

**CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY**  
(Under Ministry of AYUSH, Govt. of India)  
JAWAHAR LAL NEHRU BHATIYA CHIKITSA AVUM HOMOEOPATHICANUSAMDJAM BHAVAN  
**61-65, INSTITUTIONAL AREA, D-BLOCK, JANAKPURI, NEW DELHI-110 058**



**F.No.3-9/18-19/CCBC/Canteen / 2858**

06<sup>th</sup> oct 2020

**E-Tender**

Central Council for Research in Homoeopathy (CCRH) on behalf of Chief Coordinator, Central Councils Combined Building Complex, New Delhi invites E-tenders for running a canteen in the Seven Storied Building Complex at 61-65, Institutional Area, D-Block, Janakpuri, New Delhi, from reputed caterers having minimum 05 years' experience in the field. Detailed eligibility conditions have been given in the tender document.

Document Download: Tender documents may be downloaded from CCRH web site [www.ccrhindia.nic.in](http://www.ccrhindia.nic.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> schedule as given in CRITICAL DATE SHEET are as under:

**CRITICAL DATE SHEET**

<b>Published Date</b>	06.10.2020 at 5.30 PM
<b>Bid Documents download/Sale Start Date</b>	06.10.2020 at 5.30 PM
<b>Pre bid meeting</b>	12.10.2020 at 3.00 PM
<b>Bid Submission Start date</b>	15.10.2020 at 3.00 PM
<b>Bid Submission End date</b>	28.10.2020 at 3.00 PM
<b>Bid Opening date</b>	29.10.2020 at 3.00 PM
<b>Financial bid opening date</b>	To be intimated later

For further details, please refer to the web site of Council [www.ccrhindia.nic.in](http://www.ccrhindia.nic.in) .

Last date of submission of bids in 28.10.2020 upto 3.00 PM.

Assistant Director (Adm),  
CCRH, New Delhi.

## NOTICE INVITING TENDER

**E-Tenders are hereby invited for providing canteen facilities (including catering) at Main Office Building, located at 61-65, Jawahar Lal Nehru Bhartiya Chikitsa Avum Homeopathy Anusandhan Bhawan, Opposite 'D' Block Janak Puri, New Delhi-110058. The building is having offices of the councils of Ministry of AYUSH.**

1. E-tenders are invited under Two-Bid system from reputed agencies/companies for providing canteen facilities (including catering) at Main Office Building, located at 61-65, Jawahar Lal Nehru Bhartiya Chikitsa Avum Homeopathy Anusandhan Bhawan, Opposite 'D' Block Janak Puri, New Delhi-110058 for a period of one year starting from the date of awarding the contract by **Director General, Central Council for Research in Homoeopathy** at 61-65, Jawahar Lal Nehru Bhartiya Chikitsa Avum Homeopathy Anusandhan Bhawan, Opposite 'D' Block Janak Puri, New Delhi-110058.
2. Contractors/firms/hotels those are having minimum 5 years of experience in undertaking similar works and who fulfill the following pre-qualification criteria are eligible for the tender:
  - (i) Minimum 5 years' experience in the field of managing/providing canteen and catering facilities, with minimum turnover of Rs 15 Lakhs per year in last 3 years. Agency must have experience in canteen service.
  - (ii) The bidder must be earning profit for last three consecutive years to be supported with IT return.
  - (iii) Tenderer should be a registered firm/association.
  - (iv) (a) Contractors/firms/hotels having enrolment with ESI, EPF to upload the copy of registration certificate.  
(b) Contractors/firm/hotels not enrolled with ESI, EPF to upload undertaking on letter head stating that same is not applicable to them as per Government of India prevailing rules subject to amendment time to time (copy of Government of India orders must be enclosed).
  - (v) It should have valid PAN, TIN and GST etc. registration.
  - (vi) Tenderer should have an office in Delhi/NCR.
  - (vii) Valid Income Tax Clearance Certificate up to assessment year 2018-19.
  - (viii) The bidders should have a valid FSSAI Registration/License.
3. Online tender document be submitted as per the schedule given in covering letter. The technical bids shall be opened, in the presence of representatives of the bidders as per the schedule given, in the Conference Room of CCRH.
4. The tenders shall be submitted along with the following documents for qualifying in the bidding process:



(i) **Part I: Technical Bid.** Tender shall be submitted online on CPP Portal with the documents listed below:

a) Forwarding letter on the letter head of the bidder.

b) (i) **EMD of Rs. 20,000/-** in form of Demand Draft drawn Pay order / banker's cheque in the in favour **Director General, Central Council for Research in Homoeopathy** payable at Delhi New Delhi to be deposited (in original) in tender box placed on 4<sup>th</sup> floor of building before bid submission end date. (Scanned copy is to be submitted online).

b (ii) As per MSMED Act 2006, firms registered shall be exempted from paying Earnest Money Deposit (EMD) subject to submission of essential documents for the same online as well as in tender box.

c) DD/Pay order/Banker's Cheque in physical form is to be submitted in sealed envelop super scribed "**Tender for providing canteen facilities (including catering at Main Office Building, located at 61-65, Jawahar Lal Nehru Bhartiya Chikitsa Avum Homeopathy Anusandhan Bhawan, Opposite 'D' Block Janak Puri, New Delhi-110058**". It is to be dropped in tender box from the date commencement of submission of bids upto end of submission of bid at Central Council for Research in Homoeopathy at 4<sup>th</sup> Floor of the office premises. Non submission of EMD may cause the tender non responsive.

d) Technical bid on the Performa prescribed along with Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency. Self-attested photograph be pasted on the space prescribed with name, designation, office address and office Telephone numbers. Also mention that the bidder is a sole proprietor/partnership firm/association, company etc.

e) Self-attested scanned copies of documents mentioned at 2 above & Annexure along with technical bid.

f) Tender documents must be complete in all respect.

(ii) **Part II: Financial Bid of the Tender, duly filled in and signed by the bidder, shall be submitted in BOQ format.**

(iii) Financial bid. No column in the bid left blank.

(iv) **Technical Bid & Financial Bid shall be submitted in separate envelop available on portal.**

6. The intending bidders shall visit the site before submitting the bid and familiarize themselves thoroughly with the site conditions, scope of work, terms and conditions of the tender. Non-familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with the specifications.

7. Before submitting the tender, the Bidders may go through the terms and conditions specified herein, on which the work will be awarded and required to be executed by the successful Bidder. The Bidders may satisfy themselves as to the



eligibility and other criteria prescribed therein. No queries or requests for clarifications shall be entertained in this regard.

8. **It may also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the Director General, Central Council for Research in Homoeopathy from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful Bidder, or to alter, modify or omit any of the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work being awarded under this Tender.**

9. Corrections, if any, in the quotation shall be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.

10. Bidder/authorized signatory of the Bidder shall sign on each page of the tender.

11. The tenderer should take care that the rate and amounts are written in such a way that interpolation is not possible. No column should be left blanks which could otherwise make the tender liable for rejection.

12. In case of noncompliance of any of the clause/terms, **Director General, Central Council for Research in Homoeopathy** will have the right to impose penalty as deemed fit and may forfeit the security in full or part at his discretion or terminate the contract without any notice. His decision shall be final and binding. The Staff employed by the Contractor will be at their cost and risk.

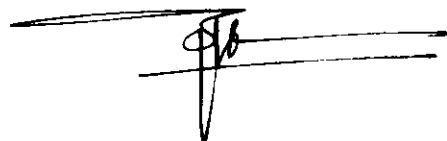
13. The successful bidder will provide a Non-Judicial stamp paper of Rs.100/- for preparing the rate contract agreement.

14. The successful bidder shall have to deposit a performance security amounting to **Rs. 50,000/- (Rupees Fifty thousand only)** in the form of DD/Pay order / banker's cheque. Performance Security can also be submitted in the form of Bank Guarantee in. The Bank guarantee should be honorable in any of the scheduled bank in Delhi. Bank guarantee should for at least 18 months from the date of initial offer for commencement of work. Bank guarantee is liable for verification from the branch where it is honorable. Performance security be payable at NCT Delhi in favour of Director General, Central Council Research in Homeopathy New Delhi. Director General CCRH is Chief Coordinator for the work of coordination cell.

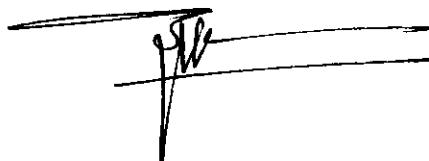
15. The Contract can be terminated by giving one month's clear notice by the Authority in case the services of the contractor are not found satisfactory and the security may be forfeited.

16. That the agency staff shall work under the overall supervision and direction of the **Director General, Central Council for Research in Homoeopathy** or any other official(s) authorized by him.

17. The agency shall not engage any sub-contractor or transfer the contract to any other person.

A handwritten signature in black ink, appearing to be 'J.S.', is written over a horizontal line. The signature is stylized and somewhat cursive.

18. The Opening line should be that "we hereby unconditionally accept the tender conditions given in Tender Notice."
19. Escalation shall not be granted on any account over the rates quoted in the tender.
20. No alterations or modifications in the premises provided for running the canteen will be carried out by the licensee.
21. The premises shall always be kept in clean and food hygienic and sanitary condition. The Contractor has to carried out Pest Control and other treatment required for maintaining the hygiene condition at least once in every six months. The firm is responsible for compliance with all Municipal/Labour Laws and other requirements of law as prevalent in the Union Territory of Delhi. A copy of the license, if any, may also please be furnished.
22. The contract will be for a period of one year from the date of the agreement and the same may be extended for further one year maximum of two instance with or without change in rates/condition etc. acceptable by both the parties i.e., licensor or licensee. Performance security is to be kept live upto 90 days above the scheduled date of completion of agreement. In case, extension terms & conditions performance security will remain as per the original agreement. In case, the contractor closes the canteen at his own with-in the contract period, his security will be forfeited.
23. **UTENSIL AND CROCKERY:** Stainless steel utensils and crockery of good standard quality approved by the Canteen Management Committee shall be used in the canteen by the Contractor.
24. **FUEL TO BE USED IN KITCHEN:** The licensee will use only commercial L.P.G Gas Cylinder for the cooking and preparation of eatables and drinks. Under no circumstances, he will be permitted to use kerosene oil, wood or any other fuel which emits smoke and bad odor.
25. **FURNITURE & OTHER CANTEEN ITEMS:** Items of furniture i.e. tables, chairs and some other items in the Canteen will be provided by the licensor. The licensee will be responsible for the proper maintenance of furniture, fixtures and other equipment as decided by the Canteen Committee and the Coordination Cell and will be liable to make good the damage caused by him or his employees.
26. **DRINKING WATER:** The licensor will provide potable drinking water and water cooler. The licensee has to provide and ensure availability of clean glass and other tumbler of similar quality throughout the day. Clean glasses must be dry, hygiene and fit for drinking water.
27. **WATER AND ELECTRICITY:** Water and electricity will be supplied free of charge by the Department subject to the condition that it is used only for running the canteen. Electricity will not be used for preparation of cooking items except for operation the espresso coffee machine.
28. **PROVISIONS:** Materials of good quality only will be used and Officers of this Complex will have the right to examine the provisions used with a view to satisfy themselves with the quantity/quality. The decision of the Chief Coordinator

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or any Officer authorized by him in this regard shall be final and binding on the licensee. Licensee will also make satisfactory arrangements for room service.

29. **Uniform and Dress:** All the worker in kitchen and bearers will be in proper dress to be provided by the contractor. Dress/Uniform should as per common compliance in canteen services. Dress/Uniform shall be approved by Management Committee of the Canteen.
30. **COMPLAINT & SUGGESTIONS:** A complaint and suggestion book be placed in the counter of the canteen for suggestions/complaints of the users. It is to be produced before the Chief Coordinator or his representative in the first week of every month or on demand.
31. **NOTICE BOARD:** A board comprise of menu for the day be displayed in the placed in canteen common use area.
32. **RATES OF ARTICLES:** A rate list for the items to be served along with lunch be displayed in the common area. Specification of display board should be as approved by the Canteen Management Committee.
33. At least two sweets (Jalebi, Burfi, Balushai, Laddoo , Gulab jamun, etc. ) and three salty items (Samosa, Vada, Pakora, Kachori etc.) will be prepared daily. (List of items to be prepared is as per quotation form). This is a indicative list and subject to modification by the council from time to time.
34. **NORMAL HOURS OF SERVICES:** This shall be regulated as per working hours of the offices. Service should be commenced immediately after half an hour of opening of the office and up to close of the office. Minimum service such as Tea and Snacks be available on Saturday. Service be provided on Saturday/Sunday/holiday on demand.
35. **LICENCE:** The licensee shall obtain such permits and license as may be required under any law in force for the time being for his business and shall be liable for any action/misbehavior of its employee's resulting in any damages/losses or injury of any type to the people and property. It shall also be liable for any injury, damages/loses to its employees.
36. The licensee shall supply the material in the premises or the Canteen itself, on cash basis and the Department shall not be liable for any amount due from any persons on account of any material sold to them on credit basis.
37. **TERMINATION OF AGREEMENT:** Director General, Central Council for Research in Homeopathy may terminate the agreement at any time without any reason.
38. In order to ensure the quality of food and service, **Director General, Central Council for Research in Homoeopathy** is not bound to award the contract to a firm which has quoted at the lowest rates.
39. The bidders should have a valid FSSAI Registration/License.
40. Pre-bid meeting will be held at Conference Hall of CCRH as per the schedule. Two participants from each firm shall be allowed in pre-bid meeting. In case, if any change in the schedule/venue intimation shall be posted on website.



41. In the first stage, the Technical Bids (Part-I) will be opened at on **due date & time at the aforesaid address**. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Subsequently, the selected technical bids will be evaluated as per the methodology given in the Tender document. Decision in this regard will be at the sole discretion of **Director General, Central Council for Research in Homoeopathy**.
42. The Financial Bid (Part-II) of only those bidders, who have been short-listed in first stage, will be opened. The bidders who have been short-listed will be intimated regarding date and time of opening of the commercial bids on nit site.
43. No deviations / conditions shall be stipulated by the bidder in either technical or commercial bids. **Conditional tenders will not be accepted and will be summarily rejected.**
44. Tender would remain open for acceptance for 90 days from the date of opening Technical Bid (Part-I) of the tender or till the date of finalization of tender, whichever is earlier.
45. Falsification/suppression of information shall lead to disqualification of the bidder/ cancellation of contract even after award of work during the currency of the contract.
46. Each Bidder (each member in the case of partnership firm / joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the **Director General, Central Council for Research in Homoeopathy**.
47. Subsequently finds to the contrary, it reserves the right to declare the Bidder as non-compliant and declare any contract, if already awarded to the Bidder to be null and void.
48. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under relevant Laws as applicable in the matter. Such action will result in the rejection of bid, in addition to other punitive measures.
49. **Director General, Central Council for Research in Homoeopathy** shall obtain reports on the past performance of the Bidder from his clients and bankers. The Chief Coordinator shall evaluate the said reports before opening of the Part-II of the tenders. If any Bidder is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers' report are found unsatisfactory, the Chief Coordinator reserves the right to reject his offer even after opening of Part-I of the tender and his sealed cover containing Part-II of the tender along with EMD shall be returned to him as it is. The Council is not bound to assign any reason for doing so.



50. **Director General, Central Council for Research in Homoeopathy** is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender or to reject any or all of the tenders received without assigning any reason thereof.

51. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification from the Office of **Director General, Central Council for Research in Homoeopathy, New Delhi Department**. All communications between the bidder and the Chief Coordinator shall be carried out in writing. Except for any such written clarification by the Council which is expressly stated to be an addendum to the tender document issued by the **Director General, Central Council for Research in Homoeopathy** no written or oral communication, presentation or explanation by any other employee **Director General, Central Council for Research in Homoeopathy** shall be taken to bind or fetter the Chief Coordinator C.C.C.B.C, under the contract.

Date:

Place: New Delhi

  
Assistant Director (Admin),  
CCRH, New Delhi.



**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

**Sl.No.**

**Particulars to be filled by the Tenderer**

Space for self attested photo
Attestation should cross the photo and proforma.

1. Name of the Tendering Company / Firm  
Agency (Attach certificate of registration)
2. Registration No (Attach copy with date &  
Validity under shops / Establishment Act)
3. Name of proprietor / Partner(s)/  
Director of Company/  
Firm / agency
4. Full address of Registered Office
5. Telephone No.
6. Fax No.
7. E-mail address
8. Name of Contract person
9. Telephone No.
10. Fax No.
11. E-mail Address

12. PAN No. (Attach self attested copy.)
13. Goods and Service Tax Registration No. (Attach self attested copy)
14. E.P.F. Registration No. (Attach self attested copy)
15. E.S.I. Registration No. (Attach self attested copy )
16. Financial turnover of the tendering Company/ Firm/ Agency for the last 05(Five) Assessment Years certified by Chartered Accountant.
17. The bidder should have annual INCOME TAX Return for the last 03 Assessment Year.
18. Experience (in years) Certificate should must have period of work and certificate regarding service during that period.
19. Whether the tendering Company / Firm Agency is backlisted by any Government Department or any criminal case is registered against them or Their owner/ partner) anywhere in India (to be executed & attested by Public Notary / Executive Magistrate on Rs.100/. Non-Judicial [ Stamp paper with Notary signature (Original) (Annexure-II)
20. Whether a copy of the terms and conditions (Tender Document) has been signed, in token of acceptance of the same has been uploaded
21. Whether Financial Bid has been uploaded

Date:

Signature of authorized person

Date:  
Place:

Signature of authorized person

Name \_\_\_\_\_

**Financial bid/ Price bid**

**LIST OF ITEMS FOR CANTEEN ALONGWITH WEIGHT**

S.NO.	ITEM	WEIGHT	Rate
1.	Tea ordinary Taj/Tata (Cups )	130ml.	<b>Rates are to be quoted of BOQ Format in CPP Portal</b>
2.	Tea (Dip)/Tea Special (Cups)	130ml.	
3.	Coffee (Cups)	130ml.	
4.	Cold Drinks (Standard)	200ml.	
5.	Cold Drinks (Standard)	300ml	
6.	Lassi (Namkeen) Packed of standard brand like Mother Dairy, AMUL etc.	200ml.	
7.	Lassi (Sweet) Packed of standard brand like Mother Dairy, AMUL etc.	200ml.	
8.	Ice Cream Packed of standard brand like Mother Dairy, AMUL etc.		
9.	Ice Cream loose of standard brand like Mother Dairy, AMUL etc.	Single Scope	
10.	Butter Slice	10 gm	
11.	Paneer Pakora (Standard Size)	70-80gm	
12.	Samosa	50-60 gm	
13.	Bread Pakoda	70-80 gm	
14.	Mixed Pakoda	100 gm	
15.	Kachori	100 gm	
16.	Bread Roll	50-60 gm	
17.	Alu Bonda	50-60 gm	
18.	Dosa (Masala)	120-150 gm	
19.	Sambar Vada (Two pieces)	60-70 gm each	
20.	Sambar Idli (Two pieces)	60-70 gm each	
21.	Dahi Vada (Two pieces)	60-70 gm each	
22.	Tawa Roti	40-50 gm	
23.	Seasonal Sabzi Dry	80-100 gm	
24.	Seasonal Sabzi Wet	150 ml	
25.	Dal	150 ml	
26.	4 Puri/Sabzi/Chhole	Puri 40-50gm each/ 150 ml	

27.	Stuffed Prantha (Aloo/Gobhi/Seasonal Vegetable)	
28.	Rice Plate Half Plate with Daal /Sabzi	130-140 gm
29.	Rice Plate Full Plate with Daal /Sabzi	220-225 gm
30.	Lunch Thali-Sabzi Seasonal, Dal, Salad, Raita, 4Nos.Roti or Two Roti with Rice.	
31.	Gulab Jamun standard Size	50-60 gm
32.	Barfi/Halva(Suji or Besan)	50-60 gm
33.	Laddu Besan	40-50 gm
34.	Veg. Cutlet	40-50 gm
35.	Fruit Juice	200 gm
36.	patties	Standard Size
37.	Sandwich	Standard Size
38.	Matthis	40-50 gm
39.	Chhole Bhature 2 pieces	80-100 gm
40.	Chhole Rice	180-120gm
41.	High Tea for Meeting/Conference <b>A:</b> (1) Paneer Pakoda/Veg Cutlet/Plain Dhokla (2) Sandwich/Pastry/Sweet (3) Kaju & Wafers (4) Tea/Coffee	
42.	Tea for Meeting/Conference <b>B:</b> Coffee/ Tea with two types of Biscuits.	
43.	Tea for Meeting/Conference <b>C:</b> Coffee /Tea in Cup.	
44.	<b>Lunch A</b> Veg. Packed Lunch Dal Makhni, Shahi Paneer, Rice, Roti, Raita and one piece Sweet & Salad	
45.	<b>Lunch B</b> Veg. Buffet Lunch for Meetings/Seminars etc indicating the items Dal Makhni, Shahi Paneer, any Seasonal vegetable, Rice, Bundi Raita, Roti/Parantha, Salad & one piece sweet.	

46.	<b>Lunch/Dinner Special Buffet Veg. C</b> Veg. Soup, Dal Makkhani, One Paneer Subzi, Two Seasonal Subzi, Raita/Dahi Bhalla, Rice, Roti/Nan/Parantha, Salad/Papad, One Piece sweet and Ice-Cream (Vanilla/Strawberry).		
47.	<b>Lunch Deluxe</b> (1) Veg. Soup/Tomato Soup (2) One Paneer Subzi (3) Soya Chap/Malai Kofta/Matar Korma (4) Dal Makhni/Rajma Makhni/Chole (5) Seasonal Veg. (6) Dahil Bhalla/Veg/Fruit/Pineapple Raita (7) Rice Pollao (8) Roti/Nan/Paratha/Missi Roti (9) Salad, Papad, Pickle (10) One Sweet (11) Ice-Cream with chocolate sauce/ Vanilla/Strawberry/Butter Scotch		

GST/Service Tax/Service Charge/Tent Charge will be extra as per applicable.

Assistant Director (Admin),  
CCRH, New Delhi.