



MANOHAR PARRIKAR INSTITUTE FOR

DEFENCE STUDIES AND ANALYSES

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

No. 1, Development Enclave, Rao Tula Ram Marg,  
Delhi Cantt, New Delhi - 110010, Ph. No., 26145352

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**E-TENDER NOTICE ON GeM FOR "PROVIDING CATERING SERVICES FOR THE  
CONFERENCES/EVENTS AND OFFICE EMPLOYEES/SCHOLARS/VISITORS  
AT MP-IDSA" (TWO BID SYSTEM)**

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Col. Chetan Gurbax (Retd)  
Assistant Director



No. 1, Development Enclave, Rao Tula Ram Marg,  
Delhi Cantt, New Delhi – 110010, Ph. No., 26145352

F. No. 523-A/34/16/2021-CANTEEN

Date: 26 Nov 25

**E-TENDER NOTICE ON GeM FOR "PROVIDING CATERING SERVICES FOR THE  
CONFERENCES/EVENTS AND OFFICE EMPLOYEES/SCHOLARS/VISITORS  
AT MP-IDSA" (TWO BID SYSTEM)**

Prescribed format (as enclosed at Annexures I-VIII) are invited under **two bid system for Providing Catering Services for Conferences, Events and Office Employees, Scholars, Visitors for a period of three years from reputed service providers.** MP-IDSA is located at No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi-110010. The bids shall remain valid up to 90 days from the last date of submission of bids.

Detailed tender documents are available online from the date of tender publication at [www.idsa.in](http://www.idsa.in). The interested bidders are advised to register themselves on **GeM portal** to participate in the e-tender. The bidders can be downloaded and uploaded duly signed tender documents and their bids along with scanned copies of all relevant certificates and documents etc. in support of their technical bids on **GeM portal**, latest by **31 Dec 2025 at 1500 hrs**. The hard copies of the relevant documents also to be submitted along with a Demand Draft for **Rs. 50,000/- (Rupees Fifty Thousand Only)** in favor of "**Manohar Parrikar Institute for Defence Studies and Analyses**" payable at **New Delhi** as an earnest money deposit (**EMD**) with the technical bids separately and Price Bid at **Annexures-VIII** shall be submitted separately in a sealed envelope to the **Assistant Director, MP-IDSA**, may be sent at the Institute's address mentioned above by Speed Post/By hand at tender box kept at the office reception, tender documents should reach on or before **1500Hrs, 31 Dec 2025** duly mentioning on top of the sealed envelope for "**Providing Catering Services for Conferences, Events and Office Employees, Scholars, Visitors AT MP-IDSA**". MSME bidders are exempted to deposit EMD as per rules.

All tenders should be submitted in the prescribed forms, as enclosed **Annexure I-VIII**, duly signed, stamped and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute. **Both technical and financial bids should be submitted on GeM portal and in hardcopies separately as per the tender document.**

**The financial bids shall only be opened for technically qualified firms.** The bidder's authorized representative (not more than one person), may be present at the time of opening of the bids, if they desire.

MP-IDSA reserves the right to accept or reject any or all bids/quotations including the lowest bid without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

#### Critical Dates of Tender:

i.	Publish Date & Time	<b>26/11/2025, 1030Hrs</b>
ii.	Document Download Start Date & Time	<b>26/11/2025, 1030Hrs</b>
iii.	Bid Submission Start Date & Time	<b>26/11/2025, 1030Hrs</b>
iv.	<b>Pre-Bid meeting</b>	<b>10/12/2025, 1100Hrs</b>
v.	Bid Submission End Date & Time	<b>31/12/2025, 1500Hrs</b>
vi.	Offline submission of EMD and other supporting documents	<b>31/12/2025, 1500Hrs</b>
vii.	Bid Opening Date & Time	<b>31/12/2025, 1530Hrs</b>
viii.	Cost of the tender	<b>Free of Cost</b>

#### **Note:-**

- 1. It is mandatory for all interested bidders to conduct a site survey. If not taken the site survey, bids will be rejected and will not be considered for Part-I & II (i.e. Technical & Financial Bid).**
- 2. Bidders may note that financial bid shall only be accepted through online mode.** Kindly ensure that **financial bid should remain vacant**, while submitting hardcopies of the signed documents during technical bid, otherwise bid shall be considered as '**invalid**'.

#### EXTENSION OF LAST DATE AT THE DISCRETION OF MP-IDSA: -

The extension of last date for online submission of bid is in discretion of the competent authority of MP-IDSA and any such extension will be binding on all the bidders. **Corrigendum/addendum/modification** to this tender, if any, will be notified through the GeM portal or the website: [www.idsa.in](http://www.idsa.in) only.



Col. Chetan Gurbax (Retd)  
Assistant Director



## TERMS AND CONDITIONS

### **Introduction:**

Manohar Parrikar Institute for Defence Studies and Analyses (MP-IDSA) is a premier strategic and security studies think-tank in India. MP-IDSA is situated at No.1 Development Enclave Rao Tula Ram Marg Delhi Cantt., New Delhi -110010 and 1km far from RR Hospital, New Delhi. MP-IDSA has decided to entrust the work for **catering services for conferences/events and office employees/scholars/visitors** from the reputed and experienced service providers on contract basis. The agencies that fulfill the requirement as specified in the terms & conditions of this document shall be eligible to apply.

**The site inspection is mandatory before applying for the tender** and appraisal of work involved. The interested bidders may visit the site between 1000Hrs to 1600Hrs on any working day after publication of the tender document.

The nature, scope of work, terms and conditions of work are given in the tender document. You are requested to read the document carefully and submit your bid in the given format duly signed and upload on or before **31 December 2025, 1500Hrs on GeM portal.**

1. The rates quoted should include the cost of all material, manpower, garbage disposal, catering charges including GST, The rates quoted for the work will be firm for the period of one year thereafter rates for all items shall be increased by five percent on request on service provider. MP-IDSA will not be responsible for any changes of rules, octroi, increase in cost of material, during the period of contract.
2. All payments to the staff employed and deployed by the Service provider for undertaking the catering contract at the institute have to be paid in the 1<sup>st</sup> week of every month and as per the prevailing minimum wages stipulated from time to time, and covering benefits such as ESI, EPF, bonus etc. The firm/contractor shall be solely and fully responsible for the staff salaries/delays/lapses/violations/non-compliance.
3. All applicable acts and rules related to the Labour law as amended from time to time shall be strictly followed by the service provider. **The Institute shall not be a party to any dispute.** The Service provider is fully responsible for the minimum wages, ESI, contribution to provident fund including bonus and paid leave etc. as applicable under the statutory Act are being paid to the staff, as required under the Contract Labour Regulation and Minimum Wages Act as notified by the Government from time to time.
4. The Service provider shall be deemed responsible for all legal and contractual purposes, as the employer of the staff employed at the Institute for carrying out the contractual obligations, such persons will not claim for employment in the Institute now or at a future date.

5. The contractor should keep the staff canteen complex clean. If, at any point the Canteen & its premises are found to be unclean, the contractor shall be held responsible and action deemed fit shall be taken by the competent authority. If found dirty especially the cooking area, a fine of Rs. 500/- day will be charged from the monthly billing. The contractor should maintain a daily cleaning schedule which shall be presented to the authorities on demand.
6. The quality of the raw materials used for preparation of food in the staff canteen should be of highest standard like '**AGMARK**' spices and condiments **Grade -1** dal's and other commodities, fresh dairy products, vegetables, non-veg items & fruits including perishable and non-perishable products should be used. Rice should be good quality '**Full Basmati**' free from contaminates and should be of Agmark variety.
7. The contractor shall ensure that no stock of raw material/consumables beyond expiry date are stored, used, or sold in the canteen premises. The cooking oil should be branded mustard and refined oil, Wheat flour/Atta of brands like Aashirvaad/Annapurna/Shakti Bhog/Nature Fresh/Pillsbury or similar brand to be used.
8. The service provider shall ensure that separate utensils/vessels are used for preparing vegetarian and non-vegetarian items. **The fuel to be used for cooking will be commercial LPG only and shall be arranged by the contractor.**
9. The service provider is also responsible to arrange and maintain separate sets of necessary cutlery & Bone china (white) crockery for events for maximum 200 persons at his own cost as follows:-
  - a) Full size dinner plates
  - b) Quarter plates
  - c) Cups & saucers for tea & coffee
  - d) Drinking water glasses
  - e) Spoon, fork & knife
  - f) Serving dishes
  - g) Any other items as required by the Institute during events.
10. **VIP Guest:** In addition to the above crockery and cutlery, the vendor will keep a set of 50 crockery and cutlery for use at Institute events, as per the direction of the Institute. These sets will be approved by the Institute and kept separately for the use at such events only.
11. **Furniture in the Cafeteria:** The vendor will equip the cafeteria with good quality and robust furniture (Round/Square tables and chairs) for a minimum of **50 people**. The same will be as per approval of MP-IDSA authorities.
12. **The Pest & Rodent Control & Hygiene** in the canteen area is a '**Zero Tolerance Zone**' and therefore, the service provider is entirely responsible for proper pest, rodent control in the whole canteen area and undertake all the necessary measures (incl. use of

good quality disinfectants, floor and other cleaners, rat traps, pesticides, Pesto-o-Flash etc.).

13. The Service provider shall ensure that all flammables, disinfectants, cleaning agents, pesticides are stored in a separate demarcated area under lock & key at all the times with restricted access.
14. The Service provider shall bear all the expenses for running the canteen and the MP-IDSA shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury caused to the workmen during discharging of their duties.
15. The Service provider must possess the requisite **valid Trade & Food License** issued by the competent authority for carrying out the business and shall be responsible for complying all laws pertaining with the services in question as well as those pertaining to employment of persons under him.
16. The Institute campus is a "**NO SMOKING ZONE**", hence sale and use of tobacco is prohibited. Fire extinguisher must be kept in the cooking area.
17. **The contract either in full or in part will not be sublet or assigned to any other service provider under any circumstances.** If any such thing is found by MP-IDSA administrative action as deemed fit, will be taken against the caterer.
18. The Contractor will vacate the canteen and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the contractor fails to vacate the canteen premises by stipulated date, then damage charges for the over stay at the rate of Rs. 10,000/- (Rupees Ten Thousand Only) per day will be recovered from the Security Deposit submitted by the contractor. If Security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of law.
19. No plastic bags or plastic layers on plates to be used in the canteen.
20. The contractor will ensure availability of one cook & one helper within the canteen area at all time (including Sunday/holiday).
21. **All electricity charges for running of the cafeteria including air conditioners, lights, appliances, fridges, etc. shall be borne by the contractor on actual consumption as per the sub-meter provided for the purpose.** Cafeteria, office-cum-Reception desk Area & surroundings - Approx. 400 Sqm will be provided by Institute free of cost. For the Kitchen area a nominal maintenance charge of **Rs.1000/- (One Thousand only)** shall be charged per month along with electricity charge.
22. The Contractor shall ensure proper conduct of his personnel in office premises and enforce prohibition of consumption of alcoholic drinks, pan-masala, smoking, loitering without work.

23. Sale or consumption of alcoholic drinks/beverages, cigarettes/bidis, tobacco products including gutka/supari is completely prohibited. If found, fine of Rs. 500/- per person/day will be charged.
24. The firm may also supply those food/eatable items which are not under the contract in case of demand from employees. The cost of such food/items should not be more than the MRP rates.
25. The approved price of the eatables should be prominently displayed at the Counter/Notice Board in Canteen.
26. Cleaning of kitchen area including cafeteria, banquet hall, restrooms and corridor shall be done by the service provider. The garbage of the canteen shall also be disposed-off by the service provider on daily basis. The firm shall ensure cleanliness of the canteen area all the time.
27. **Timings:** The Cafeteria shall operate from 9AM to 6PM on all working days and as and when required on during Saturday & Sunday or Public Holiday. In case Institutional guests are staying at the Scholar's Transit Accommodation (STA), the canteen will be notified in advance to make arrangement for breakfast, lunch and dinner or any other meals. Food served in the Canteen should be high quality. Breakfast & Snacks should be served between 9AM to 12:30PM, Lunch should be made available between 12:30PM to 2:30PM & Tea/Coffee/Snacks to be made available throughout the day.
28. Food items which are usually in demand or consumed as snacks (such as Samosa, Patties, Sandwich, Pakoda, Bread roll, Egg roll, Spring roll, Dhokla, Poha, Noodles, Soup etc.) should be made available in the canteen throughout the day. Any special demand or requirement for meeting/conference in office should also be met on prior placement of demand.
29. The firm would be required to use only **ISI/Agmark/Food grade products** and as per **FSSAI norms**. The firm shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
30. **Menu:** A standard menu will be prepared and displayed prominently on notice board of the canteen. It shall include the following:-
  - a) Name of Snacks (at least four per day)
  - b) Menu for the Day (for Lunch)
  - c) Canteen Special Breakfast (Veg) daily and Lunch (Non-Veg) once a week
  - d) Breakfast on Holiday/Saturday/Sunday
  - e) Lunch on Holiday/Saturday/Sunday
31. The service provider will bring its own tools, utensils, cookers, crockery, hot boxes, trolleys, equipment, jugs, plates, deep fridge (at least two), one fridge, tandoor etc. in sufficient quantity as needed to maintain the canteen services. **'Single Use Plastic' will not allowed in the canteen.**
32. The service provider shall process all official catering bills of the Institute for the items supplied to officer-in-charge on monthly basis and submit the bills by the first week of

succeeding month in prescribed format and will also ensure timely payment of bills to the authorities concerned.

**33. Pre-Bid Meeting:** Pre-bid meeting shall be conducted at the MP-IDSA at the time specified in this tender document **(08 Dec 2025 at 1130hrs)**. All the queries related to this tender must reach to the office at least one day before the date of pre-bid meeting. All the queries shall be replied in the pre-bid in case any change is required, in the tender document the same shall be effected in the form of corrigendum to this tender. Bidders are requested to submit their offer strictly in line with this tender document. **NO DEVIATION IS ACCEPTABLE**, after pre bid meeting.

**33.1 Pre-bid is mandatory, firms who will not attend the pre-bid, their bids will not be accepted for technical evaluation.**

#### **34. Pre-Qualification Criteria**

**34.1 Eligibility Conditions:** Following bidders/firms will be eligible to submit the bid:-

- (a) **Firm Registration:** The bidder must be registered as a valid legal entity and must be in existence in Delhi/NCR for a minimum period of 03 years as on 31.03.2025. The proof of registered office/address such as latest electricity bill/Telephone bill/Rent Agreement etc. must be attached in technical bid (Part- I) of the tender.
- (b) **License:** The bidder must have a valid food license for catering/canteen services, issued by an appropriate authority of Delhi/other state, i.e. License under FSSI Act, 2006.
- (c) **Financial Turnover:** The average turnover should not be less than Rs. 20 lakhs during last 03 years duly certified by a chartered accountant.
- (d) **Experience:** The bidder must have successfully operated at least two canteen/cafeteria in any of the Central or State Government/establishment/ Ministries/Departments/Organization/PSUs and Pvt. Sector, all over India during last 03 years. Similar completed work each may not be less than 100 persons on its dining strength per day **(i.e. Performance cum completion certificate to be submitted as a documentary proof)**.
- (e) Proof of having fully compliance to the minimum eligibility criteria, self-attested copies of all the following documents must be enclosed:
  - i. MSME Certificate,
  - ii. GST Certificate,
  - iii. PAN,
  - iv. ESIC & EPFO Registration Certificate,
  - v. License under FSSI Act, 2006.
- (f) Tender Evaluation Committee (TEC) may visit the current site/s of the contractor for on-the-spot first-hand information regarding the quality of food and services etc. weightage may be given to the agency having its work presence in **Delhi/NCR**.

(g) Self-attested copies of all above documents including list of manpower on roll, affidavit for non-blacklisting on stamp paper of Rs. 10/- to be uploaded with Technical Bid. All licenses must be in the name of bidder.

**Note:-**

- i) TEC may visit the any existing site of only those bidders who will qualify in the above document part after opening of Technical bids. Date and time of TEC visit will be informed after technical evaluation of the document (preferably by email).
- ii) TEC will mainly focus on Quality of food, Cleanliness of kitchen, Staff Hygiene, Raw materials of food, Number of persons availing canteen facilities and Staff Attire etc.

**For MSME registered bidders:-**

- a) If the bidder is a Micro or Small Enterprises as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of 'Bidder Turnover' criteria and 'Experience Criteria' subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover /Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
- b) Purchase preference to Micro and Small Enterprises (MSEs): purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the service provider of the offered service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller(s) has/have quoted price within L-1+15% of margin of purchase preference/price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 25% of total. In this case tender may be cancel view nature of work not allow to perform the work.

**35. Evaluation of Financial Bid:** Financial bid would be evaluated on the basis of price quoted by bidder in respect of all items mentioned in proforma for financial bid. Rates for all items should be mentioned by the firms. All rates are valid for the period of three years from date of award of contract. Rates will be revised on completion of contract period on request after due negotiation by the Committee members. Price format should not be changed and bidder must quote as per the price bid format attached.

35.1 Following weightage shall be given for evaluation of Financial Bids as per Annexure VIII:-

- a) Buffet rates (Indian Menu) during Events/ Conferences - 15% (averaging of rates of all items)
- b) Continental Menu- 15% (averaging of rates of all items)
- c) Chinese Menu- 15 % (averaging of rates of all items)
- d) Menu (Snacks) during Events/Conferences-15% (averaging of rates of all items)
- e) Meals at Guest House-15 % (averaging of rates of all items)
- f) Cafeteria (Canteen) Daily Menu: 30% (averaging of rates of all items)
- g) Event management items as per Annexure I:-10% (averaging of rates of all items)

**Rate**= 15% of average rate of items in A + 15% of average rate of items in B + 15% of average rate of items in C + 15% of average rate of items in D + 15% of average rate of items in E + 30% of average rate of items in F +10% averaging of rates of all items in G.

- 36. In case of a tie between L-1 Bidders, two or more firms offer the same overall rates, successful bidders will be selected based on the quoted lower rates in catering (E) above. In case of a tie still, successful bidder will be selected through draw of lot. All bidders has to abide by the standard procedure followed for this purpose.
- 37. The financial bid shall be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of their technical bids.
- 38. The basis of selection of successful bidder would be L-1 after due scrutiny of all the bids.
- 39. Bids shall be rejected, if it is received other than online mode as mentioned in tender document.
- 40. The Competent Authority reserves the right to reject any or all the bids, amend/withdraw any terms and conditions in the tender document or to cancel the tender without assigning any reason and the decision of the competent authority in this regard shall be final and binding.

## **Additional Terms & Conditions for Catering Services**

1. The Contractor will provide catering services for conferences & seminars as and when organized by the Institute and run a cafeteria in the Institutional building on a daily basis.
2. The Contractor shall completely furnish and equip the kitchen & dining areas including Scholars Cafeteria/Banquet Hall/Dinning hall at Scholars Transit Accommodation.
3. Revenue generated by providing the catering services shall remain solely to the Contractor as per the approved rates.
4. This is a service based contract, contractor shall deploy sufficient manpower such as Manager, Cooks, Stewards, Housekeepers etc. for providing catering services at both the cafeteria, as well as during lunches and dinners in the banquet hall/dining areas etc.
5. The Contractor shall be responsible for cleaning/sanitation in the catering area including kitchen, banquet hall, Chanakya hall, ladies/gents toilets, service lift, lobby, staff canteen etc. The Catering area should be hygienic, neat & clean at all times.
6. The contractor shall arrange disposal of collected garbage as generated from catering area on daily basis. The vehicle for disposal to the nearest scheduled site, as specified by the municipal corporation/MES, will be arranged by the contractor at his own cost. **MP-IDSA holds no responsibility in this regard.**
7. The contractor is required to deploy sufficient manpower for serving the food and for cleaning (removing the plates/tumblers, cleaning the tables and used crockery etc.) at all timings when the food is served. The basic cleaning should be taken care by the contractor only.
8. The contractor shall provide the sanitation items like soap/hand wash liquids in the restrooms & tissue papers where the food is served at his own cost. Replenishing of the items is the responsibility of the caterer only.
9. The contractor shall provide proper and required number of **Cutlery, Crockery, Cups, Glasses, Plates, Spoons & forks** etc. of excellent quality i.e. **Bone-China**, for serving the food at his own cost. Replenishing of the items due to breakage/damage is the responsibility of the contractor only.
10. The contractor should ensure that the **team wears the company uniform** with shoes polished, wear the head caps and hand gloves (especially chefs/stewards). The male staff should present themselves with neatly shaved face.
11. **Deployment of Sufficient Staff for Events:** Contractor will ensure deployment of adequate staff (cooks, helpers) in the kitchen as per the scale of events. In addition, two waiters will be deployed per food buffet counter, which will cater for 20 guests. If the

number of guest is above 20 and upto 40, one additional food buffet counter and one additional waiter will be deployed. For strength of guest beyond 40 and upto 60, one additional food counter and two waiters will be deployed. For events having guest beyond 60, specific instruction will be given to the contractor with regards to number of food counter, waiters etc.

**12. Storage of food items:** All eatable items like Atta, Dal, Rice, Non-veg items, Jam, Pickles, Butter, Salt and Sugar, including vegetables and all dairy and perishable items should be kept/stored properly at a neat and clean place near dining areas to avoid insects, cockroaches, and mosquitoes. The items should be checked at regular intervals and should be replenished based on the quality/requirement. The contractor shall provide **02 deep freezers, 01 double door refrigerator and required appliances** in the kitchen at his own cost.

**12.1 Tea/Coffee vending Machine:** A tea/coffee vending machine of reputed brand will be installed by the contractor and kept functional during working hours.

**12.2 Glass Counter and Glass Refrigerator:** The contractor will establish a glass counter (cooled) at the canteen to cater for bakery and fresh eatables. In addition, a glass refrigerator to keep drinks and non-alcoholic beverage will also be established.

**13.** Persons who will prepare/serve food should maintain high degree of cleanliness and personal hygiene. They should be medically fit and suitable to cook and serve.

**14.** The contractor should be required to adjust/change the given timings of meals as and when required depending upon the progress of the programme(s), on prior information by the Institute.

**15.** The contractor should inspect the quality of food items and services before the programme(s).

**16.** All vegetables, non-veg, fruit etc. used should be freshly procured and shall be subject to inspection by MP-IDSA representative. Any item not found up to the mark would be changed and replaced at the vendor's cost.

**17.** The pieces of Non-vegetarian items (Meals/Snacks) should be evenly cut and should of right size.

**17.1** Institute will not liable or responsible for any pending bills & payments by the contractor to any outside firm/supplier on behalf of the contractor before and after the termination of the contract.

**17.2** The contractor might be required to serve special meals and snacks on special occasions, which will be paid for at a mutually agreed rates.

17.3 Institute reserves full right on ordered quantity of food including utilization of balanced food after lunch & dinner. For any balance quantity from the ordered number remains then the contractor shall pack the food in separate aluminum/packing boxes and hand over to authorized personal of the Institute '**Payment shall be made for ordered quantity only**'.

17.4 Any damage or loss of hired equipment/s will be borne by the contractor and no extra charge will be charged to the Institute or invoiced after the events.

17.5 The contractor will have to provide catering to other organizations who are organizing events in the Institute premises with the prior permission from the Institute. The contractor will provide services at the same rates at which the contractor is providing to the Institute.

17.6 Contractor shall not permit unauthorized personal in the canteen premises. He shall not use the premises/infrastructure for any other commercial activities.

18. The contractor shall place fly catcher inside the kitchen, dining area and staff should maintained it properly on daily basis.

19. The contractor shall maintain a suggestion/complaint register, placed at the cash counter during office hours and bring to the competent authority to check & inspect on weekly basis.

20. **Earnest Money Deposit:** Bidders are required to submit **Earnest Money Deposit (EMD)** along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 50,000/-** by demand draft/PO favoring "**MP-IDSA**" **payable at New Delhi**. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the finalization of the tender. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of **Performance Security** from them as called for in the contract. MSME registered bidders are exempted to submit the EMD. The **EMD will be forfeited**, if the bidder withdraw or amend, impairs or derogates from the tender in any respect within the validity period of the tender. The bidders found without EMD are liable for outright rejection.

21. **Performance Bank Guarantee (PBG):** The successful firm will be required to submit Performance Security in the form of Account Payee Demand Draft/Bankers Cheque, Fixed Deposit or Bank Guarantee from any of the commercial banks in favor of '**MP-IDSA, payable at New Delhi**' for a sum of **Rs. 75,000/- (Rupees Seventy Five Thousand Only)**. Performance Security should remain valid for a period of 03 months beyond the date of completion of all contractual obligations. **Which shall be refunded after 03 months without any interest** and EMD will be refunded to the successful bidder on receipt of performance security.

21.1 Performance security shall be for the due and faithful performance of the contract and shall remain binding, notwithstanding such variations, alterations for

extensions of time as may be made, given, conceded or agreed to between the successful tenderer and MP-IDSA under the acceptance of the laid terms & conditions in the tender.

22. The tenderer should give details of their business soundness and provide **list of customers of previous experience of similar type of work provided to Universities, Institutes or Government Departments/Undertakings/Public/ Private sectors with their contact details.** The details of the agency/profile should be furnished along with the copy each related documents.
23. The agencies should submit their rates as per the format of price bids enclosed. Rates should be quoted in Indian Rupees **including GST.** The rate should be quoted both in words and figures. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.
24. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, MP-IDSA may at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained, clarification regarding tender document & work may be sought before submitting the bids/quotations. No letters will be entertained after opening the bids/last date of submission of tender. Firms who communicate after opening of the bids, their bids will be rejected.
25. **Amendment in tender document:** At any time prior to the last date of receipt of bids, MP-IDSA may for any reason, whether at its own initiative or in response to any clarification requested by the prospective bidder, modify the tender document by an amendment and inform the same as per NIT in the form of corrigendum.
26. The Institute may at its own discretion extend the last date for the receipt of bids.
27. The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in any case for the purpose of interpretation of the bid, the English translation shall govern.
28. MP-IDSA reserves the right to reject the lowest or all the bids without assigning any reasons. The decision of MP-IDSA will be final in all the matters of tender.
29. **Deduction of Taxes:** All statutory deductions such as TDS, GST' etc. wherever applicable, but not limited to this list indicated, shall be deducted from the bills payable to the successful tenderer at the applicable rates from time to time.
30. The contractor shall be held responsible for proper conduct, behavior and safety of workmen engaged by him. The workmen engaged by him, shall be under his employment and disciplinary jurisdiction. However, they shall be subject to the overall discipline of MP-IDSA.

31. **Police Verification:** Contractor will be responsible to ensure that the staff employed by him are security cleared by Police Station of the worker's residential area. **Police verification is to be submitted for all employees at least 10 days prior to commencement of work or before any person is replaced.** The Contractor will also ensure that no person employed by him had been/ is involved in anti-state activities. The passes will be issued by the Army HQ, all necessary documents required by the Army HQ shall be arranged by the vendor. The responsibility of getting passes from Army HQ is of the vendor.

32. **Accidents:** In case of any accident or mischief, the Operations Manager engaged by the contractor should immediately inform directly or over telephone about the incident to MP-IDSA Authorities. MP-IDSA should not be made to bear any expenses in this regard.

33. **Insurance:** The contractor shall take all required insurance/s before deploying its manpower to the site at his cost to cover all accidents (including death) from the date of scheduled commencement of works till completion of all contractual obligations.

34. **Duration Of contract:** The contract shall be initially valid for **three years from the date of signing of contract/agreement** which will be subject to further extension of another two years at the discretion of the competent authority before expiry of the contract as mutually agreed terms and conditions maximum up to four years, subject to satisfactory performance, for that period or as may be agreed to. **The contract can be cancelled unilaterally by the Institute in case service is not rendered satisfactorily.**

34.1 **Termination of Contract:** The agreement/work order can be terminated by either party after giving **three months clear notice in writing**, failing which the security deposit shall stand forfeited. During the period of such notice, the performance of work shall not hamper and both parties continue to abide by their respective obligations. On termination of the contract for any reason whatsoever, the vendor will remove their men and material immediately from the premises of MP-IDSA.

34.2 Notwithstanding the provisions of the work order shall be liable to be terminated forthwith by the Institute at its sole discretion in the event of contravention of terms and conditions as stipulated above. The terms 'CONTRAVICTION' shall include acts of commission as well as omissions.

35. MP-IDSA shall not be responsible for delay or non-receipt of tender documents during transit by Post.

36. **Release of Information:** The contractor shall not communicate or use in advertising, publicity, sales releases or in any other medium, photographs or other reproduction of the work under this contract.

**37. Accident or Injury/death to Workmen:** The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury/death to any workman or other person in the employment of the contractor or any sub-contractor. The contractor shall indemnify and keep indemnified the Institute against all such damage and compensation whatsoever in relation thereto.

**38. Liability to Damage:** The contractor at his own cost shall rectify all the damages, losses, thefts, burn outs, mishandling of equipments etc. which may be attributable to its fault/negligence in operations. The decision of Director General, MP-IDSA in this regard shall be final and binding.

**39. Submission of Application for Contract:**

- i) If a proprietary firm makes the application, it shall be signed by the proprietor above his full written name and the full name of his firm with its current address with stamp.
- ii) If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full type written names and current address or alternatively by a partner holding power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the appreciation.
- iii) **Overwriting should be avoided.** Neatly crossing out and initiated with date and rewriting shall make correction, if any. All pages of the document shall be numbered and submitted as a package.
- iv) The applicant is advised to attach any additional information/documents, which is necessary to establish that the applicant is capable in all respects to successfully complete the envisaged work. However, it is advised not to attach superfluous information. No further information will be entertained after the tender document is submitted, unless the Institute calls for it.

**40. Penalty: For convenience various penalties enforceable on breach of contract terms & conditions are summarized as under:**

- i. Not wearing approved uniform by the personnel deployed while on duty Rs. 500/- per person/incident. The penalty amount shall double at the end of every three such defaults.
- ii. Found chit-chatting, mobile chatting, smoking, chewing pan masala/gutka, unwanted roaming here and there or in the office premises/corridors etc. Rs. 100/- per person/incident. The penalty amounts shall double at the end of every three such defaults.
- iii. The contractor shall comply with all the terms and conditions and ensure supply of the prescribed quantity and quality of food items during the service timings and in the event of any failure or breach or any of the conditions by the service provider and in case deterioration in the quality of the food items or reduction in the quantity thereof, MP-IDSA shall be at liberty to levy penalty of 5% of the total billed amount for that particular instance (i.e. Tea/Meals total amount) should be levied on the recommendation/approval of the head of the Institution.

- iv. If the contractor fails to deliver or any of the ordered item from menu/event items is rejected, then the particular item bill will not be considered and suitable penalty of 5% on total ordered amount should be imposed on the contractor.
- v. Any misconduct, inappropriate behavior, or unprofessional conduct by the deployed staff shall not be tolerated. In the event of such an incident, a penalty of Rs. 1,000/- per incident shall be imposed on the contractor/agency. Additionally, the contractor/agency shall ensure the immediate replacement of the concerned staff member with a suitable and trained individual, without any disruption to the services.
- vi. In case any insect/cockroach/hair etc. found in the food, the Institute competent authority reserves the right to claim the damages and 100% penalty will be charged from the particular invoiced claimed. The decision of the competent authority in this regard would be final.
- vii. If the performance of the firm is found poor despite instructions and warnings, Institute shall have the right to impose a penalty of 10% of the total billed amount as decided by the competent authority.
- viii. If the firm disobey the rule made by the MP-IDSA committee, repeatedly commits the same mistake then the contract should be terminated immediately without any notice. Further, caterer should be blacklisted by the institute.
- ix. **Sale of prohibited items:** In case firm/staff found selling any prohibited items, suitable penalty will be imposed, as directed by Director General, MP-IDSA.

#### 41. Mode of Payment: -

- 41.1 Contractor must ensure that the payment at Counter Sales will be accepted by both Cash and digital mode (i.e. Paytm, PhonePe, UPI, etc.). However, cash payment shall not be encouraged by the vendor.
- 41.2 The payment in respect of official hospitality bills of the MP-IDSA submitted in duplicate by the contractor will be released on receipt basis subject to fulfillment of obligations by the contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization/approval of the designated authority of MP-IDSA will not be paid for. TDS as applicable at the prevailing rates will be deducted at source. Payment will be made through RTGS/NEFT (bank transfer).
- 41.3 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- 41.4 Payment shall be made on monthly basis including events. Before monthly bill contractor shall submit a written undertaking that they have cleared all dues of their workers including statutory obligations to various Govt. authorities

- 42. **Force Majeure:** If any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within (01 day) of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural

disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this work order.

**43. Dispute Resolution.**

- a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director General, MP-IDSA.
- b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- c) The cost of Arbitration shall be borne by the respective parties. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

44. **Jurisdiction of Court:** The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

## SCOPE OF WORK

1. The Service provider undertakes to provide specialized services for event management which includes **Tentage, Kanat, Balli, Truss, Chairs, Takhat, Water Coolers, Gas Heater, Light, Mike & other Misc Tent** related items at the events /conferences held at MP-IDSA.

### **Catering Site**

- Table, Masking, Carpeting for Hi-Tea Area
- Table, Masking, Carpeting & Limited Seating for Lunch / Dinner Area

### **Cultural Programme**

- Stage arrangement in the amphi theatre (lights, LED backdrop, sound system, carpet)

2. The work involves providing & fitment of following items:-

<u>SL</u>	<u>Description</u>	<u>Approx. quantities</u>
1	Registration Stall with Table and chairs, Cloths and frills	2
2	Party Box sound system 800W with 2 cordless mike (JBL/BOSE/AHUJA)	2
3	Tent Non Waterproof (HUT) with extra Ceiling	3000 Sq.ft
4	Tent Waterproof (HUT)	3000 Sq.ft
5	Truss with cover	3000 Sq.ft
6	Banquet Chairs with Cover & Bow (White & Colored)	150
7	Banquet Round Table along with cover (White & Colored) with Table Top Cover with frill seating capacity of 8 persons	18
8	Buffet Table Counter with cover & frill (5x9 ft)	4
9	Food Stall Canopy (5x9 ft)	4
10	Takhat	15
11	Big Size Coolers (1100 Watts with 5 Blades)	10
12	Mist Fans Pedestal	10
13	Bouquets for Food Stalls consisting minimum 8 nos flowers and other decorative	20
14	Flower pots on table (Min 08 Flowers Zurbera and/or Orchid)	20
15	Mixed Brilliance Flower Bouquet for Official purpose (Floral Bouquets)	10
16	Gas Heater	10
17	Carpet	1100 SQM

18	Kanat	100 Sq.ft
19	Balli (12 Ft)	40
20	Chairs without cover	120
21	Sealing (White)	2000 Sq.ft
22	Curtain (White)	2000 Sq.ft
23	Curtain (Colored)	2000 Sq.ft
24	Side Wall (White & Colored)	2000 Sq.ft
25	Mist AC Cooler/Fan	10
26	Light Halogen	10
27	Laddhi (30 Ft)	50
28	Tube light point	20
29	Bulb Point	10
30	Flower decoration (Gate, Stage) approx. (10x15ft)	150 Sq.ft
31	Sofa (2 Seater)	10
32	Sofa (3 Seater)	3
33	VIP Sofa Set (5 Seater) with Centre Table	5
34	Forestage / Flooring (12x10 ft)	120 Sq.ft
35	Mat for Runner (Red) (5 x 30 Ft)	150 Sq.ft
36	Waste Bins	10
37	<b>Crystal Clear 310 ml Red Wine and White Wine Glasses Perfect for Parties - set of 6 glass</b>	10 set
38	<b>Brasserie Beer Glass Borosilicate Beer Mug 450 ML -set of 6 glass</b>	10 set
39	<b>Smokey Cocktail ITALIAN WHISKEY GLASS -SET of 6 glass</b>	10 set

**Note:-**

1. Aforesaid quantities may increase or decrease depending upon the requirements. Only new and clean fabrics/ material to be used for frill /table cover /chair chairs cover.
2. The institute reserves the right at the time of award of Contract to increase or decrease of the quantity of goods and services specified in the Schedule of Requirements without any change in price or other terms and conditions.

**RUNNING CATERING SERVICES FOR THE CONFERENCES/EVENTS AND OFFICE  
EMPLOYEES/SCHOLARS/VISITORS (TECHNICAL BID)**

1. Brief Bio data of the Tenderer.....

.....  
.....  
.....  
.....

**Affix duly  
Attested PP  
size  
Photograph of  
the Tenderer**

2. Name, Address with Telephone .....

Number of the Firm/agency .....

.....

3. Name, Designation, Address .....

and Telephone number of .....

authorized person of the Firm/agency .....

4. Firm Registration .....

(Please enclose the copy)

5. Please specify with names as .....

to whether firm is sole proprietor/a. ....

partnership firm / Pvt Ltd. b. ....

(Enclose documents) c. ....

6. PAN number & Income Tax .....

Return of last three financial .....

Years .....

7. Provident Fund Account Number .....

(Please enclose the copy)

8. ESI Registration Number .....

(Please enclose the copy)

9. GST Number .....

(Please enclose the copy)

10. License Number under Contract .....

Labour (R&A) Act.

(Please enclose the copy)

11. Details of earnest money deposited

a) Amount

Rs. ....

Rs. (in words) .....

.....

.....

b) Demand Draft/ pay Order  
Number

c) Date of issue of DD/PO

.....

d) Name of issuing Bank

.....

12. Details of Past Experience in the  
relevant Field.

Attach sheets as Per annexure

.....

.....

.....

13. Details of works in hand

(Min last three years)

.....

Attach sheets as Per annexure10

.....

14. Any other information

15. **Declaration by the Contractor:** This is to certify that I / we have read and fully  
understood all the terms and Conditions mentioned in the tender document and  
undertake myself ourselves to abide by them.

Date

**Signature of Tenderer**

Name: .....

Designation: .....

.....

.....

.....

Address: .....

.....

.....

.....

Phone (O): .....

(R) .....

(ON Non-Judicial E-STAMP PAPER of Rs.100/-)

**UNDERTAKING**

To,

Assistant Director  
Manohar Parrikar Institute for Defence Studies and Analyses  
No 1 Development Enclave,  
Rao Tula Ram Marg, Delhi Cantt  
New Delhi-110010

**Name of the tender: Running Catering Services for the Conferences/Events and Office/Employees/Scholars/Visitors**

Sir,

1. Having visited the site condition and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this tender.
2. I/We hereby agree to abide by all terms and conditions laid down in tender document. Before signing this bid, I have read and fully understood all the terms, conditions and instructions contained therein and undertake myself/ourselves to abide by them.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions and any other charges applicable from time to time. I/We shall pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government of NCT Delhi from time to time and shall be fully responsible for any violation.
4. I/We have not been blacklisted by any Govt / PSU / autonomous body of any state as well as central Govt.

**(Signature of the Bidder)**

**Name:**

**Address of the Bidder:**

**Telephone No.:**

**PRE-QUALIFICATION TABLE FOR**  
**TECHNICAL EVALUATION (TECHNICAL BID)**

<b>SL</b>	<b>Documents required</b>	<b>For General Bidders</b>	<b>For MSME Bidders</b>	<b>Remarks</b>
1.	Valid Firm Registration with control office in Delhi/NCR	Yes, Required	Yes, Required	
2.	Earnest Money Deposit (EMD )- Rs. 50,000/-	Yes, Required	Exempted	
3.	Food License Issued by FSSAI	Yes, Required	Yes, Required	
4.	Experience - 03 years	Experience of running two canteen during last 03Yrs	Experience of at least one canteen in last 03yrs	Attached Completions Certificates
5.	MSME Certificate	-	Yes, Required	
6.	GST Registration No.	Yes, Required	Yes, Required	
7.	PAN No.	Yes, Required	Yes, Required	
8.	Valid License Under Contract Labour Act, 1971	Yes, Required	Yes, Required	
9.	Avg. Annual Turnover last 03 Years, CA certified	Yes, Required	Exempted	
10.	Permanent Man Power on Roll	Yes, Required	Yes, Required	
11.	Undertaking for Non-Backlisting on stamp paper of Rs 100/- ( Rupees Ten only)	Yes, Required	Yes, Required	
12.	Any other document, if required			

**Note:** Scanned copies of ail necessary documents duly self-attested must be uploaded and enclosed with hard copies for verification of the information provided.

**Signature of the bidder with seal .....**

**Name and address of the bidder.....**

**FINANGIAL INFORMATION OF THE ORGANIZATION**

1. **Financial Analysis:** Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last three years and certified by a Chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached).

<u>Sl. No.</u>	<u>Details</u>	<u>Financial Years</u>
		(2022-23) (2023-24) (2024-25)
a)	Gross annual turnover of the firm	
b)	Latest Income Tax Return for the above financial years.	
c)	Certificate of financial soundness from Bankers of Applicant.	

**Note: Attach additional sheets, if necessary (Documentary proofs Hard copies)**

**(Signature of the Applicant)**

**Seal of organization**

**Date:**

**DETAILS OF ALL CONTRACT COMPLETED**  
**DURING THE LAST THREE YEARS**

SI	Name of Contract & Location	Name of the Client	Annual Cost of the Contract	Date of Commencement as per contract	Date of ending Contract	Litigation Arbitration pending/in progress with details	Name, Address & Tele No. Of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9

**Note: Documentary proofs scanned and upload**

**(Signature of the Applicant)**

**Seal of organization**

**Date:**

**CONTRACTS UNDER EXECUTION OR AWARDED**

SI	Name of Contract & Location	Name of the Client	Annual Cost of the Contract	Date of Commencement as per contract	Date of ending Contract	Name, Address & Tele No. Of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8

**Note: Documentary proofs Hard Copy.**

**(Signature of the Applicant)**

**Seal of organization**

**Date:**

**PERFORMANCE REPORT OF CONTRACTS**

(Furnish this information for each individual contract in the following format from the employer for whom the contract was executed - minimum 2 to be submitted during last three financial years)

- 1. Name of Contract & Location** :
- 2. Agreement No.** :
- 3. Annual Value of Contract** :
- 4. Date of Start** :
- 5. Date of Completion** :
- 6. Performance Report** :
  - i) **Quality of service** : Excellent / Very Good / Good / Satisfactory
  - ii) **Resourcefulness** : Excellent / Very Good / Good / Satisfactory
- 7. Any penalty imposed for bad Performance** :
- 8. Any litigation pending** :

(Signature of Applicant)

(Seal of the Organization)

Date:

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company/Firm/Contractor Letter Head)**

To,  
The Director General, MP-IDSA  
No. 1, Development Enclave,  
Rao Tula Ram Marg, N.D-10

Name of Tender/Work:

Dear Sir/Madam,

1. I/We have downloaded/obtained the tender document for the above mentioned Tender/Work from the GeM portal/Official website: [www.idsa.in](http://www.idsa.in) only.
2. I/We hereby certify that I/We have read the entire tender document including the terms & conditions and annexures attached, which form part of the work and I/We shall abide and also signed all pages of the tender documents.
3. The corrigendum(s), issued from time to time by the department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender scope of work, terms & conditions of the above mentioned tender document/corrigendum in its totality/entirety.
5. I/We certify that all information furnished by our firm/company/contractor is true & correct and in the event that any of the information is found to be incorrect/untrue or found violated, then department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit/security deposit or both absolutely.
6. The downloaded tender document as published at the website [www.idsa.in](http://www.idsa.in) or [www.gem.gov.in](http://www.gem.gov.in) has been used for bidding in this tender. It is certified that no alterations and modifications has been done to the content of the tender document.
7. Having visited the site condition and examined the conditions of contract, scope of work, terms & Conditions and scheduled of quantities for the above named work. We offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation/bid.
8. I/We certify that 'item wise price breakup of quoted amount' on GeM portal as per format at Annexure shall be uploaded falling which the financial bid will be rejected
9. I/We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.

Date:..... Day of ..... 2025

Signature ..... in the capacity of .....

Duly authorized to sign for and on behalf of .....

Name and address of the bidder.....

**FINANCIAL BID****RUNNING CATERING SERVICES FOR THE CONFERENCES/EVENTS AND OFFICE EMPLOYEES/SCHOLARS/VISITORS**

To be filled properly and upload on e-portal, as per instruction mentioned in tender document. The Rates should be filled in the prescribed format only. Rates shall be quoted including GST.

SL	Item	Catering rates in Rs. (Per head)	Menu Items
<b>A</b>	<b>Buffet rates during major Conferences</b>		
	<b>INDIAN</b>		
(i)	Vegetarian		Any two Salads, one paneer dish, three vegetarian dishes, one dal, rice, Raita, Naan/Roti/Paratha, Pickle, Papad, Chutney & Two dessert
	Snacks		Per plate (04 Pieces) including paneer
	Soup		Mix Veg-01 Bowl
	Extra Veg. Dish		
(ii)	Non-Vegetarian		Any two Salads, one non vegetarian dish (Chicken/mutton/keema kaleji), one paneer dish, three vegetarian dishes, one dal, rice, Raita, Naan/Roti/Paratha, Pickle, Papad, Chutney & Two dessert
	Snacks		Per plate (04 Pieces) Chicken, mutton & fish
	Soup		Mix Non-Veg-01 Bowl
	Extra Non-Veg Dish		
	Extra Dessert		
<b>15% of Average total of (A) Sl. i+ii</b>			

<b>B</b> <b>CONTINENTAL</b>	
(i)	Vegetarian
	Snacks
	Soup
	Extra Veg. Dish
	Extra Dessert
(ii)	Non-Vegetarian
	Snacks
	Soup
	Extra Non-Veg Dish
	Extra Dessert
<b>15% of Average total of (B) Sl. i+ii</b>	
<b>C</b> <b>CHINESE</b>	
(i)	Vegetarian
	Snacks
	Soup
	Extra Veg. Dish
	Extra Dessert
(ii)	Non-Vegetarian
	Snacks
	Soup
	Extra Non-Veg Dish
	Extra Dessert
<b>15% of Average total of (C) Sl. i+ii</b>	

D		Menu (Snacks) during Events/Conferences	
1	Branded Mineral Water Bottle (500 ml) MRP		Not more than MRP
2	Branded Mineral Water Bottle (200 ml) MRP		Not more than MRP
3	Tea / Coffee		
4	Mineral Water Bottle (1ltr)		Not more than MRP
5	Cold Drink (Per Bottle 300 ml)		Not more than MRP
6	Juices (Real/Active or equivalent) 300 ml		Not more than MRP
7	Juices (Real/Active or equivalent) 1Ltr		Not more than MRP
8	Tea / Coffee & Biscuits (Two biscuits packed)		
9	Tea / Coffee with Sandwich/Cocktail Samosa		
10	Tea / Coffee with Fruit Cake & Cookies		
11	<b>High Tea- [Tea/Coffee Variety of Snacks (3 Items)]</b>		Cocktail Samosa-02 Pcs, Veg. cutlet-02 Pcs, Mix Pokra-06pcs, Dhokla -02 Pcs, Cookies/Plum/Fruit cake-02 pcs, Pastries etc.
12	<b>Executive Lunch Buffet with waiter (Upto 40* pax)</b>		1 Dal, 1 Mix vegetable (Seasonal), 1 Paneer Dish, 1 Chicken Dish, Rice, 2Naan/Parantha or 4 Roti, Papad, Salad, Raita/Curd, One sweet
13	Flavored Milk 300ml packed		Not more than MRP
14	Flavored Lassi 300ml packed		Not more than MRP
15	Butter Milk 300ml packed		Not more than MRP
16	Corn Flakes (Breakfast) packed		Not more than MRP
17	Cereals (Muesli) (Breakfast) packed		Not more than MRP
18	Butter Packet 20gm		Not more than MRP
19	Honey Packet		Not more than MRP
20	Jam Sachet		Not more than MRP
21	Yogurt 200gm packed		Not more than MRP
15% of Average total of (D) Sl. 1-22			

E		Meals at Guest House (including MRP items above)	
(i)	Breakfast at STA/Chanakya (any 05 items)		Bread Toast, Bread Butter/Omelet/Jam, Boiled Egg, Cut Fruits, Aloo Parantha, Paneer Parantha, Aloo Puri, Veg Cutlet, Samosa, Veg Sandwich, Poha, Upma, CornFlakes/Muesli, Dhokla, Pav Bhaji

(ii)	Lunch at STA/Chanakya	1 dal, 1 mix vegetable, 1 paneer dish, 1 Chicken Dish, Rice, 4Roti / 2Parantha, Salad, Raita/Curd, one sweet
(iii)	Dinner at STA/Chanakya	1 dal, 1 mix vegetable, 1 paneer dish, 1 Chicken Dish, Rice, 4Roti / 2Parantha, Salad, Raita/Curd, one sweet
(iv)	Juices (Real/Active or equivalent) 300 ml	Not more than MRP
(v)	Fruit Basket for Guest (5 seasonal fruits) two pieces of each or one bunch	
<b>15% of Average total of (E) Sl. i-v</b>		
<b>F</b>	<b>Cafeteria (Canteen) Menu</b>	<b>Rates (Rs.)</b>
1	Bread Pakora (one piece)	
2	Samosa (Normal Size)	
3	Sandwich (Veg) Jumbo Size	
4	Aloo Paratha (one piece)	
<b>5</b>	<b>Soft Drink 300ml</b>	<b>Not more than MRP</b>
6	Lassi Handmade	
<b>7</b>	<b>Flavored Lassi Packed</b>	<b>Not more than MRP</b>
<b>8</b>	<b>Flavored Milk 300ml packed</b>	<b>Not more than MRP</b>
9	Tea (Kitchen)	
10	Lemon Tea (Machine) Twining's Tea Bags	
11	Coffee (Machine) Georgia	
12	Separate Tea (Machine) Twining's or equivalent Tea bags	
13	Paneer Paratha (one piece)	
14	Curd 200 gm	
<b>15</b>	<b>Lunch Thali</b>	1 Dal, 2 Sabzi (1dry & 1 gravy), Rice, 4 Roti, Salad, Raita, Papad.
16	One Roti Tandoori/plain roti	
17	One Bowl Dal	
18	One Plate Vegetable (Seasonal)	
19	One Plate Kadhi Pakora (2pcs)	
20	One Plate Raita	
21	One Bowl Palak Paneer (4pcs of Paneer)	
22	Half Plate Rice (Basmati)/ Pulao	
23	Full Plate Rice (Basmati)/ Pulao	
<b>24</b>	<b>Fried Rice - 01 Plate</b>	
<b>25</b>	<b>Egg Fried Rice - 01 Plate</b>	
26	Veg. Biryani (with Raita) - 01 Plate	
<b>27</b>	<b>Chicken Biryani (with Raita) - 01 Plate</b>	
28	Pasta (drum wheat) with Sauce	
<b>29</b>	<b>Poha - 01 plate</b>	

30	Dosa – Plain
31	Dosa – Masala
32	Dosa – Cheese
33	Dosa – Onion
34	Idli- 2 Idlis with Sambhar- 01 Bowl, Coconut Chutney.
35	Vada- 2pcs with Sambhar- 01 Bowl, Coconut Chutney.
36	Bread Slice big size with Butter (2pcs)
37	Bread Omelet (Two Slices)
38	Puri Sabzi – (4 pcs)
39	One bowl Seasonal Vegetable with gravy
40	One bowl Veg. Kofta Curry (2pcs)
41	One bowl Malai Kofta Curry (2pcs)
42	One bowl Aalu Matar
43	One bowl Baingan Bharta
44	One bowl Mixed Vegetable
45	One bowl Dahi Vada (2 pcs)
46	One bowl any Paneer Item (4pcs)
47	One bowl Palak Paneer (4pcs)
<b>48</b>	<b>One bowl Veg Soup</b>
49	Egg Curry (Two Egg Piece)
50	Chicken Curry (Two Leg Pieces)
51	Cut fruit – One bowl
52	Curd Rice – One bowl
53	Pineapple Salad – 01 plate
<b>54</b>	<b>Boneless Chicken item – 01 bowl (2 leg pcs)</b>
55	Green Salad – 01 plate
56	Gulab Jamun – 02 pcs
57	Burfi – 02 pcs
58	Rasgulla – 02 pcs
59	Rasmalai – 02 pcs
60	Ice cream – 02 Scoops
61	Bread roll (one piece)
62	Veg Patties – (1 piece)
63	Paneer Patties – (1 piece)
<b>64</b>	<b>Veg Burger – (1 piece)</b>
65	Veg. Cutlet – (4 piece)
66	Veg. Momos – (6 piece)
67	Mix Pakoda – (06 piece)
<b>68</b>	<b>Veg Noodles – 01 plate</b>
<b>69</b>	<b>Egg Noodles – 01 plate</b>
<b>70</b>	<b>Chole Bhature – 01 plate</b>
<b>71</b>	<b>Kachodi Sabzi – 01 plate (02pcs)</b>
72	Dahi ke Sholey – (02 pcs)
73	Spring Roll – (01 Roll)

74	Egg Roll - (01 Roll)		
75	French Fries - 01 plate (150gm)		
76	Chili Potato - 01 plate (150gm)		
77	Honey Chili Potato-01plate (150gm)		
78	Gobhi Manchurian - (4 pcs)		
79	Veg. Manchurian - (4 pcs)		
80	<b>Fried Soya Chunks Masala - 01 plate (150gm)</b>		
81	One Plate Maggi		
82	Hot Milk 300ml		
83	Juices (Real/Active/equivalent)-300 ml		Not more than MRP
84	Juices (Real/Active/equivalent)-1ltr		Not more than MRP

**30% of Average total of (F) Sl. 1-84**

<b>G</b>	<b>Event items as per Annexure I</b>	<b>Approx. Qty</b>	<b>Rates ( Rs)</b>	<b>Amount in (Rs.)</b>
1	Registration Stall with Table and chairs, Cloths and frills	2 Set		
2	Party Box sound system 800W with 2 cordless mike (JBL/BOSE/AHUJA)	2 Set		
3	Tent Non Waterproof (HUT) with extra Ceiling	3000 Sq.ft		
4	Tent Waterproof (HUT)	3000 Sq.ft		
5	Truss with cover	3000 Sq.ft		
6	Banquet Chairs with Cover & Bow (White & Colored)	150 Nos		
7	Banquet Round Table along with cover (White & Colored) with Table Top Cover with frill seating capacity of 8 persons	18 Nos		
8	Buffet Table with cover & frill	4 Nos		
9	Food Stall Canopy (5x9 ft)	4 Nos		
10	Takhat	15 Nos		
11	Big Size Coolers (1100 Watts with 5 Blades)	10 Nos		
12	Mist Fans Pedestal	10 Nos		
13	Bouquets for Food Stalls consisting minimum 8 nos flowers and other decorative	20 Nos		
14	Flower pots on table (Min 08 Flowers Zurbera and/or Orchid)	20 Nos		
15	Mixed Brilliance Flower Bouquet for Official purpose (Floral Bouques)	10 Nos		
16	Gas Heater with Gas	10 Nos		
17	Carpet	1100 SQM		
18	Kanat	100 Sq.ft		
19	Balli (12 Ft)	40 Nos		
20	Sealing (White)	2000 Sq.ft		
21	Curtain (White/Colored)	2000 Sq.ft		
22	Side Wall (White & Colored)	2000 Sq.ft		
23	Mist AC Cooler	10 Nos		

24	Light Halogen	10 Nos		
25	Ladhi (30 Ft)	50 Nos		
26	Tube light point	20 Nos		
27	Bulb Point	10 Nos		
28	Flower decoration (Gate, Stage)	150 Sq.ft		
29	Sofa (2 Seater)	10 Nos		
30	Sofa (3 Seater)	3 Nos.		
31	VIP Sofa Set (5 Seater) with Centre Table	5 Set		
32	Forestage / Flooring (12x6 ft)	120 Sq.ft		
33	Mat for Runner (Red) (5 x 30 Ft)	150 Sq.ft		
34	Waste Bins	10 Nos		
35	<b>Crystal Clear 310 ml Red Wine and White Wine Glasses Perfect for Parties -set of 6 glass</b>	10 set		
36	<b>Brasserie Beer Glass Borosilicate Beer Mug 450 ML -set of 6 glass</b>	10 set		
37	<b>Smokey Cocktail ITALIAN WHISKEY GLASS -SET of 6 glass</b>	10 set		
<b>10% of Average total of (G) Sl. 1-37</b>				

**Grand Total in Words:**

**Grand Total (A+B+C+D+E+F+G) in figure (Rs.)**

**Note:** 1. Deployment of persons for Events: Contractor will ensure deployment of adequate staff (cooks, helpers) in the kitchen as per the scale of events. In addition, two waiters will be deployed per food buffet counter, which will cater for 20 guests. If the number of guest is above 20 and upto 40, one additional food buffet counter and one additional waiter will be deployed. For strength of guest beyond 40 and upto 60, one additional food counter and two waiters will be deployed. For events having guest beyond 60, specific instruction will be given to the contractor with regards to number of food counter, waiters etc.

2. The amount quoted should be including GST. Conditional Tenders will be rejected.
3. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
4. Decimal value of amount shall be rounded off to nearest figure in total yearly contract amount.
5. The bidders may inspect the site to acquaint themselves about the actual scope of work as mentioned in tender document.
6. The bidders shall submit in separate sealed envelope of quoted amount (as per Annexure VII)
7. If no amount is mentioned against any item/ column then its value shall be considered as ZERO, the selected bidder has to provide and supply that item/ facility free of cost.

**Date**

**Signature of the Bidder:** \_\_\_\_\_

**Name of Contractor:** \_\_\_\_\_

**Name of the Firm:** \_\_\_\_\_

**Seal**

**Contact No.:** \_\_\_\_\_