

Human Resource Development Centre
(Council of Scientific & Industrial Research)
Central Govt. Enclave, Kamla Nehru Nagar,
Ghaziabad- 201 002 (U.P.)

Notice Inviting Tender

Council of Scientific & Industrial Research (CSIR) is a premier publicly funded research & development organization in the country (see website www.csir.res.in for more details). CSIR has recently established a Human Resource Development Centre (HRDC) at Ghaziabad to promote professional and holistic human resource development inter alia through skills and knowledge up gradation refurbishment of its personnel. The Centre is being developed as a self contained, residential, World-class facility.

The HRDC seeks to acquire excellent full time catering services in its Institute and residential campus for the trainees. In this regard sealed Tenders with proper personal identification mark, in two parts (Part-A: Techno-commercial Tender and Part-B: Financial Tender) are invited by the Officer on Special Duty, HRDC, Ghaziabad for and on behalf of the CSIR at HRDC, Ghaziabad for a period of one year. The Tenders are invited from parties having experience of rendering similar services in large Govt./Corporate establishments/complexes inclusive of providing full day meals and breakfast to a minimum of 60 persons for at least three years of which at least one annual work should have been of a value of at least Rs.10 lakhs. Experience of having rendered such services to training institutes is desirable.

The annual approximate cost of the works is around Rs.15 lakhs. The tender document containing the detailed terms & conditions can be had on a written request with full address from the Administrative Officer, Human Resource Development Centre (HRDC), Sector-19, Central Govt. Enclave, Kamla Nehru Nagar, Ghaziabad by submitting a demand draft of Rs. 1000/- (Rs. One thousand only) (non-refundable) drawn on any nationalized bank in favour of OSD, HRDC payable at Ghaziabad on all working days between 1000 hours to 1700 hours till 16.02.2006. The sealed tenders with proper personal identification mark should be addressed to Administrative Officer, HRDC, Ghaziabad along-with the Earnest Money of Rs.37,500 (Rupees Thirty seven thousand five hundred only) in the form of a crossed demand draft in favour of OSD, HRDC, Ghaziabad payable at Ghaziabad only.

The Tenders must accompany the following documents in the envelope containing the techno-commercial Tender in the absence of which tender shall be rejected.

- (i) Licence to run catering services from concerned Govt. authorities.
- (ii) Authority for signing of Tender on behalf of firm.
- (iii) Earnest money deposit.
- (iv) Proof of experience as stated above.
- (v) Proof of qualification and experience of mess manager in food and beverage Services.
- (vi) PF and ESI registration certificates.
- (vii) Solvency certificate of Rs. 5 lakhs (Rupees five lakhs) from a scheduled bank.
- (viii) Service Tax Registration from Service Tax Office.
- (ix) Trade Tax Registration from Trade Tax Office.
- (x) Testimonials from the Head of the Organisation at which the tenderer has provided catering services during the last three years including the number of persons/organization to whom the services have been rendered.
- (xi) A certificate regarding Non-relationship with HRDC employees as per given draft at Annexure F in the tender form.

Last date of receipt of tender is 17.02.2006 up to 1500 hrs in the office of Administrative Officer, HRDC, Ghaziabad. The financial Tenders of Tenderers whose tenders are declared responsive by a tender evaluation committee of the Centre will only be opened at a date and time to be informed by HRDC.

THE OSD, HRDC reserve the right to reject any or all of the tenders in part or full without assigning any reason.

Administrative Officer
HRDC, Ghaziabad