



सीएसआईआरसंरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र-
CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद Council of Scientific and Industrial Research)
सीएसआईआर परिसर CSIR Campus सीएसआईआर , रोड CSIR Road, तरमणि Taramani, चेन्नै Chennai - 600 113.

No.Catering/OWOL/23-24

Dt.23.05.2023

LIMITED TENDER ENQUIRY

To

Five addresses as per list attached

Dear Sir,

Sub: Catering Service for OWOL at CSIR-SERC – reg.

Kindly arrange to send your quotation in Sealed cover for the Catering Service as per enclosed Scope of work, Timings, Annexure I & II and Terms & Conditions.


Your quotation sent to the “Administrative Officer, CSIR-Structural Engineering Research Center, (CSIR-SERC) CSIR Campus, Taramani, Chennai -600 113. The envelope should be super scribed “**Catering Service for One Week One Lab (OWOL) programme at CSIR-SERC**”. Quotation may be submitted so as to reach Administrative Officer, CSIR-SERC, CSIR Campus, Taramani, Chennai 600 113 by speed post/ courier/ by hand. on or before **29th May 2023**, 05.00 pm. Late quotations will not be accepted.

Before submitting the bid, the intending bidder shall visit the site and familiarize himself/herself 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 specifications.

Corrections, if any, in the quotation should 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.

Quotes received after the prescribed time and date will not be considered

Yours faithfully


Administrative Officer
23.05.23

Scope of work

During the contract period, the contractor shall be responsible for the following:

- i) Complete catering services to participants and guest faculty per Annexure 1 on the programme days.
- ii) A single rate shall be quoted for catering services on per head per day basis for participants/guests as per Annexure II.
- iii) The quality of food and provisions should be of good standard
- iv) A high standard of catering shall be maintained at all times with due regard to quantity, quality and purity of foodstuffs. high standard of cleanliness in preparation and handling of food items, cooked and cut food servings should be maintained. the workmen handling the cooking and cutting directly should maintain a high level of personal hygiene and cleanliness. courtesy should be observed while servicing the guests and participants.
- v) **The payment will be made as per minimum guaranteed number or as per head count whichever is higher**

Service Timings


The timings for serving the participants / staff / guest faculty / guest shall be as under

Morning tea	: 11:00 am – 11:30 am
Lunch	: 01:00 pm – 02:00 pm
Evening tea	: 03:00 pm – 03:30 pm

The food should be prepared and ready to be served **15 mins** before the aforementioned time.

Terms and conditions:

1. **The caterer shall provide catering services as specified in “scope of work and specific conditions for catering”**
2. **The caterer should cook in his own kitchen and then transport the food to the venue at their own cost (csir-structural engineering research center) Taramani (opp ascendas IT park)**
3. **The catering services for the participants/guest faculty shall be provided on all days during the contract period (participants means whoever attending the training programmes, guest faculty means who are invited externally to handle the sessions). tea, snacks and lunch services shall also be provided to the members of the staff/ guest of the institute on daily basis. (staff means who are employed either as faculty / admin staff).**
4. **The caterer has to bring buffet service tables, utensils and all required items for a buffet stand at his own cost. for every 75 pax buffet stand to be provided (minimum 4 buffet stands to be provided)**


23.05.23

5. The caterer shall prepare and serve the lunch as per menu, in a pleasing and presentable manner. white clothes and coloured frill clothes required for covering the serving table
6. The caterer shall provide adequate number of competent and well-trained staff for cleaning, dining and room services.
7. Persons working in the dining area shall be provided with apron, gloves, headgear, etc., besides uniform and behave in a professional manner.
8. Disposable paper napkins (of approved quality)/cloth napkins shall be placed along with each plate for lunch for dining purpose as well as small ones while serving tea coffee, etc.
9. The caterer should provide eating cutlery and plates as per menu (plastic cutlery, plates are not entertained)
10. Necessary arrangements should be made by the caterer to keep the food in warm condition throughout the service time given above.
11. The caterer should have to submit proper GST bill and should hold GSTIN number.
12. No escalation in rates on any account will be permitted during the contract period. also, no subsidy will be given over the quoted rates.
13. No advance shall be paid. bills for catering services may be raised by the contractor and the same shall be settled within one month from the date of submission of the bills, provided the same are in order.
14. Applicable taxes will be deducted at source at the time of settlement of bills.
15. The contractor shall comply with the municipal and other regulations relating to preparation and sale of food stuffs, beverages and refreshment and shall obtain the necessary licenses and permits at his/her own cost.
16. It will be the contractor's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
17. The contractor or his staff shall not use the premises, properties, fixtures, fittings, etc., for any purpose other than those expressly provided in the contract
18. The caterer should clear the food waste and cutlery waste from venue after service and dispose appropriately

Jatrayan
25.05.23

Annexure I

Date: 5th June - Day -1 (Minimum Number guaranteed -250#) (Expected members 300#)	
Morning Tea	<ol style="list-style-type: none">1. Cake & biscuits2. Tea & coffee3. Water Bottle
Lunch	<ol style="list-style-type: none">1. Soup2. veg salad3. Gobi Manchurian / Vegetable Cutlet4. Garlic chicken/ chicken 655. Roti6. Yellow dhal7. Mutter panner8. chicken biriyani9. Veg fried rice/ Veg pulao10. Steamed rice11. Curd rice12. Sambar13. Rasam14. Ladies finger fry/Aloo fry15. Papad16. Kheer/jalebi/ jamun17. Ice cream (60 ml Pack)18. Water bottle
Evening Tea (150 members)	<ol style="list-style-type: none">1. Biscuits2. Tea & coffee

5 Nos of bubble top water to be provided at Morning Tea, Lunch and Evening Tea Venue # will be confirmed Two days prior of the programme.

Jatayam
23.05.23 4 of 8

Date: 6th June - Day -2 (Minimum Number guaranteed -300#)

(Expected members 350#)

Morning Tea	<ol style="list-style-type: none">1. Cake & biscuits2. Tea & coffee3. Water Bottle
Lunch	<ol style="list-style-type: none">1. Soup2. veg salad3. Gobi Manchurian / Vegetable Cutlet4. Garlic chicken/ chicken 655. Roti6. Yellow dhal7. Mutter panner8. chicken biriyani9. Veg fried rice/ Veg pulao10. Steamed rice11. Curd rice12. Sambar13. Rasam14. Ladies finger fry/Aloo fry15. Papad16. Kheer/jalebi/ jamun17. Ice cream (60 ml Pack)18. Water bottle
Evening Tea (200 members)	<ol style="list-style-type: none">1. Biscuits2. Tea & coffee

**5 Nos of bubble top water to be provided at Morning Tea, Lunch and Evening Tea Venue
will be confirmed Two days prior of the programme**

Jatrayan
23.05.23
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Date: 7th June - Day -3 (Minimum Number guaranteed -200#) (Expected members 250#)	
Morning tea	<ol style="list-style-type: none"> 1. Dry jamun 2. Lassi (Packed)
Lunch	<ol style="list-style-type: none"> 1. Layered chapati 2. Pepper chicken masala 3. Paneer butter masala 4. Steamed rice 5. Curd rice 6. Sambar 7. Rasam 8. Potato peas curry masala 9. National Poriyal 10. Pickle 11. Papad 12. Payasam 13. Ice cream (60 ml Pack) 14. Banana 15. Water bottle
Evening Tea	<ol style="list-style-type: none"> 1. Samosa(onion) 2. Tea

**5 Nos of bubble top water to be provided at Morning Tea, Lunch and Evening Tea Venue
will be confirmed Two days prior of the programme**

Jataram
23.05.23

Date: 8th June - Day -4 (Minimum Number guaranteed -200#) (Expected members 250#)	
Morning tea	<ol style="list-style-type: none"> 1. Dry jamun 2. Lassi (Packed)
Lunch	<ol style="list-style-type: none"> 1. Layered chapati 2. Chetinaad chicken masala 3. Mutter Paneer Masala 4. Steamed rice 5. Curd rice 6. Sambar 7. Rasam 8. Aloo Fry 9. Cabbage Poriyal 10. Pickle 11. Papad 12. Payasam 13. Ice cream (60ml Pack) 14. Banana 15. Water bottle
Evening Tea	<ol style="list-style-type: none"> 3. Samosa(onion) 4. Tea

**5 Nos of bubble top water to be provided at Morning Tea, Lunch and Evening Tea Venue
will be confirmed Two days prior of the programme**

Jatayun
23.05.23

Annexure II

Date	Event	Minimum Guaranteed number	Rate Per Head Rs.	GST Rs.	Total including GST Rs.
5th June - Day -1	Morning Tea	250			
	Lunch	250			
	Evening Tea	150			
6th June - Day -2	Morning Tea	350			
	Lunch	350			
	Evening Tea	200			
7th June - Day -3	Morning Tea	200			
	Lunch	200			
	Evening Tea	200			
8th June - Day -4	Morning Tea	200			
	Lunch	200			
	Evening Tea	200			

GST NO:

(attach copy)

PAN NO.

(attach copy)

FSSAI LICENCE NO.

(attach copy)

**Signature of Tenderer with seal
And Mobile No.**