

**Electronics Regional Test Laboratory North, Okhla Phase II  
Industrial Area, Pocket S, New Delhi - 110020**

**INVITATION FOR TENDER**

**Subject: Invitation for Tender for Annual Contract for operation of catering services in the canteen.**

The **ERTL North** invites sealed bids from experienced and eligible contractors/vendors for operating and managing the office canteen within the premises. The selected vendor will be responsible for providing high-quality, hygienic, and affordable food and beverages to employees and visitors.

**Scope of Work:**

1. The canteen operator will be provided with a designated space within the office premises.
2. The vendor must prepare and serve fresh, hygienic, and nutritious meals, snacks, and beverages as per the attached **list of food items and price quotation format**.
3. The vendor will be responsible for maintaining cleanliness and hygiene in and around the canteen premises.
4. Proper disposal of food waste and garbage must be ensured.
5. The vendor shall arrange necessary kitchen equipment, utensils, and manpower at their own cost. Refrigerator, Hot case and Microwave oven will be provided by ERTL North.
6. The vendor may offer a **variety of food options** (Only vegetarian) while ensuring affordability and quality.

**Tender Details:**

- **Contract Period:** 1 Year (Renewable based on performance)

- **Security Deposit:** Rs 2000 (Rupees Two Thousand only). Security Deposit is refundable on completion of contract. To be deposited in the favor of PAO, Meity through Bharatkosh before starting Canteen Operations after confirmation of award of contract.
- **Payment Terms:** 1.) On Payment basis from Employees  
2.) On Monthly credit basis for official purpose (Occasional meeting arrangements also included)
- **Electricity & Water Charges:** Electricity and Water will be provided along with space and its charges will be borne by ERTL North.
- **Penalty Clauses:** In case of non-compliance with hygiene, quality, or service standards, penalties will be imposed, which will be decided by the Director, ERTL North.

### **Eligibility Criteria:**

1. The bidder must have a **minimum of two years of experience** in managing a canteen, cafeteria, or catering service. (Undertaking to be submitted by bidder)
2. The bidder must have valid **GST registration and PAN card.**
3. The bidder should not have been blacklisted by any government or private institution. (Undertaking to be submitted by bidder)

### **Documents to be Submitted:**

Interested bidders must submit the following documents along with their tender proposal:

- Experience details (Undertaking to be submitted by bidder)
- Copy of GST registration certificate
- Copy of PAN card
- List of food items with proposed prices
- List of previous/current clients with contact details (If available)

### **Important Dates:**

- **Tender Release Date: 24/02/2025**
- **Last Date for Submission: 10/03/2025 (up to 05:00 PM)**
- **Tender Opening Date: 11/03/2025 (10:00 AM)**
- **Venue for Tender Submission & Opening: ERTL North, Okhla Phase II Industrial Area, Pocket S, New Delhi 110020.**

### **Evaluation Criteria:**

- The rates quoted for each item in the prescribed list will be cumulatively added to arrive at the total final value. The contract shall be awarded to the vendor quoting the lowest total final value, provided all other terms and conditions of the tender are met. In case of a tie, the decision will be made based on additional evaluation criteria as deemed appropriate by the competent authority.

### **Estimation (Per Day Consumption):**

- To provide bidders with a clear understanding of the estimated daily requirements, the following indicative consumption figures are provided. These figures are minimum no's for reference purposes only and may vary based on actual demand:
- **Tea: 75-100 cups per day**
- **Snacks: 40-50 servings per day**
- **Breakfast: 10-15 servings per day**
- **Lunch: 10-15 servings per day**

- Bidders are advised to consider these estimates while submitting their financial proposals. However, the actual consumption may vary, and the selected vendor shall be required to cater to the dynamic demand as per the requirements of the office.

### **Working Hours:**

- The canteen will operate from **Monday to Friday, 08:00 AM to 05:00 PM**, except on closed holidays as per the official calendar. However, in exceptional cases, the services may be required on Saturdays and Sundays, for which prior intimation will be provided.

### **Submission Guidelines:**

- The tender should be submitted in a **sealed envelope** super scribed as "**Tender for Office Canteen Operation**".
- Tenders should be sent via **registered post/speed post/by hand** to the designated office address.
- Incomplete tenders or tenders received after the deadline will not be considered.

For further details or clarifications, interested bidders may contact: 6301709612.

**SATISH KUMAR**

Scientist C (Canteen Committee Head)

**ERTL North , Okhla Phase II Industrial Area, Pocket S, New Delhi 110020.**

**Tender Format: Rate List for Office Canteen**

<b>S. No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Proposed Rate (₹)</b>
1	Tea (with/without sugar & milk)	100 ml	Per Cup	
2	Coffee	100 ml	Per Cup	
3	Green Tea	150 ml	Per Cup	
4	Milk (without sugar)	220 ml	Per Glass	
5	Samosa	1 Piece (Standard Size)	Per Piece	
6	Bread Roll	1 Piece (Standard Size)	Per Piece	
7	Pakora (Mix Veg)	150 grams	Per Plate	
8	Bread Pakora	1 Piece	Per Piece	
9	Maggi	200 grams	Per Plate	
<b>BREAKFAST: (Items mentioned at serial number 10,11,12 and13 may be served on alternate days)</b>				
10	Upma	200 grams	Per Plate	
11	Idli with Sambhar	2 Idlis + 100 ml Sambhar	Per Plate	
12	Vada with Sambhar	2 Vadas + 100 ml Sambhar	Per Plate	
13	Dosa (Plain/Masala)	1 Dosa + 100 ml Sambhar	Per Plate	
14	Paratha (Aloo/Gobi/Mooli)	1 Paratha + Sabzi	Per Plate	

S. No.	Item Description	Quantity	Unit	Proposed Rate (₹)
15	Paratha (Paneer)	1 Paratha + Sabzi	Per Plate	
<b>LUNCH:(Daily Basis)</b>				
16	Chole Bhature	2 Bhature + 150 ml Chole	Per Plate	
17	Rajma Chawal	200 grams Rice + 150 ml Rajma	Per Plate	
18	Chole Chawal	200 grams Rice + 150 ml Chole	Per Plate	
19	Kadhi Chawal	200 grams Rice + 150 ml Kadhi	Per Plate	
20	Veg Thali	4 Roti, Dal, Chole/Kadhi/Rajma, Mix Sabzi, Rice, Salad, Pickle	Per Thali	
21	Special Thali	4 Roti, Paneer Sabzi, Dal, Chole/Kadhi/Rajma, Rice,Raita, Salad, Sweet	Per Thali	
22	Roti/Chapati	1 Piece (Standard Size)	Per Piece	
23	Rice (Plain/Jeera)	200 grams	Per Plate	
24	Dal (Any variety)	150 ml	Per Bowl	
25	Seasonal Vegetable	150 grams	Per Bowl	
26	Paneer Dish (Shahi, Kadhai, Butter)	150 grams	Per Bowl	
27	Curd (Plain)	100 grams	Per Bowl	
28	Raita (Boondi/Veg)	100 grams	Per Bowl	

<b>S. No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Proposed Rate (₹)</b>
29	Salad	100 grams	Per Plate	
30	Sweet Dish (Gulab Jamun, Rasgulla, Kheer)	2 Pieces	Per Piece	
<b>Sum of Proposed Rates ( Sr. No. 1 to 30)</b>				Rs. _____
31	Cold Drinks (200ml/500ml)	As per standard packaging	Per Bottle	As per MRP
32	Packaged Snacks (Chips, Biscuits, etc.)	As per standard packaging	Per Pack	As per MRP

### **Important Notes for Bidders:**

1. **Quantity specifications** mentioned above must be strictly followed for proposed rate list from bidder.
2. Rates should be **inclusive of all applicable taxes** and must be competitive.
3. Quality standards should comply with **hygiene and food safety regulations**.
4. Packaged items must be sold **at MRP or below MRP**.
5. The selected vendor must ensure **timely and quality service** during working hours.

### **Details of Bidder:**

Name:

Contact Number:

Email Id:

Correspondence address:

Permanent Address: