

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद



Council of Scientific & Industrial Research

अनुसंधान भवन ,2, रफी मार्ग,

Anusandhan Bhawan, 2, Rafi Marg,

नई दिल्ली 110001

New Delhi-110001

सं 8-12(21)/2024-सामान्य

दिनांक: 28/02/2025

Tender

यह कार्यालय योग्य कैटरर्स, जिनको सरकारी, अर्ध-सरकारी, स्वायत्तशासी संस्था शैक्षणिक संस्था या लिमिटेड कंपनियों में कैटरिंग सेवाएँ प्रदान करने का कम से कम 03 वर्षों का अनुभव हो, से सीएसआईआर के सीएसआईआर-विज्ञान केन्द्र, लोदी गार्डन गेट न. 2, के. के. बिरला लेन, लोदी इस्टेट, नई दिल्ली एवं दिल्ली स्थित अन्य जगहों जैसे सीएसआईआर मुख्यालय, एनपीएल-पूसा रोड, राष्ट्रीय मीडिया सेंटर-रायसीना रोड, पृथ्वी भवन-लोधी रोड, आईएनएसए-आईटीओ हेतु दो वर्षों की अवधि के लिए कैटरिंग सेवाएं लेने को ईच्छुक है। This office is willing to take catering services for a period of two years at CSIR-Science Centre, Lodi Garden Gate No. 2, KK Birla Lane, Lodi Estate, New Delhi -110 001 **and other places in Delhi such as CSIR Hqrs Rafi Marg; NPL, Pusa Road; National Media Centre, Raisina Road; Prithvi Bhawan, Lodhi Road; INSA, ITO etc..** Accordingly, tender is invited to eligible caterers having at least 03 years of experience in providing catering services in a Government, Semi-Government, Autonomous Institution, Educational Institution or Limited Companies.

Critical Dates			
Published Date	28.02.2025		
Document Download Start Date & Time	28.02.2025 6.55 PM		
Pre meeting bid date and time	04.03.2025 At 11:00 AM		
Bid Submission Start Date & Time	05.03.2025 12.00 PM	Bid Submission Closing Date & Time	13.03.2025 2.00 PM
Bid Opening (techno-commercial bid) Date & Time	14.03.2025 2.00 PM	Bid Opening (Financial bid) Date & Time	Will be intimated later

A. SCOPE OF WORK AND SPECIFIC CONDITIONS

1. High Standard VVIP Catering Services are required at CSIR-Science Centre, Lodi Garden Gate No. 2, KK Birla Lane, Lodi Estate, New Delhi for meeting/conference purposes and other places in Delhi such as CSIR Hqrs Rafi Marg; NPL, Pusa Road; National Media Centre, Raisina Road; Prathvi Bhawan, Lodhi Road; INSA, ITO etc.
2. The Contractor shall provide catering services as per the following menu(s) in the dining hall / lawns of the CSIR-Science Centre.
3. **Menu** of the items are: -**

S. No.	Menu	Rates (Without GST)	% of GST	Total Rates
(A)	<p>Menu for Special/International Meetings</p> <p><u>Menu#1 (Simple Veg Buffet)</u></p> <p>a) Soup(Indian/Continental/Chines)</p> <p>b) 2 Nos. Salad (Indian/Continental/Chinese)</p> <p>c) Dal Preparation</p> <p>d) Paneer Item(Indian/Chinese)</p> <p>e) 2 Nos. Vegetable ((Indian/Continental/Chinese)</p> <p>f) Rice Preparation (Indian/Chinese)</p> <p>g) Assorted Indian Breads (Tandoori/Tawa)</p> <p>h) Curd/ Curd preparations</p> <p>i) 2 Nos. Sweet (Indian/Cake/Pastry/Soufflé/Ice Cream)</p> <p>j) Fresh Cut Fruit</p> <p>k) Mouth Freshener</p>			
(B)	<p><u>Menu# 2 (Special Non-Veg-Buffet)</u></p> <p>Menu No.1+ One non vegetarian preparation (Indian/Continental/Chinese)</p>			
(C)	<p><u>Menu# 3 (Premium Non- veg Buffet)</u></p> <p>Menu 2+ one extra Soup+ One extra Non-vegetarian Preparation (Indian/Continental/Chinese)</p>			
(D)	<p><u>Menu# 4 (Premium Non veg-Buffet with snacks, Juice/Cold drink/Mocktails)</u></p> <p>Menu# 3+ Three Nos. of Vegetarian Snacks (Indian/Chinese/Continental) + Two Nos. of</p>			

	Non-Vegetarian snacks (Indian/Continental/Chinese) +Juices/Cold drink/Mock tail/Lime-soda			
(E)	<u>Menu# 5 (High Tea- Vegetarian)</u> Two Vegetarian snacks, one sweet, Roasted Nuts (10 pcs.)+Tea/Coffee +Cookies			
(F)	<u>Menu# 6 (High Tea- Non-Vegetarian)</u> Menu#5 + Two Non- Vegetarian snacks (Indian/Continental/Chinese)+ One extra sweet (ice-cream/Gulab Jamun etc.)			
(G)	Plain Tea/Coffee			
(H)	Plain Tea/Coffee with cookies			
(I)	Extra vegetarian items rate (Main course)			
(J)	Extra Non-vegetarian item rate (Main course)			
(K)	Extra Vegetarian Snacks item rate			
(L)	Extra Non- Vegetarian Snacks item rate			
(M)	Extra sweet dish rate			
(N)	1 ltr. Mineral water bottle			
(O)	250 ml. Mineral water bottle			

(**No minimum quantity is fixed by CSIR. However, conduct of meetings is a regular activity at CSIR.) **Minimum rates have been fixed in BOQ.** Bidder must quote realistic rates / price for each items/menu, if the same are not found in order, quotation will be outrightly rejected.

At CSIR Science Centre and other Delhi based places stated at para A.1 above, VVIP buffet lunch/dinner will be served as per given menu. The Contractor shall ensure requisite quantity, quality and efficient service in proper uniform in its dining hall/lawn.

- The tender has to be accompanied by an **Earnest Money Deposit** of **Rs. 50,000/- (Fifty Thousand only)** in the form of Demand Draft in favour of Joint Secretary (Admin.), New Delhi from any scheduled commercial Bank. If the successful tenderer declines to act on the offer made by the CSIR and/or withdraw/amend their quotations after opening of tenders, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract.

5. **A Performance Bank Guaranty of Rs. 1,40,000 (One lakh forty thousand only)** shall have to be deposited by the successful tenderer in the form of FDR of any scheduled commercial Bank in favour of “**Joint Secretary (Admin.), New Delhi**” for the period of contract. The performance security will be forfeited for breach of the any of terms/conditions of our tender and if it is found at any time during the contract period that the services provided by the firm are poor/defective/unsatisfactory. The decision of the CSIR in this regard shall be final and binding on the firm.
6. Tenure of contract will be for **two (02) years** and **2nd year will be continued only after the satisfactory performance of the contractor in first year of contract.**
7. The Contractor will report to the Manager of CSIR-Science Centre, Lodi Garden Gate No. 2, KK Birla Lane, Lodi Estate, New Delhi.
8. The Contractor will provide his own staff for catering/serving purpose in the **CSIR Science Centre**, including uniforms to his staff.
9. The Contractor will have to bring his own kitchen utensils, Bone China crockery and glassware etc. These also shall have to be well maintained. Old/used crockery in unhealthy state shall not be used.
10. The Contractor shall provide good quality paper napkins during service of meals.
11. No stale or left over food will be served to the guests/consumers.
12. The Contractor is expected to use good quality and standard brands of cooking oils and Agmark masalas. Contractor is also expected to use groceries (provisions) of standard quality. He may note that only fresh vegetables will be used and served.
13. The Staff deployed by the Contractor in the kitchen should wear proper uniform and should be medically fit.
14. The Contractor shall not use cracked, chipped and stained crockery. The Contractor shall replace all chipped, cracked, stained and broken crockery items immediately at his own cost.
15. Liquor and tobacco or other intoxicants will not be served to the guests/consumers at CSIR Science Centre.
16. A suggestion register shall be kept at the Guest House for registering suggestions with regard to all/any aspect of the food including services provided by the Contractor and the contractor shall take appropriate remedial steps in this regards under intimation to CSIR.

17. Joint Secretary (Admn.) CSIR reserves the right to check/have tested from certified agency any time at the cost of Contractor the raw materials used for breakfasts, lunches, dinner, tea/coffee etc. and the items served in **CSIR Science Centre**. Financial losses and other damages caused to CSIR on account of substandard food served at **CSIR Science Centre** are liable to be recovered from the Contractor in an appropriate manner. The designated officials of CSIR are entitled to inspect the premises at any time to ensure its bonafide use, hygienic and cleanliness and quality of the ingredients used.
18. Joint secretary (Admin) CSIR reserves the right to terminate the contract at any time even without assigning any reason thereof.
19. (i) **A pre bid conference will be held at CSIR Science Centre on 04.03.2025 at 11.00 Hrs.** Interested vendors are requested to visit CSIR-Science Centre, Lodi Garden, Gate No. 2, K.K. Birla Lane, Lodi Estate, New Delhi-110003 to inspect the location and understand the requirement, before submitting the bid.
- (ii) Agencies may send email: so_gen@csir.res.in, **by 5.00 PM one day before the date of pre bid meeting**, in case they intend to attend Pre-Bid meeting. The queries raised by the vendors shall be attended and replied properly, in case of any changes, corrigendum will be issued and accordingly you may submit your tender.
- (iii) Agencies who have attended any of the Pre-Bid Meeting i.e. on 11.11.2024 or 20.11.2024 shall not require to attend again. Their bids, if they submit, shall be considered.
20. **Technical evaluation of bid will be done only for those bidders who will attend pre bid conference on the decided date and time.**
21. Work will be awarded to only one firm confirming the standard quality and on overall lowest quotation basis.
22. Successful bidder have to execute a necessary agreement with CSIR on a Rs. 100 non-judicial stamp paper.
23. **Evaluation Criteria** – The **L-1 firm** will be decided on the basis of overall lower rates. In case, where two or more firms quote the same rates, then L-1 would be decided, first on the lowest rates of Veg lunch (Menu#1), thereafter Non Veg lunch (Menu#2), then Veg High Tea (Menu#5), thereafter, High Tea-Non Veg (Menu#6).

B. COMMENCEMENT AND TERMINATION

That this contract may be terminated on any of the following contingencies:

- a) On the expiry of the contract period as stated above.
- b) By giving one month's notice by CSIR on account of:
 - i) Committing breach by the Contractor of any of the terms and conditions of this contract.
 - ii) On assigning the contract or any part thereof to any sub-Contractor by the Contractor without written permission of the CSIR.
 - iii) On Contractor being declared insolvent by competent Court of Law.

During the notice period, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

C. ARBITRATION CLAUSE

In case any dispute or difference arises between parties regarding terms & condition of the contract for providing items listed at point No. A.3 above, so matter shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi for Arbitration. The award of the Arbitrator shall be final and binding on both parties and the arbitration proceeding shall take place under the Arbitration Conciliation (Amendment) Act, 2015 or any other statutory modification thereof.

D. TERMS OF PAYMENT

1. 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.
2. The contractor shall submit the bill after providing services within a week for sanction of the amount of bill and passing the bill for payment.
3. Online payment for the catering services at **CSIR Science Centre**, Lodi Garden, Gate No. 2, Lodi Estate, New Delhi will be made directly through NEFT/RTGS by the CSIR Hqrs to the Contractor against proper certification of receipts by the Manager, Science Centre.
4. The terms of payment mentioned in this Para includes all types of payment due to the service provider arising on account of this contract.

E. CRITERIA FOR SELECTION OF THE VENDOR

All the received bids will be evaluated by the duly constituted Committee. Accordingly, the following information/documents must be submitted in the bid:-

1. Firms shall have to deposit EMD of Rs. 50,000/- through E-payment in favour of **“Joint Secretary (Admin), CSIR”** and proof of the payment receipt may be uploaded alongwith the bid. The details of bank account is as under:-

(i)	Bank Name	SBI
(ii)	Branch Code	00691 (New Delhi Main Branch)
(iii)	Bank address	New Delhi Main Branch, 11, Parliament Street, New Delhi – 110 001
(iv)	Account No.	30242246752
(v)	MICR Code	110002087
(vi)	IFSC Code	SBIN0000691
(vii)	SWIFT Code	SBININBB104

2. All bidders must submit PAN/GST Registration certificate.
3. Bidders must be from **Delhi/NCR only**. Proof of their establishment shall be submitted. **Rent Agreement shall not be accepted.**
4. Bidders should have **03 years** of experience in PSUs/Govt. Organisation/Department/Limited Companies etc. The copies of **experience certificate issued by the respective PSUs/Govt. Org/Deptt** may be submitted in the bid.
5. The firm should have minimum average annual turnover of Rs. 10,00,000/- (Ten Lakhs) in last three (03) financial years and it must submit an annual turnover certificate for the years viz. (2021-2022, 2022-2023 and 2023-2024).
6. Land boarder sharing declaration certificate may be submitted in the bidder's letter head as per **Annexure-A**.
7. Declaration regarding Make in India certificate may be submitted in the bidders letter head as per **Annexure-B**.
8. **CSIR authorities may visit the establishment (s) where the contractor is running the Catering Services currently to assess the quality, presentation, infrastructure and overall performance of the contractor for finalizing the tender on quality basis.**

Land Border Sharing Declaration

(To be submitted in the bidder's letter head)

In-line with Department of Expenditure's (DoE) Public Procurement Division Order vide ref.

F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020

Tender No

Job:

"I/ we have read the clauses pertaining to Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1, 2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country which shares a land border with India. I/We hereby certify that I/ we the bidder < name of the bidder.....> is / are

a) Not from such a country and eligible to be considered for this tender.

OR

b) From such country, has been registered with the competent authority and eligible to be considered for this tender. (Evidence of valid registration by the competent authority shall be attached)

For and behalf of _____ (Name of the bidder)

(Signature, date & seal of authorized representative of the bidder)"

**DECLARATION REGARDING MINIMUM LOCAL CONTENT IN LINE WITH
REVISED PUBLIC PROCUREMENT (PREFERENCE TO MAKE IN INDIA), ORDER 2017 DATED
04TH JUNE, 2020 AND SUBSEQUENT ORDER(S)**

(To be typed and submitted in the Letter Head of the Entity/Firm providing certificate as applicable)

To,

Sh. Rajesh Kumar Punia
Under Secretary (General)
Anusandhan Bhawan, 2 Rafi Marg
New Delhi - 110001

Dear Sir,

Sub: Declaration reg. minimum local content in line with Public Procurement (Preference to Make in India), Order 2017-Revision, dated 04th June, 2020 and subsequent order(s).

Ref : 1) NIT/Tender Specification No:,
2) All other pertinent issues till date

We hereby certify that the items/works/services offered by..... *(specify the name of the organization here)* has a local content of _____ % and this meets the local content requirement for '**Class-I local supplier**' / '**Class II local supplier**' ** as defined in Public Procurement (Preference to Make in India), Order 2017-Revision dated 04.06.2020 issued by DPIIT and subsequent order(s).

The details of the location(s) at which the local value addition is made are as follows:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

...

...

...

Thanking you,
Yours faithfully,

**(Signature, Date & Seal of
Authorized Signatory of the Bidder)**

**** - Strike out whichever is not applicable.**

Note:

1. Bidders to note that above format Duly filled & signed by authorized signatory, shall be submitted along with the techno-commercial offer.
2. In case the bidder's quoted value is in excess of Rs. 10 crores, the authorized signatory for this declaration shall necessarily be the statutory auditor or cost auditor of the company (in the case of companies) or a practising cost accountant or practicing chartered accountant (in respect of suppliers other than companies).
3. In the event of false declaration, actions as per the above order and as per CSIR Guidelines shall be initiated against the bidder.
