



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)**  
(Setup by an Act of Parliament)

**TENDER**

**FOR**  
**PROVIDING CATERING SERVICES AT ICAI CENTRE OF**  
**EXCELLENCE (COE) AT VILLAGE CHOSLA, TEHSIL CHAKSU,**  
**DISTT. JAIPUR 303 901**

Tender Rs. 1,180/-including GST (Non-Refundable)

**TECHNICAL BID**  
**(Part-I)**

**Particulars of Bidder:-**

**M/s.**

**Address**

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**Tel. No.**

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**Name of the Person**

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**Signing the tender**

**Mobile No.**

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**E-mail ID**

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**LAST DATE FOR SUBMISSION**

**: 29.10.2025**

**OF SEALED TENDERS**

**: Upto 2.00 PM**

**TOTAL NUMBER OF PAGES**

**: 48**



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**Part –I**

**Technical & Commercial Bid**

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**Centre of Excellence-Jaipur  
The Institute of Chartered Accountants of India**

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)**

**H.O.: "ICAI Bhawan", Indraprastha Marg, New Delhi - 110 002  
COE: Centre of Excellence (CoE), Village Chosla, Tehsil Chaksu, Distt. Jaipur**

**NOTICE INVITING TENDER (PRESS)**

ICAI invites unconditional sealed tenders in Two Bid system (Techno- commercial and Financial Bids in two separate covers) from reputed, well established and eligible Service Providers for providing catering services at its Centre of Excellence(CoE) located at VILLAGE CHOSLA, TEHSIL CHAKSU, DISTT. JAIPUR. The tender forms can be downloaded from ICAI's website [www.icaai.org](http://www.icaai.org) and [www.jaipur-icaai.org](http://www.jaipur-icaai.org) The last date for submission of sealed tender is **29.10.2025** upto 2.00 P.M.

**SECRETARY, ICAI**



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)**

**Ref. - Tender/COE-Jaipur/Catering/2025/01**

**H.O.: ICAI Bhawan, Indraprastha Marg, New Delhi - 110 002**  
**COE: Centre of Excellence (CoE), Village Chosla, Tehsil Chaksu, Jaipur**

**NOTICE INVITING TENDER (WEBSITE)**

ICAI invites unconditional sealed tenders in Two Bid system (Techno- commercial and Financial Bids in two separate covers) from reputed, well established and eligible Service Providers for providing catering services at its Centre of Excellence (CoE) located at VILLAGE CHOSLA, TEHSIL CHAKSU, JAIPUR.

**RELEVANT INFORMATION AT A GLANCE**

1.	Name of the Work	For providing Catering Services at ICAI CENTRE OF EXCELLENCE (CoE) located at VILLAGE CHOSLA, TEHSIL CHAKSU, JAIPUR
2.	Cost of tender documents	Rs. 1,180/- (Rupees One Thousand One Hundred Eighty Only) including 18% GST ( <i>non-refundable</i> ) in the form of demand draft from any scheduled bank drawn in favour of "Secretary, The Institute of Chartered Accountants of India" payable at New Delhi.
3	Last date for submission of tenders	<b>29.10.2025 up to 2.00 P.M.</b> Bids may be dropped in the Box placed at The Institute of Chartered Accountants of India, D-1, ICAI Bhawan, Institutional area, Jhalana Doongari, Jaipur-302004. Alternatively, Tenderers may send the Bids through Speed Post or through courier at the address mentioned herein so as to reach on or before the last date of submission. The ICAI shall not be responsible for any postal delay in receipt of Bid documents. Bids received after due date and time shall be rejected summarily.
4.	Earnest Money Deposit (EMD)	Earnest Money Deposit (interest free, refundable) in the form of Demand Draft for <b>Rs 50,000/-</b> (Rupees Fifty Thousand only) drawn in favour of "The Secretary, The Institute of Chartered Accountants of India" payable at New Delhi. EMD is to be submitted by all bidders irrespective of their status.
5.	Date of opening the Technical Bid (Cover-1)	The Technical bids shall be opened at <b>3.00 pm on 29.10.2025</b> or on any other date & time as per discretion of ICAI even if bidders are not present. In the event, the specified date of bid opening is declared as a holiday for ICAI, the bid shall be opened on the next working day at the specified time and location.



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6.	Date of opening of Financial bid (Cover –2)	After evaluating the technical bids on given Parameters, the financial bids of the technically qualified bidders shall be opened on the same day or any other date in the discretion of ICAI as notified even if bidders are not present. In the event, the specified date of bid opening is declared as a holiday for ICAI, the bid shall be opened on the next working day at the specified time and location.
7.	Validity of Tender	Tender shall be valid for 90 Days for acceptance from the date of opening of Techno-commercial Bid.
8.	TDS (Income Tax)	As Applicable
9.	Security Deposit/ Performance Bank Guarantee	<p>The successful Bidder shall be required to furnish within 15 days of issuance of LOI/Work Order a Bank guarantee for performance for Rs. 2,50,000/- (Rupees Two Lac Fifty Thousand only) or for an amount equivalent to 10% of the Annual Contract value whichever is higher, with the ICAI in the manner indicated in General Conditions of Contract. In case, the successful Bidder fails or refuses to sign the agreement or furnish the bank guarantee within the period as indicated above, the earnest money shall be forfeited.</p> <p>The bank guarantee shall be valid for the entire period of the contract plus ninety (90) days. The validity of the bank guarantee should be suitably extended in the event of extension of time of the contract and No interest shall be paid on the Performance Security.</p>
10.	Amount in words	Bidder shall write amount in figures and in words, in case of any discrepancy, amount in words shall be considered as final and binding on both parties.
11.	Availability of tender documents	Tender forms can be downloaded from the website of The Institute of Chartered Accountants of India (ICAI) i.e. <a href="http://www.icaai.org">www.icaai.org</a> and <a href="http://www.jaipur-icaai.org">www.jaipur-icaai.org</a> .
12.	Out of pocket expenses	All out of pocket expenses shall be borne by the successful bidder/agency only.
13.	Pre-bid Meeting	A pre-bid meeting will be held on 17.10.2025 at 11:30 AM at Jaipur Branch of CIRC of ICAI, D-1, ICAI Bhawan, Institutional Area, Jhalana Doongari, Jaipur-302004.
14.	GST, Other Taxes, levies (if any)	Must be mentioned in the Financial Bid.

**Note:**

1. The Catering services would be required at Centre of Excellence (CoE) at Village Chosla, Tehsil Chaksu, Jaipur. Bidders are advised to visit the premises at aforesaid address in



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the office hours where they can contact Mr. Mohan Lal Gupta, section Officer (SU) 9667555219.

At Centre of Excellence, various academic programmes would be conducted for Chartered Accountants, Students and Govt. Officers. For providing dining facilities including breakfast, lunch, Hi-Tea and dinner to the delegates and faculties, we intend to outsource the catering services.

The ICAI would provide cafeteria with kitchen space, electricity and water supply. However, all required utensils, kitchen implements / tools, catering utensils and catering staff shall be arranged by the Service Provider and maintained by him. Further, the kitchen garbage shall be disposed by the Service Provider only. However, the Service Provider has to ensure that canteen premises are used only for the purpose of running the canteen services and not for other purpose in any manner. The Service Provider himself and/or his workers should not use the premises for any other business purpose. The Service Provider shall not be authorized for any kind of sub-letting the premises in any manner.

2. ICAI reserves the rights to reject any tender / bid at any stage and/or time fully or partly for whole process and/or for particular Service Provider and also reserves all rights at any time to add, alter, modify, change, edit & delete any item and/or condition at any stage and/or vary all or any of these terms and conditions or replace fully or partly for whole process and/or for particular Service Provider or vary all or any of these terms and conditions or replace without assigning any reasons whatsoever. In this regard, the decision of ICAI shall be final and binding on all the bidders.
3. ICAI reserves the right to reject any or all tenders / bids and the entire tender process without assigning any reason whatsoever.
4. Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the Service Providers which resorts to canvassing is liable to be rejected.
5. ICAI or its representatives shall not entertain any bidder, during the period, the selection of Service Provider is in process.
6. ICAI reserves the right to verify the particulars furnished by the tenderer/ bidder, independently.
7. In no case, the request of bidder for change or modification in any terms and conditions related to payment shall be entertained.
8. ICAI reserves the right to modify any condition of Tender documents at any time. ICAI can also issue corrigendum to this tender by notifying the same at [www.icai.org](http://www.icai.org) and [www.jaipur-icai.org](http://www.jaipur-icai.org).
9. ICAI reserves the right to award contract in full or in part to one or more bidder(s)/ contractor(s) without assigning any reason, whatsoever.
10. ICAI also reserves the right not to accept the lowest bid.



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- a) ICAI shall not be responsible for non-receipt of any proposal.
  - b) Unconditional Tender bearing any condition will be summarily rejected.
  - c) A Bidder shall not be allowed to submit more than one Bid.
  - d) Bidder should have valid GST registration number and meet all legal requirements.
11. The Pre-bid meeting will be held on 17.10.2025 at 11.30 AM in Jaipur Branch of CIRC of ICAI, D-1, ICAI Bhawan, Institutional Area, Jhalana Doongari, Jaipur-302004.
12. For any queries, the applicants may contact at Phone No 9582917612 or email at [coejaipur@icai.in](mailto:coejaipur@icai.in) during working hours on all working days



**Section – I**

**ELIGIBILITY CRITERIA**

**General Eligibility**

This invitation to respond to the Tender is open to such qualified and reputed Service Providers which are registered and have their registered office in India. Along with the General Eligibility criteria, bidder must satisfy the following criteria:

1. The Bidder shall have its registered office, preferably in Jaipur and in case of firm / company having registered office in any other State/Union Territory; it must have its Branch office in Jaipur.
2. The Bidder should have average annual turnover of Rs 30.00 Lakhs from catering services during the last three financial years ending on 31<sup>st</sup> March, 2025. Copies of the P&L Account and Balance Sheet duly certified by the Chartered Accountant must be enclosed with the Bid document.
3. The Bidder should have minimum 5 years' experience in providing catering services for full day meals for at least 75 persons to educational institutions/training centers / canteens/hostel mess in central govt. departments/state govt. departments/public sector undertakings including Public Sector Banks or Local Bodies/ Municipalities.
4. Bidders should have dealt in the catering assignments with annual billing of at least Rs. 10 lakhs in one assignment or two assignments of Rs. 5 lakhs each or three assignments of 4 lakhs each during any of the last three financial years. The details including names and address of such organizations along with the value of contract to be provided as part of Technical Bid.
5. Bidders should submit details of pending case with the Courts/Arbitral Tribunals against the Proprietor/ Firm/ Partner or the Company (Service Provider), if any. A Declaration to this effect shall be provided.
6. There should be no litigation /arbitration pending against the Bidder be it Proprietor/Firm/Partner or the Company etc.
7. The Bidder shall have the following Registrations and details of the same shall be provided in the Technical Bid:
  - (a) PF & ESI Registration (as applicable)
  - (b) FSSAI License / Food License
  - (c) GST Registration
  - (d) Valid Labour License, issued by Regional Labour Commissioner, Govt. of India  
Proof of compliance of other statutory requirements
  - (e) Income Tax return / order copy.
  - (f) Copies of contracts already executed and those in hand along with their value.
  - (g) Statement indicating financial status and manpower engagement.
  - (h) Proof of Registration of firm /Agency along with Proprietary Certificate/Partnership Deed, MOA, AOA, and Incorporation Certificate as the case may be.
  - (i) Profile of the Company / Agency/ Firm





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- (j) Copy of duly audited Balance Sheets along with Profit and Loss Accounts duly certified by the Chartered Accountant for the last 3 Financial Years ending 31<sup>st</sup> March,2025.
- (k) Copy of ITR filed by the bidder for the last 3 financial years ending 31<sup>st</sup> March,2025.
- (l) Copy of Pan Card of the Bidder.
- (m) Any other relevant document(s)

9. Even though the Tenderer meets the specified criteria, he may be disqualified if he has:
- a. Made untrue or false declaration in the forms, statements and attachments submitted in proof of their qualification and / or
  - b. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, poor workmanship or financial failure, etc.
  - c. If the Tenderer is overbooked beyond his capacity to execute the work as per required schedules.

**Note: -**

1. The Technical Bid of only those bidders, having submitted cost of Tender and EMD would be processed for technical evaluation and further, the Financial Bid of only those bidders which meet the above-mentioned eligibility criteria would be opened.
2. Non-compliance with any of the aforementioned conditions by the bidder shall amount to non-eligibility and such Bid shall be summarily rejected.
3. Duly signed and attested Documentary proof in support of each of the above relevant criteria should be attached with the technical bid.



## **Section – II**

### **INSTRUCTIONS TO TENDERERS**

#### **1. GENERAL INSTRUCTIONS**

- 1.1 The bidders are advised to examine each and every clause of Tender documents carefully. Bidder shall submit the Tender Documents duly signed and stamped on each page of tender in token of his acceptance along with his bid.
- 1.2 Bid shall remain valid for 90 days from the date of opening of Part I i.e. Techno - commercial Bids.
- 1.3 The cost of tender document is Rs.1000/- +GST (Rupees One Thousand Only) (non-refundable) in the form of Demand Draft from any Nationalized/ Scheduled Commercial bank should be drawn in favour of "Secretary, The Institute of Chartered Accountants of India" payable at New Delhi is to be submitted along with the Tender/application form. The non- submission of cost of tender form may lead to rejection of the bid.

#### **2. CLARIFICATION REQUESTS BY BIDDER**

- 2.1 Although the details presented in this Tender Documents comprising of conditions of contract, scope of work etc, have been compiled with all reasonable care, it is the Bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- 2.2 Bidder shall examine the Tender documents thoroughly in all respect.
- 2.3 Any failure by Bidder to comply with the aforesaid requirement shall not absolve the Bidder from liability, after subsequent award of contract, from performing the work in accordance with the tender Documents.
- 2.4 Before tendering, the tenderers are requested to visit the premises and satisfy themselves fully regarding the nature of the work and get required clarifications from the ICAI, if any. No plea with respect to want of information or clarification on any particular point shall be entertained after the bid has been received.

#### **3. AMENDMENT OF TENDER DOCUMENT**

- 3.1 ICAI may, for any reason whether at its own initiative or in response to the clarification requested by the prospective Bidder, issue amendment in the form of addendum / corrigendum during the Bidding period and subsequent to receiving the bids.
- 3.2 Any addendum / corrigendum thus issued shall become part of Tender document and Bidder shall submit 'original' addendum/corrigendum duly signed and stamped in token of his acceptance.
- 3.3 For addendum issued during the Bidding period, Bidder shall consider the impact in his Bid. For addendum issued subsequent to receiving the Bids, Bidder shall follow the instructions issued along with addendum with regard to submission of impact on quoted price / revised price, if any.



**4. Earnest Money Deposit**

- 4.1 The bid must be accompanied by Earnest Money Deposit (EMD), for the amount of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of a Demand Draft drawn on any Nationalized/Scheduled Bank in favour of Secretary, The Institute of Chartered Accountants of India, payable at New Delhi and the same is to be submitted along with the Technical Bid. No interest shall be payable on EMD.
- 4.2 If the bidder, after submission, revokes his bid or modifies the terms and conditions thereof during the validity of his bid except where the ICAI has given opportunity to do so, the earnest money deposit submitted by Bidder shall, in such case, be forfeited.
- 4.3 ICAI may at any time cancel or withdraw the invitation to bid without assigning any reason and the earnest money deposit submitted by Bidder shall in such case be refunded to him/it.
- 4.4 The successful Bidder shall be required to furnish within 15 days of acceptance of his bid, Bank guarantee for performance equal to Rs. 2,50,000/- (Rupees Two Lac Fifty Thousand only) or equivalent to 10% of the Annual Contract value whichever is higher, with the ICAI in the manner indicated in General Conditions of Contract. In case, the successful Bidder fails or refuses to sign the agreement or furnish the bank guarantee within the period as indicated above, the earnest money shall be forfeited.

**5. DOCUMENTS COMPRISING THE BID**

5.1 ICAI intends to fully evaluate the technical and commercial submissions.

5.2 Bidder is requested to furnish the complete and correct information required for evaluation of his Bid. If the information / documentation forming basis of evaluation is found incomplete / incorrect the same may be considered adequate ground for rejection of the bid.

5.3 Bidder shall arrange his/its bid in the following order:

**I) PART-I TECHNICAL PART (BID)**

Technical part 'Envelope No -1 shall comprise of the attachments, specifying attachment number arranged in the order as follows:

- a) Submission of Declaration letter along with Tender document, Demand Draft against the cost of tender form, Earnest Money Deposit and its details.



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- b) Power of Attorney in favour of authorized signatory of the Bidder.
- c) Organization details
  - In case of a proprietorship firm, the name and address of proprietor, and attested copy of 'Certificate of registration of firm'.
  - In case Bidder is a partnership firm, attested copy of the partnership deed.
  - In case of company (whether private or public), attested copy of the 'Certificate of Incorporation' together with attested Memorandum / Articles of Association, along with certified copy of the Board Resolution for decision of the company to participate in bids.
- d) **Composition of the Service Provider** – Full particulars (whether **Service Provider** is an individual, or a partnership firm, or a company etc) of the composition of the **Service Provider** in detail should be submitted along with name(s) & address(es) of the partners/copy of the Articles of Association /Power of Attorney/any other relevant document.
- e) **Work experience during the specified period** Copies of the detailed work orders indicating date of award, value of awarded work should be enclosed as proof of the work experience.
- f) **Details of completed works** – The client-wise names of work(s), year(s) of execution of work(s), awarded and actual cost(s) of executed work(s), name(s) and full contact-details of the officers /authorities /departments under whom the work(s) was/were executed should be furnished.
- g) **Credit worthiness of the Tenderer and its turnover during the specified period**  
Duly Audited Balance sheets of last 3 years should be enclosed ending on 31<sup>st</sup> March, 2025.
- h) **Name(s) & Address(es) of the bankers of the Tenderer and their contact details.**
- i) List of staff with their qualification and experience.
- j) Copies of labour license, FSSAI License, and GST registration certificate, Trade license Proof of Registration with ESI & PF Commissioner with separate code, Proof of compliance of other statutory requirements; Income Tax clearance certificate, Profile of the Company / agency/ firm.
- k) Check list of submission of bid.
- l) Any other relevant document, Bidder desires to submit.

**II) PART-II PRICED FINANCIAL PART (PRICE BID) ENVELOPE NO.2**

The second envelope clearly marked as 'Envelope no. 2 (Price Bid)' shall include the following;

- a) Financial Bid shall be submitted duly filled in.
- b) No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in Price part of bid. ICAI shall not take cognizance of any such statement and may at its



- discretion reject such price bids.
- c) Grand Summary (both in words and figures)
  - d) Summary with item rates (both in words and figures)

## **6. SUBMISSION OF BID**

### **6.1 SUBMISSION IN TWO SEPARATE ENVELOPS**

- a) Technical and Financial part must be submitted in separate sealed envelopes clearly mentioned as "**Technical Bid**" Envelope No .1 and "**Financial Bid**" Envelope No .2 and both the sealed envelopes to be put into another envelope and it should be super scribed as "**Tender for providing Catering Services at ICAI Centre of Excellence located at Village Chosla, Tehsil Chaksu, Jaipur**".

#### **I) PART-I- TECHNICAL PART**

- a) This part shall contain technical bid. This envelope shall comprise the signed copy of Tender documents, addendum (if any), the information listed for submission in Part -I under Para 5.3 (I) above. Techno-commercial bid disclosing prices shall be summarily rejected.
- b) The envelope shall have following information clearly written on the outside of the envelope, failing which ICAI will assume no responsibility for the misplacement or premature opening of the bid.

#### **Part-I          Technical Part**

**"Tender for Providing Catering Services at ICAI Centre of Excellence located at Village Chosla, Tehsil Chaksu, Jaipur"**

Due date & time of Opening: 29.10.2025 **at 3.00 PM**

From: Address of Bidder: \_\_\_\_\_

Original earnest money deposit (EMD shall also be enclosed in this part.)

#### **II)          PART-II SEALED PRICED FINANCIAL PART**

- a) This part of the bid shall contain the Schedule of Rates, duly filled in all respects and other information specifically requested for submission in price part under Para 5.3 (II) above. The envelope shall have the following information clearly written on outside of the envelope, failing which ICAI will assume no responsibility for the misplacement or premature opening of the bid.

#### **PART-II —FINANCIAL/PRICE PART**

**"Tender for Providing Catering Services at ICAI Centre of Excellence located at, Village Chosla, Tehsil Chaksu, Jaipur"**.

Name and Address of Bidder: \_\_\_\_\_

### **6.2          Address to which bids are to be sent (Post/Courier/Hand /etc.)**



**Sh. Manoj Kumar Agarwal, Assistant Secretary,  
The Institute of Chartered Accountants of India  
D-1, ICAI Bhawan  
Institutional area  
Jhalana Doongari  
Jaipur-302004**

Bid received after the time and date fixed for receipt of bid shall be liable for rejection. In case of incomplete submissions, ICAI shall not be under any obligation to give the bidder an opportunity to make good such deficiencies and ICAI may at its discretion treat such bids as incomplete and not consider for further evaluation. Incomplete Bids or Bids received without Earnest Money Deposit (EMD) or Bids received after due date and time of submission will be rejected summarily.

### **6.3 SIGNING OF TENDER**

The Tender shall contain the name, place of business and other prescribed details of the person(s) making the Tender and shall be sent by the Tenderer under his signature. Partnership firms shall furnish full names of all the partners and shall annex a copy of the Partnership Deed with the Tender. It shall be signed in the partnership name by all the partners or by duly authorized representative followed by the name and designation of the person signing. Tender by body corporate shall be signed in the name of body corporate by a person duly authorized to do so. All the pages/documents of the Tender should bear the signature of the tenderer with date. All the entries by the tenderer should be in one ink & legibly written. Any over-writing, corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.

Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words shall be taken as final.

### **6.4 TECHNO-COMMERCIAL DISCUSSIONS**

Bid of the bidder who submits the required EMD and Tender fee shall be taken up for detailed evaluation. Techno-commercial discussions with bidder shall be arranged, if needed.

## **7. AWARD OF WORK**

7.1 The bidder whose bid is accepted by ICAI shall be issued Letter of Intent (LOI). Bidder shall confirm acceptance by returning a signed copy of the LOI. The successful bidder shall be required to execute a formal agreement in accordance with the 'Proforma of Articles of Agreement' within 15 days of receipt of LOI/Detailed Letter of Award.

Contract Documents to be signed between ICAI & selected bidder shall consist of the following:

- a) Agreement
- b) Letter of Intent/ Detailed letter of award
- c) Original Tender document



d) Addendum / Corrigendum issued to bidder, if any.

7.2 ICAI reserves the right to split the work and award the work to more than one bidder on the rates approved by ICAI for better service options.

7.3 ICAI will not be responsible for any misinterpretation or wrong assumption by the bidder, while responding to the Tender.

7.4 Every page of the Tender document shall be duly signed by the bidder or by a person duly authorized by him and Request of Advance for any kind will not be entertained.

7.5 Bidder shall submit letter of authorization, authorizing the person signing the Tender document on behalf of the bidder and the written power of attorney in the name of person who is empowered for making such authorizations.

7.6 Bid submitted shall be in the prescribed formats as given herein and shall also have the relevant documents including documentary evidence.

## **8. BID EVALUATION CRITERIA**

- a) Bid is the responsibility of Bidder and no relief or consideration can be given for errors and omissions made by the Bidder inadvertently or advertently. Bid with incomplete information is liable for rejection.
- b) The techno-commercial part of Bid shall be evaluated as per Bid evaluation criteria which includes technical specifications along with Presentation. Financial Bid shall be opened for only those Bidders who qualify technical criteria which is inclusive of detailed presentation for the proposed solution.
- c) Non-submission of details / documents shall lead to rejection of Bid.
- d) Performance of Bidder on work executed / under execution shall be taken into consideration before selecting the Bidder for opening of his price bid.

## **9. DETERMINATION OF RESPONSIVENESS**

- a) Prior to the financial evaluation of Bids, ICAI shall determine whether each Bid is substantially responsive to the requirements of the Bidding document.
- b) For the purpose of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions and specifications of the bidding document without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of the works or which limits in any substantial way, inconsistent with the Tender document, ICAI's rights on bidder's obligation.
- c) If a Bid is not substantially responsive to the requirements of the Bidding documents, it may be rejected by ICAI.

## **10. UNSOLICITED POST BIDDING MODIFICATIONS**

- a. Bidders are advised to quote strictly as per terms and conditions of the bidding document and not to stipulate any deviations / exceptions. Once quoted, the Bidder shall not make any subsequent changes, whether resulting or arising out of any technical / commercial clarifications sought on any deviations or exceptions mentioned in the Bid. Any proposal for price change is likely to render the Bid liable for rejection.



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- b.** Any effort by Bidder to influence ICAI processing of Bid or award decisions may result in rejection of such Bids.





### **Section III**

### **SCOPE OF WORK**

#### **Broad Scope of Work**

#### **MENU OF THE DAY**

<b>A.</b>	Morning Tea with biscuits / Lemon water
<b>B.</b>	<b><u>Breakfast: Minimum one each from the following:</u></b>
1	Idli Sambhar/ Sambhar Bada / Dosa / Upma / Utpam
2	Bread Toast with jam & Butter / Veg-Sandwich / Cutlet / Poha etc.
3	Samosa / Pakora / Kachori / Kofta etc. with both Chutani sweet & sour
4	Seasonal Fruits (Banana / Papaya / watermelon / musk melon etc.)
5	Milk with corn flakes / Tea / Coffee / Chach
6	Pudi-sabji / Veg. paratha (Aloo/Gobhi/Muli/Paneer etc.) with curd and vegetable / Chhole-Bhature etc.
7	Sprouts (Chana / Mung / Month etc.)
8	Sweet (Jalebi / Imarati (Kangan) / Gulab Jamun / Angoori Petha etc.)
<b>C.</b>	<b><u>Lunch</u></b>
1	Salad - Onion Kachha, Cucumber, Tamato, Green Chilly, lemon
2	Achar
3	Chapati & Missi / Roti / Assorted Bread/Tandoori Roti/Naan/Lachchha Paratha
4	Dal Yellow / Mix Dal/Dal Makhani/Dal Tadka
5	Rajma / Curi/Chhole
6	Green Vegetable - Mix Veg./Palak / Locky / Bean / Bhindi etc.
7	Paneer Preparation any as per choice of administration
8	Rice
9	Raita - Bundi / Mix- Vegetable/Fruit
10	Sweet: Makhan Bara / Rajbhog / Rasgulla / Any sweet as per choice of administration
11	Papad
<b>D.</b>	<b><u>Evening Tea:</u></b>
1	Tea / Coffee with biscuits
2	Paneer pakora / Mix pakora / Veg. Kofta /Maggi / Pasta
<b>E.</b>	<b><u>Dinner</u></b>



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1	Salad - Onion Kachha, Cucumber, Tomato, Green Chilly, lemon
2	Achar
3	Chapati & Missi / Roti / Assorted Bread
4	Dal Yellow / Mix Dal / Dal Tadka
5	Seasonable Veg. / Mix Veg.
6	Paneer Preparation any as per choice of administration
7	Rice
8	Kheer / Sinwai / Mung Dal Halwa / Gajar Ka halwa or any other sweet as per choice of admin
9	Papad

Note:	<ul style="list-style-type: none"><li>• Any vegetable / curi / Dal of Lunch will not be repeated in dinner.</li><li>• Any item should not repeat next day.</li><li>• Items should be rotated on daily basis as per instruction of administrator.</li></ul>
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## **SECTION-IV**

### **GENERAL CONDITIONS OF CONTRACT (GCC)**

#### **1. SCOPE OF SERVICES:**

Scope of Services shall be as detailed in Scope of Work (Section –III)

#### **2. CONDITIONS PRECEDENT**

Subject to express terms to the contrary, the rights of the Successful Bidder and obligations of ICAI under this Tender shall take effect only upon fulfillment of all the Conditions Precedent set out below. However, ICAI may at any time at its sole discretion waive fully or partially any of the Conditions Precedent for the bidder.

- (i) The Successful Bidder shall be required to accept the LoI/ Work order within 15 days of its issuance.
- (ii) The Successful Bidder shall be required to furnish Performance Security of requisite value as stipulated in this Tender Document to the ICAI within 15 days from the date of award of contract.
- (iii) The Successful Bidder shall be required to execute the Agreement within 15 days of issuance of LoI/ Work Order.

The parties may by mutual agreement extend the time for fulfilling the Conditions Precedent.

In the event of the Successful Bidder failing to fulfill the Conditions Precedent, ICAI shall not be liable in any manner whatsoever to the Successful Bidder and ICAI shall forthwith forfeit the EMD amount, Performance Security and any amount due and payable to the Successful Bidder by the ICAI as the case may be.

#### **3. REPRESENTATION AND WARRANTIES**

The Bidder/ Tenderer represent and warrants to ICAI that:

- i. It is duly organized and validly existing under the laws of India and has full power and authority to execute and perform its obligations under this Tender Document/ ensuing Agreement and to carry out the transactions contemplated hereby.
- ii. It has taken all necessary corporate and other actions under laws applicable to its business to authorize the execution and delivery of this Tender and to validly exercise its rights and perform its obligations under this Tender and ensuing agreement.
- iii. It has the financial standing and capacity to undertake the proposed work in accordance with the terms of this Tender.
- iv. In providing the Services, it shall not cause any disruption to ICAI's normal operations.
- v. This Tender has been duly executed, filled and submitted by it and constitutes a legal, valid and binding obligation, enforceable against it in accordance with the terms hereof, and its obligations under this Tender shall be legally valid, binding and enforceable against it in accordance with the terms hereof.



- vi. The information furnished in the Tender documents and as updated is true and accurate in all respects and nothing is suppressed or mis-represented.
- vii. The execution, delivery and performance of Agreement arising out of this Tender shall not conflict with, result in the breach of, constitute a default by any of the terms of its Memorandum or Articles of Associations or under any Applicable Laws or any covenant, contract, agreement, arrangement, understanding, decree or order to which it is a party or by which it or any of its properties or assets is bound or affected.
- viii. There are no material actions, suits, proceedings, or investigations pending or, to its knowledge, threatened against it at law or in equity before any court or before any other judicial, quasi-judicial or other authority, the outcome of which may result in the breach of this Tender or ensuing Agreement or which individually or in the aggregate may result in any material impairment of its ability to perform any of its material obligations under this Tender or ensuing Agreement;
- ix. It has committed no violation or default with respect to any order, writ, injunction or decree of any court or any legally binding order of any Government Instrumentality which may result in any Adverse Effect on its ability to perform its obligations under this Tender or ensuing Agreement and no fact or circumstance exists which may give rise to such proceedings that would adversely affect the performance of its obligations under this Tender or ensuing Agreement;
- x. It has complied with Applicable Laws in all material respects and has not been subject to any fines, penalties, injunctive relief or any other civil or criminal liabilities which in the aggregate have or may have an Adverse Effect on its ability to perform its obligations under this Tender or ensuing Agreement.
- xi. It and its personnel have the necessary experience, skill, knowledge and competence to perform the services, under the Tender document.
- xii. No sums, in cash or kind, have been paid or shall be paid, by it or on its behalf, to any person by way of fees, commission or otherwise by entering into this Tender or for influencing or attempting to influence any officer or employee of ICAI in connection therewith.
- xiii. No representation or warranty by it contained herein or in any other document furnished by it to ICAI or its Employee or its nominated agencies in relation to the Required Consents contains or shall contain any untrue or misleading statement of material fact or omits or shall omit to state a material fact necessary to make such representation or warranty not misleading.

#### **4. APPLICATION**

These general conditions shall apply to the extent that provisions in other parts of the tender do not supersede them and in case of any conflict the relevant clauses shall be interpreted harmoniously to make, as far as possible, both the clauses effective and binding. For interpretation of any clause in the Tender, the interpretation/ clarification of the ICAI shall be final and binding on the Bidder.

#### **5. CLARIFICATIONS**

During pre-qualification and technical evaluation of the Proposals, ICAI may, at its sole discretion, ask Bidders for clarifications on their proposal. The Bidders shall respond within



the time frame prescribed by ICAI. Any word used in singular shall have the connotation of plural as well. Any document which is otherwise required to be submitted by the bidder along with bid to make it eligible to qualify for evaluation of its bid shall neither be asked by the ICAI nor will be accepted by ICAI under this clause or otherwise.

## **6. DISQUALIFICATIONS**

The ICAI may, at its sole discretion and at any time during the evaluation of proposal, disqualify any bidder, if the bidder has; Submitted the Bid documents after the response deadline; Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations etc. in any project in the preceding three years; submitted bid that is not accompanied by required documentation or is non-responsive; Failed to provide clarifications related thereto, when sought; Submitted more than one Bid; Declared ineligible by the Government of India or any other body for corrupt and fraudulent practices or blacklisted; or modified or altered any or all of the terms and conditions of the Tender or submitted a proposal with price adjustment/ variation.

## **7. EARNEST MONEY DEPOSIT & SECURITY DEPOSIT**

- 7.1 The bidder shall submit an Earnest Money Deposit (EMD) of 50,000/- (Rupees Fifty Thousand only), in the form of Demand Draft drawn in favour of "The Secretary, The Institute of Chartered Accountants of India' payable at New Delhi".
- 7.2 EMD must be submitted by all the bidders. Any bid not accompanied by an Earnest Money Deposit (Bid Security) shall be rejected by ICAI as non-responsive. In case of the Unsuccessful Bidders, Earnest Money Deposit shall be returned without any interest within 30 days from the date of award of work to the Successful Bidder. No interest shall be payable on the EMD.
- 7.3 The successful Bidder shall be required to furnish within 15 days of acceptance of his bid, Bank guarantee for performance for an amount of Rs. 2.50 Lacs/- (Rupees Two lac Fifty Thousand only) or an amount equivalent to 10% of the Annual Contract value whichever is higher, as Security Deposit with the ICAI in the manner indicated herein. In case, the Successful Bidder fails or refuses to sign the agreement or furnish the bank guarantee within the period as indicated above, the earnest money shall be forfeited. On furnishing the Bank Guarantee by the successful bidder, EMD will be returned.
- 7.4 The EMD shall also be forfeited in case:
  - a) The Bidder unilaterally modifies its application price or places any additional condition or request to change any of the terms and conditions of the Tender document or Letter of Intent/Work order any time after submission of Bid including after being declared as Successful Bidder.
  - b) The tenderer withdraws its/ his offer during the tender validity period or on non-acceptance of Letter of Intent/ work order by the Successful Bidder.
  - d) Successful Bidder fails to commence the work within the stipulated time.



- f) The Bidder is found to be indulged in Canvassing or indulged in Fraud, Corruption, Bid Rigging, Collusive Bidding, Misrepresentation, Mal Practices etc. in whatsoever manner in connection with the tender.
- g) The Bidder is found to be suppressing the information or furnishing wrong or incomplete information or providing information which is misleading, false etc. and/or submitting documents which are fabricated or forged.
- h) The Bidder fails to honour or refuses to comply with or modifies any or all terms and conditions of the tender.
- i) Bidder does not respond to requests for clarification of their Bid or fails to co-operate in the Bid Evaluation Process.

7.5 The Security Deposit furnished by the Successful Bidder will be returned after three months from the expiry or earlier determination of contract, provided the Service Provider discharges his services, according to terms & conditions and satisfaction of the ICAI, failing which security deposit shall be forfeited. It is also provided that, if during the currency of contract, if the Service Provider withdraws his services and/ or fails to discharge his services up to the satisfaction of the ICAI, the security deposit shall be forfeited.

## **8. RATES**

The rates as quoted shall be valid up to a period of one (1) year from the date of award of contract/LOI. There shall be no escalation in the rates during the contract period. Billing would be done as per rates quoted by the Service Provider.

ICAI's decision in this regard shall be final and binding. In case, ICAI decides not to procure any material through Service Provider, nothing extra/any compensation on this account shall be paid to the Service Provider.

## **9. PAYMENT TERMS: -**

The payment would be made on monthly basis. The Catering Agency to whom the Contract is assigned, shall forward its monthly bill so as to reach the ICAI CoE, Jaipur latest by 3<sup>rd</sup> day of each succeeding month. Payment of the Bills shall be made after scrutiny/ verification within 10 days, if found in order, in respect of the services rendered in the preceding month. TDS will be deducted as per the prevailing rate.

The Successful Bidder shall render the Catering Services as per the Scope of Work in terms of the quality standards and as per the terms of the tender. The quality of services shall be outstanding and any deviation on account of quality of services shall give right to ICAI to terminate the contract. In case the Service Provider to whom the contract has been awarded fails to provide the services as per the terms and conditions of the contract, catering services shall be availed through other agency at the Service Provider's risk and cost. In such case, any higher price to be paid by the ICAI to the newly appointed catering Agency shall be recoverable from the defaulting catering Agency. Bank Guarantee may be invoked in case of failure to pay the difference as aforesaid.

The ICAI reserves the right to appoint alternate source/agency by giving due caution notice and levying penalty as deemed appropriate in this regard.



## **10. PERIOD OF CONTRACT**

The contract shall be valid initially for a period of one (1) year from the date of award of contract. On expiry of contract, ICAI will evaluate the performance of services of the Service Provider. If the services are found satisfactory, the ICAI reserves the right to extend the contract for another two (2) year on the same terms and conditions or the terms as may be mutually agreed.

## **11. ASSIGNMENT**

The Service Provider shall not assign/ sublet the work or any part thereof except with the prior written consent of ICAI. Such consent even if provided shall not relieve the Service Provider from any liability or any obligation under the contract.

## **12. TERMINATION OF CONTRACT**

12.1 Either party may terminate the Contract, without assigning any reason thereof, by giving a two months' notice in writing to the other.

12.2 Notwithstanding anything contained at Clause 12.1 herein above and in addition to any other rights or remedy available to ICAI, the ICAI may terminate the contract, at its option in whole or part, by giving a one month notice in writing, in case of any of the following violations by the Service Provider, if the violations are not remedied within the notice period to the satisfaction of the ICAI.

- i. The Service Provider refuses to render all or any of the **Services** which the Service Provider is required to render under the Contract, or refuse to render the same within the time or in the manner or otherwise according to the Contract;
- ii. the **Service Provider** becomes incapable of or unable to perform the Contract.
- iii. death of proprietor or dissolution of **Service Provider** or commencement of liquidation or winding up proceedings or appointment of a Receiver or insolvency of the **Service Provider**.
- iv. distress execution or other legal process being levied on or upon any of the **Service Providers** assets.
- v. the **Service Provider** or any person employed by him made an offer for any purpose in connection with the Contract by way of any gift, gratuity, royalty, commission, gratification or other inducement (whether in money or in any other form) to any employee or agent of the ICAI. The decision of the ICAI as to whether any of the event/contingencies mentioned above has occurred shall be final and binding upon the **Service Provider**
- vi. **Service Provider** assigns or sub-lets the work under the contract without the prior written permission from the ICAI.

12.3 Upon termination of the contract in whole or in part, the Service Provider shall not be entitled to any payment or compensation.

## **13. FORCE MAJEURE**





In the event of the **Service Provider** being rendered unable by force majeure to perform any obligation required to be performed under the Contract, the relative obligations of the **Service Provider** by such force majeure shall upon notification to the ICAI be suspended for the period during which such cause lasts. The cost and loss sustained by the force majeure condition(s) shall be borne by the **Service Provider**.

The term 'Force Majeure' as employed herein shall mean acts of God, like fire, earthquake, flood, sabotage, and other irresistible cause like war, revolt, riot which are beyond the control of the either party. However, strike, lockout & other labour or student unrest will not constitute 'force majeure' for the purpose of this contract in respect to obligations of **Service Provider**.

Upon the occurrence of such cause(s) and upon its termination, the **Service Provider** shall notify the ICAI in writing immediately but not later than 72 (Seventy-two) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim. Time for performance of the relative obligation(s) suspended by the force majeure shall stand extended by the period during which such cause lasts.

If rendering of services is suspended by force majeure conditions applicable to the **Service Provider** for an aggregate period of more than 15 days, the ICAI shall have the option of terminating the contract in whole or in part or re-negotiate the contract provisions.

#### **14. CATERING TIMING**

The catering service shall remain open :

**From Monday to Saturday excluding ICAI Holidays**

**Saturday, Sunday and ICAI Holidays** (As communicated 2 days before)

However, depending on the exigencies, the Service Provider may be required to keep the Catering service open or close as per requirement of the CoE, Jaipur.

The employees of the Service Provider working in CoE, Jaipur should not stay in the ICAI Bhawan campus. However in case of any requirement for staying of any employee(s) of the agency at the CoE, Jaipur premises for smooth operation of the services written permission is to be obtained from the officer in charge of CoE, Jaipur. A copy of the same should be submitted at the Security section of the ICAI Bhawan.





## **15. RELATIONSHIP**

The persons engaged by the Service Provider shall be the employees of the Service Provider and in no circumstances shall be entitled to claim relationship of employer-employee with the ICAI.

## **16. INDEMNITY**

The Service Provider shall at all times indemnify the ICAI and shall keep it indemnified from and against any claim, loss, damage, action, proceedings, costs, charges and expenses that may be suffered or incurred by the ICAI on account of any misrepresentation or material breach of any representation made by the Service Provider or the terms and conditions herein contained or on account of any default or breach or violation or non-observance or non-performance of any applicable law, statute, rule, regulation, directive or guidelines by Service Provider or any of its employees or representatives or agents in relation to the contract and attributable to Service Provider. In case the ICAI is made party to any litigation by the employee of the Service Provider for any reason whatsoever, the Service Provider shall bear/indemnify any cost incurred by the ICAI.

## **17. BLACKLISTING**

Without prejudices to the other rights, the ICAI reserves the right to blacklist the Service Provider in case the Service Provider commits breach of any terms and conditions of the contract and such blacklisting shall be for the period as decided by the ICAI.

## **18. FRAUD OR CORRUPTION**

ICAI requires that the Bidder selected through this Tender and their Officers, Agents, Employees and Advisors etc. must observe the highest standards of integrity and ethics during the performance and execution of the contract. In pursuance of this policy,

- a) ICAI will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it, at any time, determines that the Bidder has, directly or indirectly or through an agent, etc. engaged in corrupt, fraudulent, coercive and unfair trade practice in selection process or in competing for, or in executing, the contract.

For the purposes of this clause, the terms corrupt, fraudulent, coercive and unfair trade practice are defined as:

- i) "Corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the action of ICAI or its Officers or Employees or any personnel or Agencies connected with the process or in contract executions.
- ii) "Fraudulent practice" means any action or omission, including misrepresentation, suppression of facts or disclosure of wrong and/or incomplete facts that knowingly or recklessly misleads, or attempts to mislead ICAI in order to influence a procurement process or the execution of a contract or to obtain a financial benefit or to avoid an obligation. In order to avoid any doubt, it is clarified that fraudulent practice includes collusive practice among Bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or noncompetitive levels and to deprive ICAI of the benefits of free and open competition.



- iii) "Unfair trade practices" means supply of services different from what is ordered, or unilateral change in the Scope of Work by the Successful Bidder .
  - iv) "Coercive practices" means harming or threatening to harm, directly or indirectly, ICAI or its Officers and Employee in person or their property to influence their participation in the execution of contract.
- b) ICAI reserves the right to reject the bid and disqualify the Bidder, if it determines that the Bidder engaged in corrupt, fraudulent or unfair trade practices.

## **19. MODIFICATIONS OF ORDERS**

ICAI may, at any time, during the period of the contract may increase/decrease the quantities of the items as mentioned in order, without creating any liability of ICAI for compensation on any grounds, whatsoever due to this change. In such a case, the Bidder shall perform the service in the increased/decreased quantity at the same contract rates within the time stipulated.

## **20. COMMENCEMENT OF WORK**

The Successful Bidder shall start the Catering services within 30 days of acceptance of offer given by the CoE Jaipur. If the Tenderer fails to start canteen within the stipulated period, the EMD and Performance Security shall be forfeited.

## **21. AGREEMENT**

The Successful Bidder shall sign an agreement with ICAI within 15 days from the issuance of LOI, on a stamp paper of Rs. 500/- to be furnished by the Successful Bidder which shall be **valid for period of one year from the date of Award of work and can be further renewed depending on satisfactory performance report.**

## **22. ARBITRATION**

That in the event of any question, dispute or differences arising out of or in connection with any of the terms and conditions of the tender document or the agreement arising thereunder, in the first instance, the parties hereto shall try to resolve the same by mutual consultation, within one(1) month from the date on which such dispute arose, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. The seat of Arbitration shall be at Jaipur. The language of the arbitration proceeding shall be English. The arbitral award shall be final and binding upon both the parties. All Arbitral Awards shall be in writing and shall state the reasons therefor. The cost of the Arbitration shall be borne by both the parties equally.

## **23. JURISDICTION**



Subject to the aforesaid arbitration clause, any dispute between the parties arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the Courts at Jaipur only.

## **24. AMENDMENT TO CONTRACT**

The contract shall not be deemed or understood to have been amended unless amended by a document signed by an authorised representative of each of the parties to the Contract.

## **25. STATUTORY COMPLIANCE**

31.1 The Service Provider shall be responsible for running the canteen as per the rules applicable and ensure the compliance of the provisions of Employees' Provident Fund Act, 1952 and ESI Act, 1948 and rules framed thereunder and other relevant statutes including Municipal Rules and Regulations relating to the canteen in force from time to time, during the subsistence of the Contract. The Service Provider shall obtain necessary licenses/permissions to run the canteen from the concerned authorities.

In the event the ICAI is called upon to make any payment to meet any statutory obligation concerning the contract works, such amount shall be recovered from the Service Provider and without prejudice to any other mode of recovery, the ICAI may deduct the same from any amount payable to the bidder by the ICAI under any contract and by invocation of Bank Guarantee/forfeiture of security deposit. The bidder shall submit written confirmation together with evidence to the ICAI at periodical intervals to the effects that all statutory obligations have been duly complied with and the liabilities having arisen thereunder have been duly discharged as required.

31.2 The Service Provider shall employ his own canteen staff, provide them clean uniform at his own cost and shall be responsible for timely payment of their wages/ salary directly in their bank accounts. Payment to canteen staff employed by Service Provider must be released by 10<sup>th</sup> of every month directly in their bank accounts.

31.3 The Service Provider will also be responsible to deduct and pay EPF/ESI as per rules and also extend medical facilities etc. as per statutory rules in force from time to time. ICAI shall not be responsible in any manner.

## **26. Penalty**

The Service Provider are expected to have capability to deliver efficient and effective catering services to the ICAI. The Successful Service Provider shall perform the catering services and carry out its obligations with all due diligence and shall always use the material of high standard and adhere to quality in preparation of the meals and shall also observe the timings as mentioned in this document. The Service Provider shall be liable to the ICAI for any direct loss or damage accrued or likely to accrue due to deficiency in services by it or its employees/ agents or improper discharge of contractual obligations or deviant conduct by it or its employees/ agents.



If it has been found that the Successful Service Provider was negligent while rendering the catering services or it has been found that the Successful Service Provider had colluded with any other party causing loss (pecuniary or otherwise) to the Institute, or it has been found that the Successful Service Provider has used the materials of inferior quality, the Institute, besides fixing responsibility of the Service Provider, may impose penalty @ 10% of total contract value and may also blacklist such Bidder's name. The Institute also reserves its right to initiate and prosecute such other proceedings as it may deem justified against the Service Provider.

## **27. NO LIABILITY**

That in any event, the ICAI shall owe no responsibility or liability of any kind arising out of or incidental to the performance of duties by the employees of Service Provider or otherwise, at the office of ICAI or outside the said office, including any liability due to any accident or injury or death caused to or suffered by any employee of Service Provider or any other health or medical liability or compensation all of which shall be the sole responsibility of Service Provider.

In case of any loss that might be caused to ICAI due to any lapse on the part of Service Provider or its employees discharging assigned duties and responsibilities, the same shall be borne by Service Provider and in this connection, the ICAI shall have the right to deduct appropriate amount from the bills or performance security or any amount due and payable by ICAI to the Service Provider to make good such loss to ICAI. In case of frequent lapses on the part of Service Provider or the employees deployed by Service Provider, the ICAI shall be within its right to terminate the Contract forthwith without assigning any reason whatsoever, forfeit the Performance Security of such Service Provider and/ or take such other action, as it may deem fit.

## **28. TAXES AND DUTIES**

The Service Provider shall fully familiarize themselves about the applicable taxes such as GST, Income Tax, duties, fees, levies etc on amount payable by ICAI under the contract. The Service Provider shall pay such tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.

## **29. REPRESENTATION/ GRIEVANCES**

The Service Provider shall comply with all representations, grievances of its employees deployed by it for execution of herein mentioned contract work. The Service Provider shall be solely responsible for all the claims of its employees and shall ensure that its employees do not make any claims whatsoever against ICAI. ICAI shall have no liability in this regard.

## **30. SEVERABILITY**



If any provision of this Tender Document or ensuing Agreement is found not to be tenable in law, the same shall be deemed to be severable or invalid, and if any term, condition, phrase or portion of this Tender Document/ ensuing Agreement shall be determined to be unlawful or otherwise unenforceable, the reminder of this Tender/ ensuing Agreement shall remain in full force and effect, so long as the clause severed does not affect the intent of the parties. If a court should find that any provision of this Tender/ ensuing Agreement to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

### **31. WAIVER**

Any term or condition of this tender/ ensuing agreement may be waived at any time by the party that is entitled to the benefit thereof. Such waiver must be in writing and must be executed by an authorized officer of such party. The waiver by either Party of performance of any term or condition or breach of any provision on one occasion shall not be taken or held to be a waiver thereof on any subsequent occasion or as nullifying the effectiveness of such provision. However, any delay or failure on the part of ICAI in exercising its rights under the ensuing Agreement shall not be considered as a waiver of such right, remedy or provision available under the same.

### **32. FALL BACK ARRANGEMENTS**

In case of breach of terms of the tender/ contract committed by the Service Provider, the ICAI may terminate the contract by giving 30 days' notice and may inter alia further award contract to any other Service Provider at the risk and cost of the defaulting Service Provider. In such case, any higher price to be paid by ICAI to the newly appointed Service Provider shall be recoverable from the defaulting Service Provider by invoking the Bank Guarantee.

### **33. NOTICES**

All notices and other communications required or permitted to be given under this Contract shall be in writing and shall be delivered or sent by personal delivery, electronic mail, facsimile transmission or registered or certified mail (return receipt requested) postage prepaid to the relevant Party addressed as herein below or as may from time to time be notified in writing by such Party to the other no less than 15 days' in advance. The notices and communications sent in such manner shall, unless the contrary is proven, be deemed to have been duly received on the date of personal delivery, two business days following delivery upon confirmation of transmission by the sender's facsimile machine or electronic mail device or ten business days following mailing by registered or certified mail (return receipt requested postage prepaid)



For ICAI:

For Catering Agency:

### **34. OTHER SPECIFIC CONDITIONS**

1. The Service Provider shall procure and use all fresh and of standard / good quality raw material, eatables, edible oils etc. necessary for running the canteen at his own costs. The quality of food shall be maintained in consultation with the management of ICAI and the decision of the management of ICAI in respect of quantity and quality of food shall be final.
2. The Service Provider will be required to strictly observe timing of the office and also rules framed by ICAI as amended/ provided from time to time.
3. The Service Provider shall provide the canteen/ catering services normally on all seven days a week and will also provide the said services on holidays or late hours in the office, if required.
4. The Service Provider should be available to serve catering services as and when call made by the Centre of Excellence, since the probability of the programme are not in regular nature. On an average 100 days shall be the working days for the purpose of canteen services.
5. The Service Provider shall ensure the availability of catering services for 15 people minimum for any programme.
6. The Service Provider should provide an automated billing service with facility of the swipe cards as well as cash payments.
7. Headgear and gloves (at caterer's own cost) to be always worn by all cooks and servers while preparing and serving food.
8. Mandatory to wash hands with soap after use of the rest rooms & before cooking of food.
9. Ensure no re-use of oil used once for deep-frying. Used oil shall be disposed-off appropriately, immediately after the usage. Storage of used oil will be viewed seriously, and serious penalty as decided by the ICAI shall be imposed.
10. Ensure no re-use of leftover foods from the previous day. Left-over food should be disposed-off appropriately, within one hour from the completion of the relevant service hours.
11. Items such as sandwiches, burgers, French fry which can be consumed outside the cafeteria premises shall be served in appropriate and convenient packing.
12. Ensure all employees are free of any contagious diseases or ailments.
13. Ensure all employees are well mannered and display courteous behaviour.
14. Ensure pest control administration periodically (rats/ mice/ flying insects. Crawling insects), but not with aerosol based anti-pest sprays that could get in the food.
15. Ensure doors to the canteen are self-closing to prevent entry of flies.
16. Operation of canteen is subject to regular (every week) inspections by the management team appointed by ICAI to ensure all points are adhered to. Further periodic checking/





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- performance audit by a professional catering monitoring agency (engaged by ICAI) shall also be carried out to evaluate the performance of the caterer on international standards of hygiene, cleanliness and health.
17. Any violation to the terms and conditions of the contract shall attract penalty on the Service Provider which shall be decided by the ICAI and the same shall be binding and acceptable on/to the Service Provider.
  18. The Service Provider shall also undertake and ensure that all the raw material including milk etc. is available during the course of the working hours of the Centre of Excellence and he shall also arrange to supply the food items, tea, coffee, lunch, dinner etc. even beyond the working hours and/ or on holidays, if required by the management at the same rate.
  19. The Service Provider or his manager who should be qualified and professionally experienced must be always available in the canteen to attend the complaint, if any.
  20. The oil/ ghee and other ingredients to be used shall be from amongst the brands as suggested by the ICAI. If no suggestions are made, it should have FPO/ AGMARK marking and shall be open to inspection of the authorized representative of ICAI.
  21. The Service Provider will be responsible for maintaining cleanliness inside and around the canteen.
  22. The Service Provider shall provide a portable weighing machine in order to check the weight of item supplied, as per approved rate/ weight list.
  23. All Books of accounts, registers and any other documents used in connection with running of the canteen shall be maintained by Service Provider at his own cost and the same shall be produced for inspection either on demand by the MCI/ESIC/ Provident Fund Authorities / Municipal Authorities or any other official Agency/ officer authorized by the Competent Authority in this connection.
  24. The Service Provider will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.
  25. The Service Provider should verify the character antecedents of all the persons employed, through local police and shall submit a certificate to this effect
  26. Due to any unforeseen reason, if the canteen is closed for some times, it shall be the responsibility of the Service Provider to provide food to the delegates, employees and students on the same cost as has been agreed in the tender terms
- CHAPTER - V**

### **BID EVALUATION PROCESS**

#### **Evaluation Process**

Response to this Tender would be evaluated in two phases. Initially technical bids will be opened and evaluated. Those bidders who satisfy the technical requirements of the work, as per the requirements/specifications and the terms and conditions of this Tender, shall be short-listed. Financial bids shall be opened only for the short-listed bidders who have qualified in the technical bid.

#### **Technical Evaluation**

The bids will be technically evaluated on various components. Each response to the Tender from each bidder will be judged as per the score/ merit. As part of the Technical Bid Evaluation,



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bidders may be required to demonstrate to the ICAI, their works of similar nature, which forms part of the knowledge base of the bidder for the work and also exhibits bidder's domain expertise.

Evaluation of Technical proposal including presentation would be on the following technical parameters carrying total 100 marks and each technical parameter has been assigned maximum score as given in the table below:

(a)	Financial strength	Maximum 25 marks
(b)	Experience in similar nature of work during last 5 years	Maximum 20 marks
(c)	Agency must have executed or have a running single work order/contract of value more than Rs 10 Lakhs, in the last three financial years	Maximum 30 marks
(d)	The bidder has minimum strength of 10 Catering personnel	Maximum 10 marks
(e)	Performance of works – quality	Maximum 15 marks
	<b>Total</b>	<b>100 marks</b>

To be eligible for short listing, the Bidder must secure at least 50% (Fifty) percent marks in each of the respective Technical parameters (for Serial Number (a) to (e) and **60% (Sixty percent) marks in aggregate.**

- Evaluation of Technical proposal would be on the following technical parameters carrying total 100 marks and each technical parameter has been assigned maximum score as given in the table below:

**Criteria**

**Bidder must carefully choose the manner in which it desires to submit the list of works**

	Technical Parameters	Max score								
	<p>Average Annual Turnover of the Bidder during the last Three (3) financial years (FY 2022-23, 2023-24 and 2024-25)</p> <table><tr><td>INR 50 Lakhs and above:</td><td>(25 marks)</td></tr><tr><td>INR 40 Lakhs and above but less than 50 Lakhs:</td><td>(20 marks)</td></tr><tr><td>INR 30 Lakhs and above but less than 40 Lakhs</td><td>(15 marks)</td></tr><tr><td>INR 20 Lakhs and above but less than 30 Lakhs:</td><td>(10 marks)</td></tr></table>	INR 50 Lakhs and above:	(25 marks)	INR 40 Lakhs and above but less than 50 Lakhs:	(20 marks)	INR 30 Lakhs and above but less than 40 Lakhs	(15 marks)	INR 20 Lakhs and above but less than 30 Lakhs:	(10 marks)	25
INR 50 Lakhs and above:	(25 marks)									
INR 40 Lakhs and above but less than 50 Lakhs:	(20 marks)									
INR 30 Lakhs and above but less than 40 Lakhs	(15 marks)									
INR 20 Lakhs and above but less than 30 Lakhs:	(10 marks)									
	<p>The Bidder shall have minimum 5 years' experience in same nature of work for reputed organisations/Institutions.</p> <table><tr><td>20 years and above</td><td>(20 marks)</td></tr><tr><td>15 years and above but less than 20 years</td><td>(15 marks)</td></tr></table>	20 years and above	(20 marks)	15 years and above but less than 20 years	(15 marks)	20				
20 years and above	(20 marks)									
15 years and above but less than 20 years	(15 marks)									





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	5 years and above but less than 15 years	(10marks)	
	Bidders who have satisfactorily executed or have a running single work order/contract of value more than Rs 25 Lakhs	(30 marks)	30
	Bidders who have satisfactorily executed or have a running single work order/contract of value more than Rs 20 Lakhs	(20 Marks)	
	Bidders who have satisfactorily executed / have a running single work order/contract of value more than Rs 10 Lakhs	(15 Marks)	
	The bidders having minimum strength of 30 Catering personnel on its rolls.	(10 marks)	10
	The bidders having minimum strength of 20 Catering personnel on its rolls.	(08 marks)	
	The bidder having minimum strength of 10 Catering personnel on its rolls.	(5 marks)	
	Bidder shall have to submit the Performance Report from their existing clients and/ or from their pervious clients: (Quality Remark)		15
	Very Good/ Excellent	(15 marks)	
	Good	(12marks)	
	Satisfactory	(10 marks)	
	<b>Total</b>		<b>100</b>

**Note:**

- Evaluation of Professional Strength and Experience of work shall be done on the basis of list of projects submitted by the bidder.
- Please provide sufficient information and valid proof for each parameter/factor assigned for calculating the marks in the evaluation criteria. If sufficient information and valid proof is not available about some parameter/factor during evaluation, Zero (0) marks shall be assigned to that parameter/factor.
- Information as sought is to be given by individual applicant separately.
- Wherever sought, "experience" as on date of issue of tender shall be considered for all purposes unless stated otherwise in the particular evaluation criteria.



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To be eligible for short listing, the Bidder must secure at least 60% (Sixty percent) marks in aggregate. ICAI team can do physical inspection of each bidder's Site to verify the facts and details submitted by the bidder in technical bid and the same may become part of the technical evaluation criteria.

In case the bidder failed to secure minimum 50% marks in any of the above-mentioned criteria, their bid is liable to be technically disqualified.

**ICAI, at its sole discretion, shall have the right to interpret various aspects of the evaluation criterion as it deems fit. The decision of the ICAI on such interpretation and awards of marks shall be final and binding on all bidders. No reasons whatsoever shall be furnished regarding award of marks.**

### **Financial Evaluation**

The Financial Bids shall be opened of only those Bidders who are found to be Technically Eligible. The Financial bids of the short-listed bidders will be evaluated on the basis of the rates quoted in the Bid. Accordingly, L1 will be decided based on lowest rates quoted by the bidder.



**ANNEXURE 'A'**

**Technical Bid Document**

Name of Bidder \_\_\_\_\_

Address with telephone/fax Nos.

(A) Head office \_\_\_\_\_

(B) Branch Office \_\_\_\_\_

Telegraphic Address/E-Mail Address \_\_\_\_\_

S.No.	Particulars	Attached supporting documentary evidence.	
		YES	No
1.	Required Tender Fee (In the form of Demand Draft) Rs. ....../- + GST (Non refundable)		
2.	Required Earnest Money Deposit (EMD) (In the form of Demand Draft) for Rs. 50,000/-		
3.	Copy of Bidder's Registration a. In case of Firm – Copy of Firm Registration Certificate & Partnership Deed  b. In case of Company - copies of relevant documents like Memorandum & Articles of Association and Incorporation Certificate, Bye laws, etc.  c. If Proprietary concern - Relevant documentary Proof		
4.	Have your concern changed its name at any time? If so, when and the reasons thereof.		



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5.	Date of commencement of Business		
6.	Copy of the PAN No of the firm		
7.	Copy of GST Registration		
8.	Copy of Tin No. of the Firm		
9.	No. of Catering personnel at its roll		
10	Name & Address of tenderer's bank and his current Account No		
11.	Name and Address of the Contract persons to whom all references shall be made by the ICAI		
12.	Signature of the Bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document		
13.	A bona fide caterer having at least 5years of experience in running hotels, hostel mess/guest house/ canteen or any Govt. Organization/ autonomous bodies supported by the following documents:-		
	a. Shop and Establishment certificate showing the date of initial registration		
	b. Income Tax/ Service Tax Assessment order establishing five-years existence of the firm/company/concern		
	C. Any other documentary evidence issued by the Central Govt./ State Govt.		
14.	Evidence of minimum infrastructure like LPG/ Cylinders Stove, kitchen equipment, utensils, manpower etc		
15.	Copies of Annual Accounts, namely Trading Accounts, Profit and Loss Account and the Balance Sheet for the last three years duly authenticated by Chartered Accountant		



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16.	ITR for the last 3 years i.e 2022-2023, 2023-2024 & 2024-2025		
17.	Supporting document showing Annual Turnover for the last 3 years i.e. 2022-2023, 2023-2024 & 2024-2025		
18.	The bidder should submit copy of financial statement of last three years.		
19.	Valid food safety & standard authority of India (FSSAI) license / Food License issue of Rajasthan Govt./ Central Govt.		
20.	Copy of PF Registration, if applicable		
21.	Copy of ESI Registration, if applicable		
22.	Labour License		
23.	Tender Acceptance Letter as per Annexure – 'B'		
24.	Bank's Solvency Certificate of Rs. _____/- on the financial soundness of the firm.		
25.	Valid registration for outdoor catering issued by Central Excise Office or any State Office authorized for the purpose.		

24. Details of organizations where Catering Services are being provided to Govt./ Public Sector Undertaking/ Educational Institutions/ Public Limited co., for last five years in the format given hereunder :

Name of Organization	Total No. of Persons to whom catering services provided	Annual Billing	Period of Contract	Manpower/ Infrastructure deployed	Contact Person at such orgn with Tel. No. and his designation



**ANNEXURE 'B'**

**DECLARATION LETTER FROM THE SERVICE PROVIDER**

Reference No.....

Date.....

From:

.....  
.....  
.....  
.....

**SUB : Tender for providing Catering Services at ICAI Centre of Excellence, at  
Village Chosla, Tehsil Chaksu, Jaipur**

Dear Sir,

Having examined the captioned Tender Documents consisting of Invitation to Tenderer(s), Instructions to Tenderer(s), General Conditions, Scope of Work etc, (hereinafter called the Tender Documents) and having understood the provisions of the said tender documents, having thoroughly studied the requirements mentioned in the Tender documents, I/We hereby submit my/our offer to you in accordance with the terms and conditions and within the time mentioned in the Tender Documents at the price quoted by me/us in the Financial Bid Form along with Technical Bid being submitted separately duly signed in a sealed cover as required. I/We have enclosed herewith duly signed the following documents namely:

1. Instructions to Tenderer(s)
2. Scope of Work
3. General Conditions
4. Technical Bid
5. Declaration letter from the bidder Price offered Part i.e. Financial Bid
6. Other documents as required

I/We hereby undertake that the statements made herein and the information given by us are true in all respect and that in the event of any such statement or information being found to be incorrect in respect of any of particulars, the same may be construed to be a misrepresentation entitling the ICAI to avoid any resultant contract/to terminate the contract and I/we will compensate the ICAI for any loss/damage caused due to such misrepresentation and the ICAI may also, at its discretion, may blacklist me/us (the Bidder).

I/We confirm having enclosed two demand drafts : -

- (i) Earnest Money (Refundable) of Rs. 50,000/- (Rupees Fifty Thousand Only) by Demand Draft no.....dated.....drawn on..... Bank.....Branch.
- (ii) Cost of Tender Form (Non-Refundable) i.e. Rs. 1,180 /- plus GST (Rupees Two Thousand Three Hundred and Sixty Only) by Demand Draft no ..... dated ..... drawn on ..... Bank .....Branch.



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We further note that ICAI can amend/alter/ modify the conditions in its discretion.

- (iii) We also agree that the ICAI reserves the right to cancel the entire process of tender without assigning any reason.

Yours faithfully,

Signature(s) of the Tenderer(s)

Name and Designation of authorized Person  
signing the Tender on behalf of the Tenderer(s)

Full Name and Address of the Tenderer(s)



**ANNEXURE – C**

**Declaration of Integrity and No Conflict of Interest**

I/ We hereby declare that I/ We shall –

- a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process
- b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation
- c) Not indulge in any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process.
- d) Not misuse any information shared between the Procuring Entity i.e. ICAI and the Bidders with an intent to gain unfair advantage in the procurement process.
- e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly, or indirectly, to any party or to its property to influence the procurement process.
- f) Not obstruct any investigation or audit of a procurement process
- g) Disclose conflict of interest, if any, and
- h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

**Conflict of Interest:-**

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to,

- a) Have controlling partners/shareholders in common; or
- b) Receive or have received any direct or indirect subsidy from any of them; or
- c) Have the same legal representatives for purposes of the Bid; or
- d) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder or influence the decisions of the Procuring Entity regarding the bidding process or
- e) The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or





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- f) The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works of Services that are the subject of the Bid; or
- g) Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity i.e. ICAI as engineer-in-Charge/Consultant for the contract.

For an on behalf of

Signature (with seal)

(Authorized  
Representative/Signatory)

Name of the Person

Designation

**Date:**

**Place:**



**ANNEXURE D**

**Declaration by the Bidder regarding Qualifications**

In relation to my/our Bid submitted to ..... for procurement of  
..... in response to their Notice inviting Bids No.  
..... Dated ..... I/We hereby declare that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity.
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and State Government or any local authority as specified in the Bidding Document.
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not having my/our affairs administered by a Court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons.
4. I/we do not have, and our directors and officers not have been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.
5. I/we do not have a conflict of interest that materially affects fair competition.

Date:

(Signature of bidder)

Place:

Name

Designation

Address



**ANNEXURE E**

**DECLARATION**  
**(On Original Letter Head of the Bidder)**

The Secretary,  
The Institute of Chartered Accountants of India (ICAI)  
ICAI Bhawan, Indraprastha Marg, New Delhi – 110 002

Dear Sir,

**Sub: Tender for .....**

1. We are not involved in any major litigation that may have an impact on compromising the delivery of services or affect in providing the services as required under this tender.
2. We have not been black-listed by any Central/ State Government/ Public Sector Undertakings/ Autonomous Bodies under Central/ State Government/ Multinational Companies/ Reputed Hotels/ Universities/ Any Other Organization during last ..... years.
3. That we are registered with the appropriate Government under The Contract Labour (Regulation and Abolition) Act, 1970 and hold a valid license under the said Act.

(Signature of Authorized Person)

Place:

Name:

Date:

Designation:

Office Seal: Business Address:



**Annexure-F**

**Basic Item categories to be served at ICAI Bhawan**

**MENU OF THE DAY**

<b>A.</b>	Morning Tea with biscuits / Lemon water
<b>B.</b>	<b><u>Breakfast: Minimum one each from the following:</u></b>
1	Idli Sambhar/ Sambhar Bada / Dosa / Upma / Utpam
2	Bread Toast with jam & Butter / Veg-Sandwich / Cutlet / Poha etc.
3	Samosa / Pakora / Kachori / Kofta etc. with both Chutani sweet & sour
4	Seasonal Fruits (Banana / Papaya / watermelon / musk melon etc.)
5	Milk with corn flakes / Tea / Coffee / Chach
6	Pudi-sabji / Veg. paratha (Aloo/Gobhi/Muli/Paneer etc.) with curd and vegetable / Chhole-Bhature etc.
7	Sprouts (Chana / Mung / Month etc.)
8	Sweet (Jalebi / Imarati (Kangan) / Gulab Jamun / Angoori Petha etc.)
<b>C.</b>	<b><u>Lunch</u></b>
1	Salad - Onion Kachha, Cucumber, Tamato, Green Chilly, lemon
2	Achar
3	Chapati & Missi / Roti / Assorted Bread/Tandoori Roti/Naan/Lachchha Paratha
4	Dal Yellow / Mix Dal/Dal Makhani/Dal Tadka
5	Rajma / Curi/Chhole
6	Green Vegetable - Mix Veg./Palak / Locky / Bean / Bhindi etc.
7	Paneer Preparation any as per choice of administration
8	Rice
9	Raita - Bundi / Mix- Vegetable/Fruit
10	Sweet: Makhan Bara / Rajbhog / Rasgulla / Any sweet as per choice of administration
11	Papad
<b>D.</b>	<b><u>Evening Tea:</u></b>
1	Tea / Coffee with biscuits
2	Paneer pakora / Mix pakora / Veg. Kofta / Maggi / Pasta
<b>E.</b>	<b><u>Dinner</u></b>
1	Salad - Onion Kachha, Cucumber, Tomato, Green Chilly, lemon



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2	Achar
3	Chapati & Missi / Roti / Assorted Bread
4	Dal Yellow / Mix Dal / Dal Tadka
5	Seasonable Veg. / Mix Veg.
6	Paneer Preparation any as per choice of administration
7	Rice
8	Kheer / Sinwai / Mung Dal Halwa / Gajar Ka halwa or any other sweet as per choice of admin
9	Papad

Note:	<ul style="list-style-type: none"><li>• Any vegetable / curi / Dal of Lunch will not be repeated in dinner.</li><li>• Any item should not repeat next day.</li><li>• Items should be rotated on daily basis as per instruction of administrator.</li></ul>
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**Annexure-G**

**Check List for the Tender**

**(These are the mandatory documents which needs to be uploaded with Technical Bid)**

1. EMD & Tender Fees
2. Bidder's last 3 Financial Years (2024-2025, 2023-2024 & 2022-2023) Audited Statement of Accounts.
3. Certificate of Registration in case of company / partnership deed in case of partnership firm/ Valid TradeLicense/Food License (issued by FSSAI).
4. Self-attested copies of PAN card, GST Registration Certificate, Professional Tax Registration Certificate
5. Income Tax returns for the Assessment Years 2024-2025, 2023-2024 & 2022-2023.
6. Technical Setup details in Jaipur & India
7. Duly signed under Rubber Stamp Tender Documents.
8. Duly filled up & signed Application and Declarations.
9. At least two (2) no's Work orders/Agreement/Performance Certificate for similar service

**All Bidders' are requested to follow the above Check List while quoting.**



Centre of Excellence-Jaipur  
The Institute of Chartered Accountants of India



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA  
(ICAI)**

**TENDER FOR PROVIDING  
CATERING SERVICES  
AT**

**ICAI  
CENTRE OF EXCELLENCE (COE) AT VILLAGE CHOSLA, TEHSIL  
CHAKSU, DISTT. JAIPUR**

**FINANCIAL BID  
(Part-II)**

**Particulars of Bidder :-**

**M/s.**

**Address**

---

---

---

---

**Tel. No.**

---

**Name of the Person**

---

**Signing the tender**

**Mobile No.**

---

**E-mail ID**

---

**LAST DATE FOR SUBMISSION  
OF SEALED TENDERS**

**: 29.10.2025 upto 2:00pm**



**FINANCIAL BID**

Rates for Cafeteria (Breakfast, Lunch & Dinner) – as per Scope of Work in tender document

Sl No.	Items	Rate excluding GST
1	Breakfast	
2	Lunch	
3	Evening-tea	
4	Dinner	
5	Total per day	

GST extra as applicable.

Note:

1. Taxes must be quoted separately or else it would be deemed to be included in the unit rates. The bidders shall quote the rates in Indian Rupees.
2. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the rates tendered by him/them in figures as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.
3. The contract is for one year (01). If the services are found satisfactory, the ICAI reserves the right to extend the contract for further two (02) years on the same terms and conditions or the terms as may be mutually agreed.

The Financial Bid form should be on the letter head of agency / company/firm and be submitted in a separate sealed envelope.

Signature of the Bidder

Name and Designation of authorized Person.  
signing the Tender on behalf of the Bidder