

No... ..

Dated : .....

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Director,  
Institute of Correctional Administration  
( CCET Complex), Hostel No.3, Sector 26  
Chandigarh

Subject : **Submission of Tender for providing food and services in the Institute of Correctional Administration, Chandigarh.**

Dear Sir,

With reference to your advertisement / notice dated \_\_\_\_\_ inviting tenders, I / We hereby offer to provide Food and Service truly and faithfully as set-forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards the quality of food and service and in case of any dispute, the decision of the Director, ICA shall be final and binding on me / us.

A Demand Draft No. / Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ in the sum of **Rs. 15,000/- (Rs. Fifteen Thousand only)** drawn in favour of Institute of Correctional Administration, Chandigarh is enclosed as Bid Security (Earnest Money). I / We undertake that in the event we are allotted the contract being the successful bidder, an amount of **Rs. 25,000/- (Rupees Twenty Five thousand only)** shall be deposited by me / us as performance security which will be valid for a period of sixty days beyond the date of completion of all contractual obligations.

I / We shall have no claim to the refund of performance security prescribed against this tender in the event of my / our non compliance within the period of validity of my / our tender.

Contd. ..2..

:: 2 ::

I, further understand that my / our performance security will stand forfeited in case of breach of contract on my part or in the event of termination of contract during the currency of the period of validity.

My / our tender along with terms and conditions with relevant columns and annexures duly filled in under my / our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me / us is submitted for your favourable consideration.

I / We have read the enclosed terms and conditions carefully and have signed the same in token of its acceptance. All the information as furnished in the tender document are true and correct and the documents attached with the tender document are also genuine and authentic in all respect.

Thanking you,

Yours faithfully,

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

Signature \_\_\_\_\_  
with stamp  
and full address  
indicating telephones Nos. :  
Mobile No. ....  
Land Line No. ....

**INSTITUTE OF CORRECTIONAL ADMINISTRATION,  
SECTOR 26, CHANDIGARH  
Tel. Nos. : 0172- 2790058**

**FORM No.** \_\_\_\_\_

**Dated :** \_\_\_\_\_

**Tender Document for Mess Contract**

The terms and conditions for providing food and service contract at Institute of Correctional Administration (I.C.A), Sector 26, Chandigarh.

1. The period of contract shall be for a period of six months from the date of award of the contract which is subject to satisfactory performance of the contractor, and compliance of all terms and conditions. If the Institute finds that the quality of food and services provided by the Contractor are not satisfactory, the contract will be terminated immediately and the decision of the Director, ICA in this regard shall be final and binding on the caterer.
2. The rates of catering should be specified clearly by mentioning GST and all other charges. The Institute will make deductions on account of any taxes as prescribed under the relevant rules.
3. (i) The caterer will supply meals of wholesome quality in adequate quantity to the trainees or guests staying in the Institute during the training programmes / workshops/ meetings organized by the ICA, Chandigarh on the dates as may be intimated to the Contractor in advance from time to time.  
(ii) Tea and other items are to be served in the Dining Hall of the office premises.  
(iii) Menu for each day should be displayed in consultation with the Head Coordinator (Trg. & Res.) and Administrative Officer, ICA, Chandigarh  
(iv) The caterer will quote the rates separately for bed tea, morning tea, breakfast, lunch, evening tea, and dinner and also for high tea (two types as mentioned prescribed Menu). The number of food items / meals can be varied at breakfast, lunch and dinner.
4. Services rendered by the caterer shall be prompt and up to the entire satisfaction of the Head Coordinator and Administrative Officer of ICA. If a majority of residents / guests complain about the quality / quantity of food served and services rendered by the caterer, the caterer will be bound to effect improvements and / or remove deficiencies and inadequacies immediately.
5. The caterer shall take all precautions that the helpers and all other persons employed by him are courteous, clean, civil, sober, honest, neatly dressed and free from any virulent or contagious disease(s). Any worker or persons found in the opinion of the Director, ICA guilty of misconduct or suffering from any virulent or contagious disease shall be removed forthwith by the caterer.

6. The caterer will supervise the catering arrangements himself or be represented by an experienced supervisor approved by the Head Coordinator / Administrative Officer, ICA. The caterer shall furnish the names and addresses etc. of the representatives, if so, appointed by him to the Administrative Officer, ICA at the time of award of the contract.
7. The Caterer will arrange good quality of all the catering items like refrigerator / gas chullah etc. in the working condition to be used for the service of the participants / staff members in the Institute. The caterer will be responsible for the safety, maintenance and repairs of such equipments.
8. The Institute shall provide on its part chairs and tables in the Dining hall. All other furniture and equipments required for satisfactory arrangements in the kitchen and the Dining Hall will be arranged by the caterer.
9. The Institute will provide free water and electricity in the kitchen and dining hall. The use of electricity will be restricted to light, fans, refrigerator or any other appliances / gadgets which are considered necessary for smooth functioning of the kitchen / dining hall shall be provided by the Institute. In no case the electricity will be used other than lighting and kitchen work purpose.
10. The menu for each day will be decided in consultation with the Head Coordinator and Administrative Officer of the Institute.
11. The caterer will be allowed the use of kitchen and dining hall / pantry during the catering hours only. The caterer shall be provided one store and a room for the stay of their staff during the contract period.
12. The caterer shall not make or cause to make any additions / alterations in the building or electric and sanitary fittings / installations in the kitchen, dining hall, room and store room, etc. allotted to the Caterer.
13. The caterer shall pay damages (except normal wear and tear) for the damage caused to the accommodation, furniture, fitting equipment, etc. and the amount of compensation payable for such damage by the caterer shall be decided by the Director - ICA, whose decision shall be final and binding on the caterer.
14. The Director, ICA reserves the right to forfeit the security amount in case of default in the terms and conditions or any type of damage suffered to the Institute by the Contractor.

15. That the Bid security (Earnest money) amounting to Rs. 15,000/- will be obtained from the bidders as per provisions of Rule 157 of General Financial Rules (GFR).
16. To ensure due performance of the contract, performance security of Rs. 25,000/- (Rupees Twenty Five Thousand only) will be obtained from the successful bidder awarded the contract as per provisions of Rule 171 of GFR which will be valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security will be refunded to the successful bidder on receipt of performance security.
17. The Caterer is also required to adhere all the mandatory provisions / conditions as prevalent in the GFR, 2017 as well as in the procurement procedure / manual under GFR.
18. If any question of dispute arising out of the interpretation or violation of any conditions of the catering contract, the matter will be referred to the sole arbitration of the Director or his nominee whose decision shall be final and binding on both the parties. All disputes shall be subject to Chandigarh jurisdiction only.
19. In case of any default on the part of the caterer, the catering services would be arranged by the Institute at the risk and cost of the caterer. The caterer shall be liable to make the loss good by cash payment to the Institute within two weeks from the date of default. The decision of Director in this regard would be final and binding on the caterer.
20. The Director / Head Coordinator / Administrative Officer or any other officer authorized by the Director shall have full authority to inspect at any time the arrangement for storage, cooking of food, service in the dining hall, quality of food served etc. agreed in the contract and if considered necessary, he / she will have authority to take sample for inspection analysis.
21. In case of any defect or deficiency in quality or service, etc. on the part of caterer, the Director shall be empowered to impose a penalty not exceeding Rs. 5,000/- on the caterer on each occasion, and the amount of penalty shall be deducted from the bills of the caterer.
22. The Director, ICA shall reserve the right to extend the contract at the prevalent approved rates for such period as it may consider it necessary beyond the stipulated period of this contract.
23. In case any additional item(s) is required to be served which is not included in the menu, will also be provided by the caterer at the rate(s) mutually agreed upon.

24. Breach of the terms and conditions of the agreement or unsatisfactory service in any respect shall make the caterer liable to lose the contract.
25. No wood / coal will be burnt in the kitchen. In case of Tandoor, wood / coal will be allowed outside the kitchen. For all cooking purposes, the commercial LPG gas will be used.
26. The contractor has to deposit GST / Service Tax and any other taxes as per rules.
27. Contractor will ensure proper uniform to all the mess staff serving the food in the campus which include caps, hand gloves, white shirt, black pant, black shoes with socks, etc.
28. Incomplete tender / conditional tender / telegraphic tender and tender without earnest money will not be entertained / accepted.
29. That the contractor will be responsible for the cleanliness of the mess premises. The contractor can be fined as deemed fit by the Director, ICA in case he fails to maintain proper cleanliness in the mess or in the service of food to the trainees.
30. That the Institute shall be at liberty to negotiate for the rates with the 2<sup>nd</sup> and 3<sup>rd</sup> lowest firms to bring them at par with the lowest offer in order to prepare a panel of firms as an alternate and standby arrangement in case the lowest firm (L/1) fails to execute the contract.
31. There will be no increase in the rates as quoted by the caterer in their tender document, in case of hike in prices of commodities.
32. That the contractor will handover physical vacant possession of the mess premises peacefully within 48 hours of the expiry / termination of the contract.
33. That the contractor shall not sub-let or assign the contract to any other party / person.
34. That the contractor will provide hygienic and good quality of food in the Institute and will be solely responsible for any incident of food poisoning, etc.
35. That the contractor will abide by all the applicable Laws and will be solely responsible for safety and security of their employees in all respect.
36. That neither the contractor nor his employee / worker will maintain proper discipline in all respect in the campus of the Institute and will not consume liquor or take other intoxicants in the campus of the ICA, Chandigarh. It will be binding on him to bring it immediate to the notice of the

Administrative Officer. Any violation of this will be viewed seriously by the Director / Administrative Officer, ICA and will be liable for disciplinary action.

37. That the contractor should have valid Food License Certificate issued by the approved Government Agency. The contractor should also be having Aadhar Card, PAN Card and also GST Number as per Government Policy.

38. That the caterer should have at least five years experience in running the mess / canteen in a reputed Organization / Institution / Firm.

39. That any worker / helper employed by the Contractor shall not be below the age of 18 years.

40. The contractor will adhere to all the guidelines / instructions of COVID-19 pandemic issued by the Government of India, / Chandigarh Administration from time to time.

All the terms and conditions as mentioned from Sr. No. 1 to 40 are accepted.

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

Signature \_\_\_\_\_  
with stamp  
and full address  
indicating telephones Nos. :  
Mobile No. ....

Land Line No. ....

**Earnest Money (I)**

1. Name : \_\_\_\_\_
2. Father's Name / : \_\_\_\_\_  
Firm's Name : \_\_\_\_\_
3. Address : \_\_\_\_\_  
\_\_\_\_\_
4. Telephone No. : \_\_\_\_\_  
\_\_\_\_\_
5. Affidavit  
(Duly attested by 1<sup>st</sup> Class Magistrate /  
Class-I Officer / Notary )
6. Demand Draft for Rs. 15,000/- towards  
Earnest money indicating No. \_\_\_\_\_  
Date \_\_\_\_\_ and Name of Bank with stamp

Note : The form duly filled should be put in an envelope indicating **Earnest Money (I)** duly sealed with the name and address of the Contractor / Firm.

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

Signature \_\_\_\_\_  
with stamp  
and full address  
indicating telephones Nos. :  
Mobile No. ....  
Land Line No. ....



**Tender Document (II)**

Sr. No.		
1	Name of the Firm/ applicant (in Capital letters)	
2	Contact Nos. (Mobile) (Landline) (Email ID)	
3	Address	
4	Permanent Address	
5	Professional Qualifications & Years of Experience (Attach attested copies of certificates and experience)	
6	Reference any two persons with their complete address and telephone numbers.	
7	(i) Name of the Cooks & their address : (ii) Name of Helpers and their address :	
8	Food License Certificate Number & Date and its validity	
9	PAN Card Number	
10	AADHAR Card Number	
11	G.S.T. / Sales Tax Number	
12	Any other additional information you wish to mention	

Dated :

Place :

Signatures with stamp

Full Address &amp; Tel. Nos.

**Note :** This form duly filled should be put in an envelop marked **Tender Application (II)** duly sealed indicating the name and address of the contractor / firm.

**Price Bid - III**

1. Name : \_\_\_\_\_
2. Father's Name / : \_\_\_\_\_  
Firm's Name : \_\_\_\_\_
3. Age : \_\_\_\_\_
4. Address : \_\_\_\_\_  
\_\_\_\_\_
5. Bid Rate for all items as specified : Rs. \_\_\_\_\_  
in the Menu (Bed Tea, Tea Biscuit, (In words) \_\_\_\_\_  
Breakfast, Lunch and Dinner. \_\_\_\_\_  
\_\_\_\_\_

(Quote the rate as per specification / Terms and Conditions attached.  
along with details of Menu

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

Signature \_\_\_\_\_  
with stamp  
and full address  
indicating telephones Nos. :  
Mobile No. ....  
Land Line No. ....

**Note :** These forms duly filled should be put in an envelop marked **Price Bid (III)** duly sealed indicating the name and address of the contractor / firm.

## MENU

(for a minimum batch of 15 officers)

**Bed Tea – 6.30 AM** **Rs.** \_\_\_\_\_

**Tea with biscuit (Morning Tea - 11.30 AM and Evening Tea - 3.30 PM)** **Rs.** \_\_\_\_\_

**Breakfast** (Mixed Parantha OR Alu Parantha OR Gobi Parantha OR Veg Sandwich OR Bread  
8 – 9 AM Omelet ) along with Butter, Mixed Fruit Jam, Curd, Tea, and mixed Pickle

**Rs.** \_\_\_\_\_

**Lunch** One Paneer dish (Karahi Paneer, Shahi Paneer / Matar Paneer, etc.),  
1 – 2 PM One Mixed Veg. (seasonable) OR Mutter Mushroom  
One Dal Makhni OR Rajmah OR Yellow Dal OR White Chana  
One Non-Veg. dish (Mutton OR Chicken ) – twice in a week  
One Rice Pulao OR Zeera Rice  
Two types of Chapatis (Plain OR Tandoori Roti) & (Missi Roti OR Naan)  
One Mixed Raita OR Boondi Raita  
Salad & Pickle and Water bottle  
One Sweet Dish : Hot Gulab Jamun (02 Pcs.) OR Carrot Halwa OR Moong Dal  
Halwa OR Rus Malai OR Fruit Cream OR Kheer

**Rs.** \_\_\_\_\_

**Dinner** One Paneer dish (Karahi Paneer / Shahi Paneer / Matar Paneer, etc.),  
8 – 9 PM One Mixed Veg. (seasonable) OR Mutter Mushroom  
One Rajmah OR Dal Makhni OR any other Dal  
Plain Roti OR Tandoori Roti OR Missi Roti  
Zeera Rice / Plain Rice  
Mixed Raita OR Boondi Raita OR Curd  
Salad & Pickle and water bottle  
One Sweet Dish : Hot Gulab Jamun (02 Pcs.) OR Spongy Rasgulla (01 Pc.)  
OR Kheer Or Sewian OR Ice Cream (Verka / Amul)

**Rs.** \_\_\_\_\_

**Total Amount Rs.** \_\_\_\_\_

(Amount in Words) : \_\_\_\_\_

**Also separately quote rates for High Tea (per person) :**

**High tea** consist of (Burfi, mixed Veg. Pakodas, Tea, Cold Drink, Cake, Biscuit, Chips,) **Rs.** \_\_\_\_\_

**High tea** consist of (Samosa, Kaju Burfi, Cake, Paneer Pakodas, Chips, Biscuit, Juice, Coffee) **Rs.** \_\_\_\_\_

Dated :

\_\_\_\_\_  
Signatures with Stamp

**Also quote the rates for the following additional items :-**

- |    |                                  |           |
|----|----------------------------------|-----------|
| 1. | a) Butter Naan / Lachha Parantha | Rs. _____ |
|    | b) Soup Veg.                     | Rs. _____ |
|    | c) Cold coffee                   | Rs. _____ |
|    | d) Hot coffee                    | Rs. _____ |
|    | e) Lassi (Verka / Vita)          | Rs. _____ |
|    | f) Nimboo Pani                   | Rs. _____ |
|    | g) Cold Drink (2 Ltr.)           | Rs. _____ |
|    | h) Samosa                        | Rs. _____ |
|    | i) Bread Pakoda                  | Rs. _____ |
|    | j) Paneer Pakoda                 | Rs. _____ |
|    | k) Mineral Water Bottle (1 ltr.) | Rs. _____ |
|    | l) Milk (1 glass)                | Rs. _____ |
|    | m) Veg Sandwich                  | Rs. _____ |
|    | n) Cheese Sandwich               | Rs. _____ |
|    | o) Tea Bag Tea                   | Rs. _____ |

**Note : (Quality Control)**

1. Butter and Curd of Milkfed / Verka / Amul / Vita brand will only be served.
2. Only Basmati Rice will be served.
3. Kheer will be served of Milkfed / Verka / Amul / Vita only.
4. Jam (Kisan) and Pickle – Mango / Lime (Markfed) will be served only.
5. Cooking medium groundnut oil, Soybean and mustard oil produced by Markfed and Hafed / or any other approved brand only will be used.
6. Quality and quantity of food will not be compromised.
7. Menu for each day will be finalized by the Head Coordinator / Administrative Officer, ICA, Chd.

Dated :

Signatures with Stamp

## **AFFIDAVIT**

I / We \_\_\_\_\_ do hereby solemnly affirm and declare as under :

1. That I / We \_\_\_\_\_ is a resident of \_\_\_\_\_.
2. That I / We have read out all the terms and conditions as mentioned in the tender application form carefully and shall abide by these conditions in letter and spirit.
3. That in case of violation of any terms and conditions as mentioned in the tender document, I / We shall pay any amount of the penalty as is imposed by the Director, Institute of Correctional Administration (ICA), Chandigarh.
4. That I / We further undertake that in case of any serious violation of the terms and conditions, the contract awarded will be treated as cancelled and the security amount so deposited with the ICA, Chandigarh shall stand forfeited.
5. That I / We have never been debarred in the past from any of the contract pertaining to food and services awarded to me / us by any of the Government organizations / institutions / agencies for not complying with the terms and conditions of the agreement or for concealment of any facts or may be for some other reasons.
6. That I / We have never been blacklisted in the past by any of the Government Departments / Agencies / Institutions for any serious lapse that may have been occurred by me / us during the course of award of the contract.
7. That I / We further undertake that nothing has been concealed in the Tender Document which may debar me / us for the award of the contract. In case any of such facts come into the knowledge of the management of the ICA, Chandigarh at some later stage, the contract awarded to me / us is liable to be cancelled forthwith.

Place :

Dated :

DEPONENT

### **Verification :**

Verified that the contents of my above affidavit as mentioned from Sr. No. 1 to 7 are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

DEPONENT

**Envelop-I**

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Director,  
Institute of Correctional Administration  
( CCET Complex), Hostel No.3, Sector 26  
Chandigarh

No. ....

Dated .....

Subject : **Earnest Money** for the award of contract for providing food and service in the ICA,  
Sector 26, Chandigarh.

Sir,

Enclosed please find herewith a Demand Draft for earnest money amounting to Rs.  
15,000/- (Rupees Fifteen Thousand only) for the award of contract for providing food and service in  
the ICA, Sector 26, Chandigarh.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_  
with stamp  
and full address  
indicating telephones Nos. :  
Mobile No. ....

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

Land Line No. ....

Encl. : Demand Draft No. .... dated ..... for Rs. 15,000/-.

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Director,  
Institute of Correctional Administration  
( CCET Complex), Hostel No.3, Sector 26  
Chandigarh

No. ....

Dated .....

Subject :       **Tender Document** for the award of contract for providing food and service in the ICA,  
Sector 26, Chandigarh.

Sir,

Enclosed please find herewith the tender document for the award of contract for  
providing food and service in the ICA, Sector 26, Chandigarh.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_  
with stamp  
and full address  
indicating telephones Nos. :  
Mobile No. ....

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

Land Line No. ....

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Director,  
Institute of Correctional Administration  
( CCET Complex), Hostel No.3, Sector 26  
Chandigarh

No. ....

Dated .....

Subject :     **Price Bid** for the award of contract for providing food and service in the ICA, Sector 26, Chandigarh.

Sir,

Enclosed please find herewith Price Bid for the award of contract for providing food and service in the ICA, Sector 26, Chandigarh.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_  
with stamp  
and full address  
indicating telephones Nos. :  
Mobile No. ....

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

Land Line No. ....



**Form No. :** \_\_\_\_\_

**Date :** \_\_\_\_\_

# **TENDER DOCUMENT FORM**

for providing Food and Service  
Year 2024-2025.

## **INSTITUTE OF CORRECTIONAL ADMINISTRATION**

Hostel No. 3, CCET Complex, Sector 26, Chandigarh  
Phone Nos. : 0172-2790058

INSTITUTE OF CORRECTIONAL ADMINISTRATION  
(CCET Complex) Sector 26, Chandigarh  
Tel. Nos. : 0172-2790058

Tender Notice

Applications / quotations in a sealed envelope are invited for providing food and services to the officers for a period of six months only (for a minimum batch of 15 officers in each course) during training programs that are conducted in the Institute of Correctional Administration, Chandigarh for around 8 to 10 days in a month, from the reputed caterers / mess contractors having minimum 5 years of experience in catering line in any Institutions / Organizations / Departments, etc. The Caterer / Mess Contractor should have valid registration certificate under Food Safety & Standards Act, 2006; valid GST registration certificate; PAN and Aadhar Number. An earnest money of Rs. 15,000/- in favor of Director, ICA will be submitted by the caterer along with their tender document. All the terms and conditions are mentioned in the Tender document and the caterers are required to submit (i) complete tender with all relevant necessary supporting documents duly signed and stamped, (ii) Earnest Money and (iii) Price Bid in different envelopes. The Caterer is also required to adhere all the mandatory provisions under the GFR, 2017. Any incomplete tender document will be rejected.

Accordingly, interested caterers / mess contractors may quote their lowest rates as per the Menu in the prescribed format. The complete tender document is available on ICA, Chandigarh's website [www.icachd.net](http://www.icachd.net) or may be collected from the office on any working day between 10.00 AM to 5.00 PM. The tender document complete in all respects should reach the office of the undersigned latest by 20th March, 2024.

Sd/-  
Director, ICA