp/ Seal.

DRAFT AGREEMENT FOR CATERING

This agreement made and executed at Hyderabad on this _____ day of _____ between:

THE DIRECTOR, CENTRE FOR CULTURAL RESOURCES AND TRAINING (CCRT), PLOT NO.15 A, SECTOR – 7, DWARKA, NEW DELHI – 110 075 represented by its CONSULTANT, REGIONAL CENTRE, CENTRE FOR CULTURAL RESOURCES AND TRAINING (CCRT), (hereinafter called as the CCRT which term shall mean and include his successors and assigns) **of the first part.**

AND

_____

represented by _____ the owner. (hereinafter called as the CATERER/ SUPPLIER which term shall mean and include his successors and assigns) **of the second part**;

WHEREAS the CATERER/ SUPPLIER is the absolute owner and WHEREAS the CCRT has agreed to take catering services for the Workshops, Orientation Courses and all other Training Programme and the CATERER/ SUPPLIER agreed to provide catering services in accordance with the terms and conditions of agreement noted below and at the rates hereunder specified:

Sl. No.	Description of the item	Time	Quantity	Rate (Rs.) (Inclusive of GST)
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)	
	Total:			

The CATERER/ SUPPLIER hereby covenants as follows:

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 fresh and changed for each meal. No item will be repeated.

- The initial Contract is for a period of one year from 01.01.2027 to 31.12.2027 which can be extended on mutually agreed basis by both the parties.
- Breakfast, Lunch and Dinner shall be served to the full requirements of individual participants.
- Preparations shall be tasty and hygienic. Proper Cleanliness shall be maintained.
- Food arrangements shall be made at the Hostel of CCRT or outside when on excursion.
- Serving Plates, Glasses, Steel small Bowls, Gas Cylinders & Fuel (Gas, Electricity for cooking), utensils and allied items etc shall be arranged by the Caterer themselves.
- Catering staff shall be neatly dressed and wear gloves. They shall be polite and courteous to the participants and CCRT staff/ Officers.
- The Caterer/ Supplier shall personally supervise and make the guests feel at home.
- There shall not be any shortage in respect of any item of the menu. He shall replenish the shortage.
- Good quality of foodstuff, quality of preparation of food, snacks and tea will have to be maintained throughout the contract period consistently.
- The Caterer/ Supplier shall follow a weekly menu given to him by CCRT. Changes in the menu, if any shall be made only with the consent of the Consultant.
- The place (Dining & Cooking) shall be kept neat and tidy.

- **Contractor shall submit a Security Deposit of Rs. 50,000/- (Rupees fifty thousand only) by way of a D.D. 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.

- The Caterer/ Supplier shall pay the electricity charges for the power used for the preparation of Food as per consumption recorded by the Sub-Meter fixed for the purpose.

- Escalation in the costs of vegetables or any of the ingredients, for whatever the reasons may be, required for preparation of foodstuff cannot be accepted as a ground for revision of rates. In other words the rates prescribed and accepted shall remain in force for the entire contract period.

The CCRT hereby covenants and agrees with the CATERER/ SUPPLIER as follows:

1. Number of participants in each programme are likely to be between 25 and 100. Bill will be settled, only as per actual number of Participants.

2. If a large number of teachers convey in advance that they are not going to have lunch or dinner the cost of the same will be deducted.

3. Bill will be settled after completion of each programme within three days after submitting the bill by the party.

4. As per Govt. Rules the TDS as applicable will be deducted at source from the bill and credited to the Govt. A/C

5. The Security Deposit of Rs.50,000/- (Rupees fifty thousand only) so submitted will be refunded on successful completion of the contract after 31.12.2027. No interest will be paid on the deposit.

6. **If perpetual delays are made in supplying food or if there is deficiency in any of the services namely shortage of food, poor quality of food etc. 10% or at such rate as decided by the Consultant will be deducted from the day's overall charges.**

7. The CCRT reserves the right to terminate the contract and forfeit part or whole of the Security Deposit on violation of any of the conditions of this agreement or for unsatisfactory performance.

The agreement is signed on this _____day of _____.

CATERER/ SUPPLIER _____

CCRT _____

Witness:
1.

2.