

**STATE COUNCIL OF EDUCATIONAL AND RESEARCH TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI - 110024**

E-Tender Notice(NIT)

Online tenders (e-tenders) through e-procurement platform of Govt. of NCT of Delhi (<https://govtprocurement.delhi.gov.in>) are invited for **empanelment of Delhi based reputed firms** on **rate contract** basis for providing Food, Refreshment and Lunch to the participant of workshops/INSET Programme /Meetings/Seminar etc. under two-bid system The bidder must be registered with GST, either by themselves or as a joint venture/partnership having capacity to supply the material. The **period of contract shall be one year initially**. Further extension of one year will be on mutual consent basis and approval of Competent Authority. The prospective bidders must meet the catering services qualifying criteria mentioned in the technical qualification of the tender and presentation.

Schedule of tenders:

Date and time of release of tender through e-procurement solution	: 02/05/2025(Friday), at 03.00PM.
Last date for submission of e-bid through e-procurement (online)	: 23/05/2025(Friday), 04.00 PM.
Last date of submission of EMD in physical form at SCERT	: 26/05/2025(Monday), upto 11:00 AM
Online Opening of Technical Bid (tentative)	: 26/05/2025(Monday), upto 12:00 NOON.
Online Opening of Financial Bid (tentative)	: 30/05/2025 (Friday) at 03:00 PM.

The bidder shall deposit EMD for an amount of Rs. **4,50,000/-** physically in sealed cover upto **11:00 AM on 26/05/2025** in drop box at the R & I Branch, Office of Director, SCERT, Varun Marg, Defence Colony, New Delhi-110024 in the form of a Demand Draft/Fixed Deposit Receipt (FDR)/Bank Guarantee from a Nationalized/Scheduled Bank of RBI in favour of "Director, State Council of Educational Research and Training, Delhi" payable at Delhi.

Date/Time of opening of Technical bids : 26/05/2025(Monday), upto 12:00 Noon. : Technical bids will be opened by the Tenders Committee in the presence of bidders or their authorized representatives who may wish to be present on the day of opening of tenders in the Office of Joint Director, SCERT, Varun Marg Defence Colony, New Delhi-110024.

Date/Time of opening of Financial bids (Tentative) : (After technical evaluation suitable date will be fixed and it will be communicated through email to the technically qualified firms): Financial bids of the successful bidders i.e those firms/agencies qualify in the technical bids, will be opened by the Tenders Committee in the presence of the bidders or their authorized representatives who may wish to be present on the day of opening of financial bid in the Office of Joint Director, SCERT, Varun Marg Defence Colony, New Delhi-24.

Note: In case of holiday, the tenders will be opened on the next working day at the same time.

Detailed NIT alongwith terms & conditions may be seen/downloaded at/from the website <https://govtprocurement.delhi.gov.in>. Prospective bidders may also visit website of SCERT i.e <https://scert.delhi.gov.in>(for viewing only). For Participation in these tender through e-procurement solution, all perspective bidders/tenderers are required to have digital certificate (class II b) and get registered with the NIC. For any assistance/ clarifications, please contact – NIC Help Desk, 6th Floor, C-wing, Vikas Bhawan-II, Near Mecalfe House, Bela Road, Delhi & Contact Telephone number 18002337313/011-23813523.

In case of any clarification regarding tender document, may contact Head of Office (HOO), SCERT at Contact No. 9911108847 between 11:00am to 4:00pm on any working day (Monday to Friday).

**DIRECTOR
SCERT**

Countersigned by Bidder with Stamp



STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
(An Autonomous Organization of Education Department, Govt. of NCT of Delhi)
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024

Tender Document

For

Empanelment of Catering Service Companies

STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024

Preamble

State Council of Educational Research & Training (SCERT), Delhi is an autonomous organization of Education Department, Govt. of NCT of Delhi and is providing academic resource support to the Directorate of Education and the Education Departments of MCD, NDMC and Cantonment Board so as to achieve overall improvement in the quality of school education in Delhi. SCERT has been organizing In-service teacher training, workshops, seminars, conferences and various functions at Chhatarsaal Stadium, Thyagraj Sports Complex and other venues scattered across Delhi. Some of the major events being organized regularly by SCERT.

SCERT is interested for preparing a panel of reputed Catering Service Companies for its various events/ programmes /workshops etc.

The panel will remain valid for a period of One (01) year extendable to one more year subject to mutual consent of both the parties. For events, to be conducted during contract tenure, SCERT would award amongst the Catering Service Companies on the panel of SCERT.

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
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Disclaimer

1. The present tender is being invited through e-procurement platform of Govt. of NCT of Delhi, for the **RATE CONTRACT** and **EMPANELMENT OF FIRMS** for Food & Catering Services firms for arrangement of lunch, refreshment and High Tea for workshops/ INSET Training programmes /Meeting /Seminars etc. at SCERT/DIETs and different venues, for 1 years initially and extendable by 1 more year subject to satisfactory performance by the Director, State Council of Educational Research & Training, Varun Marg, Defence Colony, New Delhi-110024.
2. The amount of **estimated value of works in one year** for above said jobs, involved in the tender is Rs.1,50,00,000/- (Rupees One crore and fifty lacs only).
3. “State Council of Educational Research and Training, Delhi” at the office of SCERT BHAWAN, Varun Marg, Defence Colony, New Delhi – 110024 Hereinafter will be called as “SCERT, Delhi” or “The Department”.
4. **Rate** means item wise lowest rate quoted by the bidder in the financial bid.
5. **Rate Contract** means item wise rate list compiled and prepared by SCERT on the basis of item wise lowest rate quoted by the empanelled firms in financial bid.
6. **Empanelment or Empanelled Firm** means the firm that qualifies technical bid, Presentation and Financial Bid and accepts Terms & Conditions and Rate Contract offered by SCERT, Delhi.
7. The bidder has to quote rates for each item mentioned in the financial bid. Partial/incomplete/false quotation and information will lead to disqualification and rejection of bid summarily. In case, rate of any item is left blank it will be considered “Not Quoted” (NQ) but next lowest rate of same item by other bidder will be considered for rate contract offer.
8. The information contained in the Tender Document subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of State Council of Educational Research & Training, Delhi (SCERT Delhi) or any of their employees, is provided to Bidders on the terms and conditions set out in this Tender Document and such other terms and conditions subject to which such information is provided.
9. Though adequate care has been taken in the preparation of this Tender Document, the Bidder should satisfy himself that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the Director, State Council of Educational Research & Training, Delhi immediately before the proposed due date. If no intimation is received by the State Council of Educational Research & Training, Delhi within the date, it shall be deemed that the party is satisfied with the Tender Document and the document is complete in all respects.

10. The Tender Document is not an agreement and is neither an offer nor invitation by the State Council of Educational Research & Training, Delhi to the prospective Bidders or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this Tender. The Tender Document may include statements, which reflect various assumptions and assessments arrived at by the State Council of Educational Research & Training, Delhi in relation to the requirement. Such assumptions, assessments and statement do not purpose to contain all the information that each Bidder may require. The Tender document may not be appropriate for all persons, and it is not possible for State Council of Educational Research & Training Delhi, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or use the Tender Document. The assumptions, assessments, statement and information contained in the Tender Document, may not be complete, accurate, adequate or correct, each Bidder should, therefore, conduct its own investigations and assumptions, assessments and information contained in the Tender Document and Obtain independent advice from appropriate sources.
11. Information provided in the Tender Document to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. State Council of Educational Research & Training, Delhi accepts no responsibility for accuracy or otherwise for any interpretation or opinion on the law expressed herein.
12. State Council of Educational Research & Training Delhi, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the Tender Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender Document and any assessment, assumption, statement or information contained therein or deemed to form part of the Tender Document or arising in any way in this Selection Process.
13. State Council of Educational Research & Training, Delhi also accepts no liability of any nature whether resulting from negligence or otherwise arising from reliance of any Bidder upon the statements contained in the Tender Document.
14. State Council of Educational Research & Training, Delhi may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the Tender Document which will be posted on e procurement portal It will be the responsibility of the interested bidders to keep themselves informed about the same.

15. The issue of this Tender Document does not imply that State Council of Educational Research & Training, Delhi is bound to select a Successful Bidder for the project and State Council of Educational Research & Training, Delhi reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.
16. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by State Council of Educational Research & Training, Delhi or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the Bidder and State Council of Educational Research & Training, Delhi, shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the proposal, regardless of the conduct or outcome of the Selection Process.

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024**

Bidding Schedule

S.No	Activity	Date & Time
1.	Date of Commencement of Bidding.	02/05/2025 (Friday) TIME: 03:00PM
2.	Pre-bid Meeting at SCERT H.Q. Address: SCERT Bhawan, Varun Marg, Defence Colony, New Delhi-24	07/05/2025 (Wednesday) TIME : 03.00PM
3.	Last Date of Receiving Pre-Bid Queries	09/05/2025 (Friday) TIME : 03.00PM
4.	SCERT response to queries latest by	14/05/2025 (Wednesday) TIME 03.00PM
5.	Last Date of submission of Bid (online)	23/05/2025 (Friday) 04.00PM
6.	Submission of EMD/MSME Certificate in Physical form in SCERT R & I Branch	26/05/2025 (Monday) 11.00 AM
7.	Opening of Technical Bid (tentative)	26/05/2025 (Monday) TIME : 12.00Noon
8.	Date of Presentation (tentative) To be intimated	28/05/2025(Wednesday) TIME : 11.00AM
9.	Opening of Financial Bid (tentative)	30/05/2025 (Friday) TIME : 03.00PM

Contact Details: Dr. Mukesh Yadav, Secretary/HOO, SCERT,
Address:- SCERT Bhawan, Defence Colony New Delhi

Mobile: 9911108847

Scope of Work

The brief scope of work is as follows:

1. Providing catering services in Teacher training programs, workshops, seminars, conferences and various functions of SCERT/DIETs, GNCTD and to provide other related ancillary services in these events /festivals.
2. To create ambiance in the various events organized by SCERT.
3. To set up pavilions/ stall counters for catering services for various State/National / International events.
4. Designing of the entire catering services at venue on the basis of short listed material.
5. Overall Management of the entire catering services, and all the included activities.
6. The work might entail setting up of a kitchen at the site, which will require deployment of staff in advance as well as during the event. Any such request for such arrangement from the firm should be received in writing.
7. The Catering Services Company will supply, control and manage the manpower including temporary manpower required to discharge various works related to catering services.
8. The transportation, installation & dismantling of materials related to catering services would be done by the catering Services Companies.
9. Cleaning and removal of garbage after rendering catering services.
10. Adequate manpower for all the areas as advised by the Authority to be deployed and kept as back up. All bidders are required to provide a detailed list of manpower that will be deployed for the complete event.
11. Manpower Deployment Plan including Maintenance Team, Project Team Including supply, control and management of the temporary manpower required to discharge various project/catering services related works.
12. Environment Compliance Plan.
13. Assessment of requirement of various logistics and arranging the same.
14. Hiring and arranging required equipment.
15. The above scope of work will vary and depend on the requirement of the venue of training/workshop/seminar etc.. The detailed scope of work will be indicated in the open Tender to be floated for seeking proposals from Catering Service Companies to be empanelled by SCERT by following the current process.
16. The quality of the services is extremely critical and as part of their proposal the bidder/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

Submission of documents

1. The tender is invited in two bid system consisting of technical bid and financial bid separately
2. Financial Statement and annual turnover certificate for the last three years i.e.2021-22, 2022-23, 2023-24, duly certified by the Chartered Accountant with proper seal and signatures.
3. Copy of FSSAI registration and License details.
4. Copy of Goods & Service Tax Registration Certificate, PF + ESIC Registration.
5. The list of technically qualified and competent professionals on rolls with Agency's Delhi Office along with their qualification and experience.
6. List of important clients along with performance report from at least two clients during last three (3) years - supporting documents with reference to the experience clause i.e. job order and performance report in the similar work, to be attached. Copy of Performance Certificate for last continuous 3 years should be attached as per annexure –VII.
7. Details of ownership and organization structure of the agency. All the statutory documents are to be attached.
8. The tenderer would be required to submit his/her proof in support that bidding agency an income tax payee along with PAN.
9. The tenderer should submit an undertaking on stamp paper of Rs 100/- with the technical bid(Annexure – VIII) that her or his firm has not been blacklisted by any of the organization/government department as on the date of submission of the bid.
10. The tenderers those are empanelled with SCERT presently, must have to submit work performance satisfactory certificate from SCERT. Without Satisfactorily certificate, bid will be rejected summarily.
11. Earnest Money Deposit (EMD-refundable) of Rs. 4,50,000/- (as per applicable rules time to time) in form of Demand Draft/ Banker's Cheque / Bank Guarantee payable in favour of:
"Director, SCERT, DELHI" OR MSME certificate of the bidding agency in the concerned field only shall be accepted.
12. Proof of continuous & regular existence of the firm for the last three years in Delhi in Delhi.
13. Proof of experience/certificates only for the last three financial years ending 31/03/2024.
14. Copy of Income Tax Return (ITR) of last three (03) years.2021-22, 2022-23 and 2023-24.
15. Company/Firm Registration details with certificates.
16. Copy of PAN card.
17. List of major events/programs run by the Agency.
18. List of empanelment of catering Services with other departments, if any.
19. Hand written tenders will be rejected summarily.
20. Valid Bank Solvency Certificate of Rs.25Lacs duly issued by banker in favor of vendor should be attached.
21. Copy of GST Return of last three (03) years.2021-22, 2022-23 and 2023-24.
22. Financial bid with item wise rate as mentioned in Annexure - XI

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024**

Eligibility Criteria

1. The company should have a minimum average turnover of Rs. One Crore in Food & Catering Services, in any three financial years (i.e. 2021-2022, 2022-2023 & 2023-2024).
2. Company/Organization should have fully functional office/ Branch in Delhi since last three years. Supporting documents be attached.
3. Three years of experience in the field of Catering Services. Relevant documents to be attached.
4. The Company should have a team of experienced professional on their rolls specializing in executing the various activities in the defined scope of work.
5. The tenderer would be required to submit his/her proof in support that bidder is an income tax payee along with PAN.
6. The tenderer/firm/agency/company should have valid GST registration and attach a copy of the same with the technical bid. Submit return of GST for last three financial years (i.e. 2021-2022, 2022-2023 & 2023-2024).
7. The tenderer should submit an undertaking with the technical bid that his/her firm has not been blacklisted by any of the organization/ government department as on the date of submission of the bid (Annexure –VIII).
8. Earnest Money Deposit (EMD-refundable) of Rs. 4,50,000/- in form of Demand Draft/ Banker's Cheque/ Bank Guarantee payable in favour of "Director, SCERT, Delhi" OR MSME certificate of the bidding agency in the concerned field only shall be accepted.
9. The tenderers those are empanelled with SCERT presently, must have to submit work performance satisfactory certificate from SCERT.
10. The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act,1956,
Or
Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860 & should have been in existence in India for the last Three years.
11. The agency must be registered in India with appropriate tax and other administrative authorities.
12. The organization should have executed at least 3 Catering Services similar work for any government/PSU in last three financial years of more than Rs.10 Lacs each.
13. FSSAI registration and License holder.
14. The Committee will evaluate the technical bid (Annexure –I) through presentation by the bidder (Annexure –II). Points will be given and higher points achievers will be recommended for empanelment of firms.

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024**

Terms & Conditions - I

1. Empanelment of catering services companies shall be done on the basis of criteria enumerated in the tender and different terms & conditions stated.
2. Bidder must submit the bid online at the e-procurement portal and copy of EMD amount should be uploaded online at the e-procurement portal, if applicable as per terms specified in the bid itself. Hard copy of EMD should be deposited in the office before end of bid.
3. **Bid performa (technical or financial) should be typed.** Hand written bid will be rejected summarily.
4. Copies of service tax registration and GST should be uploaded.
5. Vendor should be covered under EPF and ESIC Act and submit the PF and ESIC registration certificate. Submit return of GST, EPF, ESIC and Income Tax for last three years 2021-22, 2022-23 and 2023-24.
6. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.
7. No interest shall be payable on earnest money deposited with the department.
8. Forfeiture of earnest money/Performance Gaurantee: the earnest money will be forfeited in the following cases:
 - (i) When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
 - (ii) When tenderer does not execute the agreement if any, prescribed within the specified time. I/We have carefully gone through/ understood all above terms and conditions and I /We shall be binding to the above terms and conditions of tender document.

Signature of the Bidder

Name of the Bidder _____

Complete Address_____

Company Seal

Mobile No. _____

Date : _____

Terms and Conditions- II

1. No application shall be entertained after the expiry of the due date and time.
2. Validity of the Bids: The applications submitted shall be valid for a period of 180 days subject to increase as decided by Director, SCERT have to abide by both.
3. Authorized Signatory : The application must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application.
4. The empanelment shall not confer any right for engagement: Vendor its associates/companies who get empanelled with SCERT as a result of this empanelment process are not allowed to use the name of SCERT or its logo, service marks or any document for any purpose without prior written approval of SCERT.
5. Blacklisting/debarring: SCERT reserves the right to blacklist the agency for 6 months, or cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days prior written notice.
6. The agency will have to abide by the guidelines and the standards laid down by the **MARKETING STANDARDS**
7. **COUNCIL OF INDIA/Govt.** regulations and shall not create anything on behalf of the Department that will violate any moral standards, legal framework and Government guidelines. In case the agency fails to meet these guidelines then SCERT will terminate the empanelment and forfeit the EMD / Performance Security Deposit.
8. In case there are any allegations from any third party regarding plagiarism and infringement of any copyright, then the sole responsibility and the consequent legal proceedings for the same shall be that of the agency and the empanelled agency will have to indemnify the SCERT against the same. The empanelled agency will have to indemnify and keep indemnified the SCERT against any or all claims arising out of any or all actions of the agency.
9. The Empanelment Application shall be clear and without any condition. Conditional Empanelment application shall be summarily rejected.
10. TDS/ Income Tax/ GST etc. will be deducted at source from the bills of contract or as admissible under the rules.
11. Service Tax is payable as admissible under the rules.

12. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the parties to sole Arbitrator decided by SCERT, whose decision shall be final. Provision of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the Arbitration proceeding under this clause. If any of the empanelled vendor refuses the work order for three times. The said empanelled vendor will be debarred from the department for a period of three months. Accordingly, the vendor will be blacklisted on happening of repetition as per penalty and fine clause.
13. The Agency shall not enter into illicit cartel arrangements with other empanelled agencies, failing which the empanelment will be terminated immediately.
14. Each empanelled firm shall submit a **Performance Security Deposit 5-10 % of estimated value of works for each year**, which will be non interest bearing and will be valid for a period of 14 months from the date of award of contract. The same will be returned after successful completion of the contract by the firm. The bank guarantee/Security deposit will be forfeited in case the agency violates any terms and conditions of the empanelment.
15. There shall be no assurance of fixed quantum of work from SCERT.
16. For Presentation of catering services, if tenderer represent any sample of food item to the screening committee, they should always maintain that quality/ standard of food items during the entire course of contract organized by SCERT, Delhi. If it's found that quality of food is degraded or not satisfactory, SCERT reserves the right to cancel the empanelment of agencies without any prior notice.
17. No substandard raw material will be used for the preparation of food items.
18. The department will decide the quantum of work in the form of packed or buffet. The agency has to accept the same or penalty will be charged.

19. Clouse of Penalty and fine

Penalty and fine can be imposed on the firm, incase, any deficiency or non-performance or loss in the services found. The assessment of deficiency /none performance /loss can be financial. The amount of penalties shall be settled/recovered from the service provider/firm from their bill payments/performance guarantee /final settlement.

Penalties and find are detailed below:-

S. No.	Description	Penalty /Fine		
		1 st Instance	2 nd Instance	3 rd Instance
Penalty/Fine on Service Provider				
1.	Delay in Service delivery	Warning	5% of cost of actual bill	10% of cost of actual bill
2.	Discrepancy in quantity of food, number of food items	10% of cost of actual bill	30% of cost of actual bill	50% of cost of actual bill
3.	Non-deployment of required staff	10% of cost of actual bill	15% of cost of actual bill	20% of cost of actual bill per personnel per incident
4.	Hygiene and quality concerns	10% of cost of actual bill + 100% amount penalized by food Inspector/Department (if any)	30% of cost of actual bill + 100% amount penalized by food Inspector/Department (if any)	50% of cost of actual bill and /or termination of agreement.
6.	If staff is found of any disobedience or misconduct	5% of cost of actual bill	10% of cost of actual bill	15% of cost of actual bill
7.	If staff is found responsible for any theft, loss of material/articles/damages	Equivalence payment or replacement of material and/or replacement of staff	Equivalent payment or replacement of material +5% of cost of actual bill and/or replacement of staff	Equivalence payment of replacement if material +10% of cost of actual bill and /or termination of agreement.
8	Refusal of order for three times	Debarred for a period of 3 months	Suspended from the empanelled list 6 months	Blacklisted from the empanelled list

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024**

	Evaluation criteria of the Technical bid	60Marks
1	Average turnover for the last Three years i.e. 2021-22, 2022-23 & 2023-24 More than 01 crore 05 Marks	Maximum Marks(05)
2	Work done for 01 Govt. work value of Rs 10 lakh with satisfactory performance report (Single work order) (05 Marks) Total Maximum of 15 marks will be awarded for a total of three number of Govt. works having value of Rs 10 lakh (single work) each. (Proof of work done is to be submitted)	Maximum Marks(15)
3	The details of technically qualified and competent professionals on the rolls with agency's Delhi office. (Annexure–VI)	Maximum Marks(05)
4	Company/firm having adequate infrastructure, facilities of equipped kitchen within Delhi, experience manpower and distribution, as per tender document.	Maximum Marks(10)
5	The details of total number of valid Govt. empanelment in catering services to training institute as on date (05 marks for each empanelment). Total maximum of 15 marks will be awarded for a total of three Govt. empanelments.	Maximum Marks(15)
6	Satisfactory work performance Certificate /Report from SCERT, those presently empanelled with SCERT.	Maximum Marks(05)
7	Valid Satisfactory work performance Certificate /Report from /Govt. Institution (Central) /State Govt., for a period of last 3 year ending 31/03/2024.	Maximum Marks(05)
	Minimum Qualifying Marks is 40 Marks	

Annexure-II

STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024

Selection of Empanelment

Presentation (Maximum Marks 40)

An evaluation committee would assess the presentation on the following parameters:

S.No.	Details	40 Marks
1.	Presentation on various Food Services Executed by the bidder	Maximum Marks - 15
2.	Suggestions for organizing catering services events at Chhatrasaal / Thyagraj stadium / Seminars / workshops / In-service Teacher Trainings at SCERT and different centres. (Minimum three suggestions)	Maximum Marks - 15
3.	Presentation covering mapping of program covering manpower deployment, distribution of food items on counter wise, healthy atmosphere provisions to be made, sanitation scheduling etc. (CD/PPT copy should be handed over to the department after presentation).	Maximum Marks -10
Minimum Qualifying Marks is 25 Marks		

The bidders securing composite score of 65 or more marks in technical bid and presentation would be considered for opening of financial bid in tender.

Selection Process

1. Composite score consisting of marks obtained in the technical bid and presentation would be the basis for opening of financial bid and empanelment later.
2. Presentation by the bidder on various Food Services Executed by the applicant and suggestions for organizing catering services at Chhatrasaal / Thyagraj stadium and during Seminars/ workshops/ In-service Teacher Trainings at SCERT and at different centres.
3. The price bid will be opened only for those vendors who will qualify the technical and presentation stage of the bid.
4. The item wise L-1 rates will be decided by the SCERT Delhi after opening of bids. The L-1 rates will be offered to all the technically & presentation qualified firms for consent and agreement.
5. Those firms, who agree with itemwise rates offered and accept consent and agreement will be empanelled with SCERT and award of work order after approval of Competent Authority.

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024**

Terms & Conditions-III

1. The total tender/bid value is estimated for an amount of Rs. 1.50 crore per year.
2. Performance security 5% or as per applicable rules of the contract value.
3. State Council of Educational Research & Training Delhi (SCERT) reserves the right not to accept bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.
4. Each service provider considered, acceptable on evaluation of their credentials and who fulfill the requisite criteria as stated in the tender document may be selected for executing catering services event. The decision of Director, SCERT will be final and no correspondence on rejection will be entertained.
5. SCERT reserves the right to withdraw/ cancel the tender at any stage.
6. SCERT has the right to negotiate/deduct the price for additional/short items used in variation to the tender accepted and final bidding to the tenderer.
7. All the documents should be serially numbered and signed by the tenderer with seal.
8. Application must clarify whether the bidder is Company/ Partnership/ Proprietorship/ LLP/ JV etc. and also submit supporting documents such as Articles & Memorandum of Association or Partnership Deed etc.
9. Proof of satisfactory supply of services in SCERT/Government /Semi Government / PSUs / corporate houses and related experience during the last 03 years with proof of completion, if any, be enclosed.
10. If the service provider is registered or on the panel of other Government organizations, it should be clearly mentioned and supported by certificates / letters.
11. Bidder shall submit documents supporting its financial and other registrations like GST, PAN , EPF, ESI etc. for last three year 2021-22, 2022-23 and 2023-24.
12. Bidder shall submit an undertaking along with application that it shall abide by all the laws of India including Copyright, Trade mark etc. during the event and shall also take applicable permissions e.g. pollution, Fire, Police etc. and shall always keep SCERT indemnified in all circumstances.
13. A presentation has to be made by all the shortlisted companies before an evaluation committee as per details given in the “Selection Process”. The details of the date and venue will be intimated to the companies shortlisted after evaluation of eligibility criteria documents.

14. The SCERT reserves the rights to reject/suspend the bid, if found incomplete or if information provided by the Company/firm is inconsistent and inaccurate. The date of declaration of qualified service providers will be at the discretion of the Director, SCERT.
15. In case of deficiency in service, SCERT reserves its right to showcase, debar from job awards, deny to issue experience certificate /satisfactory report (it showcased 3 times)make deduction from the security deposit or running bills besides blacklisting the Company.
16. In the event of any lapses in the bid or any incidents, the Competent Authority may black list the service provider by appointing a committee. The Committee shall examine the issue in depth and give its recommendation to the Competent Authority with specific period of blacklisting.
17. The service provider shall be intimated after giving due opportunity of the lapses and its reasons affecting interests of company.
18. An evaluation criterion has been included in the Application Form and Catering Services Companies scoring at least 40 marks in the technical bid.
19. All the disputes shall be subject to the Jurisdiction of Delhi Courts.
20. The Director, SCERT reserves the right to accept / reject any or all the Bids in part or full without as signing any reason.
21. Forfeiture : Security deposit shall be forfeited in following cases:
 - Company withdraws or modifies the offer after opening of Application form but before acceptance of tender.
 - Company does not execute the agreement after acceptance of tender, within the specified time.
 - Company commits a breach of the terms and conditions of the agreement for conducting the Catering Services Events.
22. A committee from SCERT may visit at the address of the firm for inspection of mentioned records, adequate manpower, infrastructure, facilities of cooking, distribution hygiene etc. and give its recommendation.
23. **Corrupt, fraudulent and unethical practices:** SCERT will reject a proposal for award and also may debar the bidder for future tenders for certain duration in SCERT, if it is found that the bidder is engaged in corrupt, fraudulent or unethical practices. Here: “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract evaluation, finalization and or execution and “fraudulent practice” means a misrepresentation of facts in order to influence a procurement processor the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition, “Unethical practice” means any activity on the part of bidder by which bidder tries to circumvent Empanelment process in any manner. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of goods etc. after opening of first bid will be treated as unethical practice.

24. **Confidentiality:** Bidder/ contractor shall keep all the knowledge and information (which is not within the public domain), which may be acquired during the carrying out of this assignment, strictly confidential for all times and purposes. All documents submitted by the bidder in the performance of the services shall become and remain the property of SCERT.
25. **Settlement of Dispute and Arbitration:** Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties here to or the irrespective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, the same shall be referred to Courts of New Delhi.
26. **Indemnification:** The Catering Services Companies agrees to indemnify and hold the SCERT harmless from and against any and all costs, losses or expenses, including reasonable attorneys' fees, that the SCERT may incur by reason of any third-party claim or suit arising out of or in connection with company's failure to perform pursuant to this contract , as well as the negligence, gross negligence, or intentional misconduct of Organizer, its employees, agents and representatives, contractors or subcontractors, including the employees and representatives of said contractors or subcontractors.
27. **Governing Laws and Jurisdiction of Contract:** The laws applicable to the contract shall be the laws in force in India. The courts of New Delhi shall have exclusive jurisdiction in all matters arising out of or relating to the contract.
28. **Force Majeure:** Force Majeure is herein defined as any cause which is beyond the control of the Company as the case may be, which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affects the performance of the Contract, such as:
- Natural phenomena, including but not limited to floods, droughts, earth quakes and epidemics;
 - Acts of any Government, domestic or foreign, including but not limited to war, declared or undeclared, priorities, guarantees, and embargoes. Provided either party shall within 15 (fifteen) days from the occurrence of such a cause notify the other in writing of such causes, along with proof of such occurrences.
29. The Company or SCERT shall not be liable for delays in performing its obligations resulting from any force majeure cause as referred to and/ or defined above. The date of completion will, subject to hereinafter provided, be extended by a reasonable time at the sole discretion of SCERT.
30. During any Event/Workshop/Training the number of participants proposed may Increase or Decrease (25%) on the spot due to some unavoidable reasons or under any circumstances. The bidder should not deny this and should keep backup plan for the same and in any case agency should not blame SCERT. Therefore a penalty of 10% of the work order will be charged.
31. Single use plastic should not be used in any stage of preparation of goods or in packing of any eatable items.

32. If any written Complain/ report is found against any vendor regarding food quality degradation, SCERT reserves the right to penalize the firm AS PER CLOUSE OF PANELTY AND FINE of the work order issued to the firm and vendor should not object this in any case. This is under sole discretion of worthy Director, SCERT.
33. If any major complaint is reported (Food Poisoning) then vendor will be blacklisted and full payment will be seized and no correspondence shall be entrained. The bidder will be held responsible for FIR/legal action. SCERT will not be party in any issue.

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024**

To be filled in by the Applicant

Application form for empanelment of Catering Services Companies

Name of the Company	
Address	
Telephone Nos.	
Email ID.	
Fax No.	
Type of Company Multinational Partnership Limited company Franchisee Other(Please Specify)	
Contact Executive(s) Name (Office) Designation Telephone Nos.(Mobile) E-mail	
Name of the Promoter/Proprietor	

Parent Company, if any, Please attach document(s)	
Details of the major events under taken in last three years	
Details of the major Government events undertaken in last three years	
Details of the International Events, if any	
Are you on the panel of any Government Agency, if yes, submit evidence	
Date of establishment of the Applicant Business	
Whether Income Tax Payee/if so, Income Tax Authority with whom assessed and the Income Tax Number	Yes/No
Goods & Services Tax Registration/VAT/Service Tax No. Certificate, details (Please attach a copy)	

Name of the bankers with A/C number including details of credit worthiness/credit limit	
Proof of Registration EPF/ESI (Pl. attach a copy)	
Details of the Annual Accounts for last three years (enclose balance sheet)	
Any other information (attach documentary evidence pertaining to all the points above)	

I/We, hereby declare that:

- a) I/We have read and understood the system of empanelment and rate contract.
- b) I/We have read and understood the terms & conditions governing the empanelment; and
- c) I/We agree to be bound by the same
- d) That I/We understand that in case of any of the above information is found to be incorrect, SCERT may reject the application or revoke the empanelment at anytime, without giving any notice.
- e) The submission of the application does not guarantee automatic empanelment.

The address given below is the postal/communication address in which all the messages/documents, which may be addressed/sent to us.

Signature of the Bidder_____

Name of the Bidder _____

Complete Address _____

Company Seal

Mobile no. _____

Date _____

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024**

Form-I

Annexure-IV

(To be submitted by Catering Service Companies on their letter head)

Name of the Company	
Contact details:	
Address	
Telephone Numbers	
E-mail ID	
Name & Designation of Contact Person/s	
Telephone Number	
E-Mail ID	
Year of establishment	
Legal status of the Catering Service Companies (Proprietor / Partnership /Private/Public) Also enclose supporting documents	

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024**

PERFORMA FOR TECHNICAL BID

(To be submitted by Food and Catering Agencies on their letter head)

(All details are mandatory to be filled).

Sr. No.	Name of Documents	Whether copy of desired certificate/ documents Are enclosed / uploaded	Page No.
1.	Copy of FSSAI registration and License.	Yes/No	
2.	Duly filled, signed and stamped performa in Annexure IV FORM- I	Yes/No	
3.	Certificate of Financial Annual Turnover from Chartered Accountant for three financial years i.e.2021-22, 2022-23 & 2023-24	Yes/No	
4.	Copy of financial statement for the three years i.e. 2021-22, 2022-23 & 2023-24 duly certified by Chartered Accountant with proper seal and signature.	Yes/No	
5.	An Undertaking of Technically qualified and competent professionals on the rolls with agency's Delhi office (Annexure-VI)	Yes/No	
6.	List of important clients alongwith performance report from at least two clients during last three years supporting documents with reference to the experience clause i.e. job order and performance report to be attached (Annexure-VII)	Yes/No	
7.	Detail of ownership and organization structure of the agency. Concerned documents attached.	Yes/No	
8.	Copy of PAN card in the name of bidding agency/firm.	Yes/No	
9.	Copy of ITR for the last three financial years ending 31/03/2024.	Yes/No	
10.	The tenderer should submit an undertaking with the technical bid that the bidding agency has not been blacklisted or debarred by any of the organization/Govt. Department as on the date of submission of the bid (Annexure VIII)	Yes/No	
11.	Satisfactory work performance report from Govt. instt./Central/State Govt., for a period of 3 years ending 31/3/24	Yes/No	
12.	Satisfactory work performance Certificate from SCERT, those are empanelled with SCERT presently.	Yes/No	

13.	Copy of EMD or MSME exemption certificate, should be attached.	Yes/No	
14.	Copy of proof of experience/ Satisfactory work performance report, as required in eligibility criteria for technical evaluation.	Yes/No	
15.	Copy of GST registration	Yes/No	
16.	Attach proof of adequate manpower, infrastructure, facilities of cooking and distribution as per bid document.	Yes/No	
17.	A corporate profile showing major campaigns run by the agency (Annexure IX)	Yes/No	
18.	Particulars of Valid empanelment of Catering Services (Annexure-X)	Yes/No	
19.	Copy of valid empanelment orders of Catering Services duly issued by Govt. department.	Yes/No	
20.	Copy of last GST return for F.Y 2021-22, 2022-23 and 2023-24	Yes/No	
21.	Any other documents as required in the bid document.	Yes/No	
22.	Copies of valid registration certificate of EPF/ESI	Yes/No	
23.	Copy of Solvency Certificate duly issued by banker before start of bid date	Yes/No	

Signature of the Bidder _____

Name of the Bidder _____

Complete Address _____

Company Seal

Mobile no. _____

Date _____

UNDERTAKING

(On stamp paper 100/-)

That I/WE _____ M/S _____

Address _____

Certify that our firm has qualified, experienced and competent professional on rolls with agency's Delhi office as on date. A total of _____ (number of skilled manpower) are specialized in executing the various activities as defined in scope of work related to catering services.

I/We also declare that company is having adequate manpower, infrastructure, facilities of cooking and distribution as per bid document.

Encl: List of skilled manpower in catering Services duly signed by the firm.

Signature of the Bidder _____

Name of the Bidder _____

Complete Address _____

Company Seal

Mobile no. _____

Date _____

LIST OF IMPORTANT CLIENTS DURING LAST THREE FINANCIAL YEARS ENDING 31/03/2024, WHERE RENDERED CATERING SERVICES

Sr. No.	Name of the Client/ firm	Detail of work done	Period of work order	Amount involved in the said work (Rs.)	Remarks, if any

Signature of the Bidder_____

Name of the Bidder _____

Complete Address _____

Company Seal

Mobile no. _____

Date _____

UNDERTAKING
(On stamp of Rs.100/-)

That I/WE _____ M/S _____

Address _____

Certify that our firm is neither debarred nor blacklisted by any Govt. Department/PSU/Autonomous body as on date. And also undertake that the work will be carried out by our firm and the work will not be carried out through another agency. It is also to certify that all the terms & conditions as laid down in the tender document/bid are accepted to our firm.

Signature of the Bidder _____

Name of the Bidder _____

Complete Address _____

Company Seal

Mobile no. _____

Date _____

LIST OF MAJOR CATERING CAMPAIGNS RUN BY THE FIRM:-

SR. NO.	NAME OF DEPARTMENT	NATURE OF EVENT PROGRAM	WORK COVERAGE	PERIOD OF CAMPAIG NING	REMARKS, IF ANY

Signature of the Bidder_____

Name of the Bidder _____

Complete Address _____

Company Seal

Mobile no. _____

Date _____

LIST OF EMPANELMENTS OF FOOD AND CATERING SERVICES

SR. NO.	NAME OF EMPANELLED DEPARTMENT	NATURE OF WORK	PERIOD OF EMPANEMENT FROM TO	REMARKS , IF ANY

Signature of the Bidder _____

Name of the Bidder _____

Complete Address _____

Company Seal

Mobile no. _____

Date

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110024**

PRICE BID - FOR FOOD AND CATERING ITEMS

MENU

Lunch/Dinner (Buffet OR Packed) :

Reserve Price : Rs180/- per head

Quoted Price : _____

Sr.No.	Item Name	Specification
1.	Wheat Chapati 2 pcs /1Naan /2 Missee roti	Standard size and weight
2.	Rice/Pulao	150 Gms. Golden Sela/Permal rice.
3.	Dal Fry/Rajma/Chhole/Dal Makhni	150 Gms.
4.	Mix Veg.	150 Grm Mix Veg.
5.	Boondi/Veg./Fruit Raita	100 Gms.
6.	Paneer Vegetable	150 Gms.
7.	One Sweet	Standard weight and size Gulab jamun/Rasgulla/ice cream/halwa
8.	One glass water	200ml and good quality plate, spoon & tissue paper
9.	Salad	Standard weight

Note: Eco friendly quality plate, spoon & tissue paper be used.

High Tea (packed OR Buffet) for VIPs and on special occasions

Reserve Price : Rs.80/- per head

Quoted Price : _____

Sr.No.	Item Name	Specification
1.	Tea	100ml (with disposable cup)
2.	Two types Medium size snack	Samosa/Breadpakora/cutlet/Aloo bonda
3.	One Snack	Veg. sandwich 02 layered/02 muffins
4.	Biscuit	02 biscuits (sweet)
5.	Chips	50 gm.

Note: Eco friendly quality plate, spoon & tissue paper be used.

Pre/Post lunch (Tea)

Reserve Price : Rs15/- per head

Quoted Price : _____

Sr.No.	Item Name	Specification
1.	Tea & biscuits	Tea + Pack of biscuit

Refreshment (packed or buffet)

Reserve Price : Rs45/- per head

Quoted Price : _____

Sr.No.	Item Name	Specification
1.	One types Standard size snack	Samosa/Bread pakora/cutlet/Aloo bonda
2	One Snack	Veg. sandwich 02 layered/02 muffins/dhokla/ khandvi
3.	Tea /Juice	

Executive Lunch/Dinner (Buffet OR Packed) for VIPs.

Reserve Price : Rs260/- per head

Quoted Price : _____

Sr.No.	Item Name	Specification
1.	Wheat Chapati 2 pcs /1Naan /2 Missee roti/Luchcha prantha (02)	Standard size and weight
2.	Rice/Pulao	150 Gms. Golden Sela/Permal rice.
3.	Dal Fry/Rajma/Chhole/Dal Makhni	150 Gms.
4.	Mix Veg.	150 Grm Mix Veg.(Atleast 5 veggies)
5.	Boondi/Veg./Fruit Raita/Packed Dahi	100 Gms.
6.	Paneer Vegetable	150 Gms.
7	Papad with green salad	Standard weight and quantity
8	Two Sweets	Standard weight and size Gulab jamun/Rasgulla / ice cream/halwa
9	One glass water	200ml and good quality spoon & tissue paper

Beverages/Drinking water arrangement :-

Sr.No.	Item Name	Specification	Reserve Price	Quoted price
1.	Water dispenser(for a capacity of minimum of 300 persons) With water Jar (20 ltr)	Hot/Cold	Rs.140/- Per Jar	
2	Water Jar (20 ltr)Without dispenser for a capacity of minimum of 300 persons	As per requirement.	Rs.90/- Per Jar	
3	Cold drink, if asked	As per requirement.	MRP	
4.	Water Bottles, if asked	As per requirement	MRP	
5.	Disposable Paper Glass for water	Pack of 100	Rs.100/-	
6.	Rental of Jar only	As per requirement	Rs. 50/-	

Note: (1) No "quoted price" will be left blank otherwise financial bid will not be accepted.

Signature of the Bidder _____

Name of the Bidder _____

Complete Address (with seal)_____

Mobile no. _____

Date_____