

INSTITUTE OF CORRECTIONAL ADMINISTRATION  
(CCET Complex) Sector 26, Chandigarh  
Tel. Nos. : 0172-2790058 / 8288006095

**Tender Notice**

Applications / quotations in a sealed envelope are invited from various caterers / mess contractors for providing food and services to the officers for a period of one year for a minimum batch of 15 prison & police officers in each training course that will be conducted in the Institute of Correctional Administration, Sector 26, Chandigarh for around 05 to 07 days in a month. The Caterer should have valid registration certificate under Food Safety & Standards Act, 2006; valid GST Registration Certificate; PAN and Aadhar Number. An Earnest Money (Bid Security) of Rs. 45,000/- in favor of Director, ICA will be submitted by each caterer along with their tender document. The caterer must fulfill all the terms & conditions as mentioned in the Tender document. The caterer is required to submit (i) complete tender with all relevant necessary supporting documents duly signed and stamped, (ii) Earnest Money and (iii) Price Bid. The Caterer is also required to adhere all the mandatory provisions under the GFR, 2017. To ensure due performance of the mess contract in ICA, the Performance Security amounting to Rs. 90,000/- will be obtained from the successful bidder awarded the contract. If the Institute finds that the quality of food and services provided by the Caterer are not satisfactory, the contract will be terminated by giving two month's notice period and the decision of the Director, ICA in this regard shall be final and binding on the caterer.

Accordingly, interested caterers / mess contractors may quote their lowest rates as per the prescribed Menu as specified in the tender document. The complete tender document is available on ICA website ([www.icachd.net](http://www.icachd.net)) which can also be collected personally from the office on any working day between 9.00 AM to 5.00 PM. The tender document complete in all respects should reach the office of the undersigned latest by **26<sup>th</sup> December, 2025**. Any incomplete tender document will be rejected.

Sd/-  
Director, ICA

From No... ..  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated : .....

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 during the calendar year 2026.**

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. \_\_\_\_\_ dated \_\_\_\_\_ for a sum of **Rs. 45,000/- (Rs. Forty Five 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. 90,000/- (Rupees Ninety 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.

I, further understand that my / our performance security will stand forfeited in case of breach of any terms and condition of the contract/agreement/tender document on my part at any stage during the contractual period.

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)  
Contact No. ....

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

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

# **TENDER DOCUMENT FORM**

for providing Food and Service during the Year 2026

## **INSTITUTE OF CORRECTIONAL ADMINISTRATION**

Hostel No. 3, CCET Complex, Sector 26, Chandigarh

Phone Nos. : 0172-2790058 / 8288006095

**INSTITUTE OF CORRECTIONAL ADMINISTRATION,  
SECTOR 26, CHANDIGARH  
Tel. Nos. : 0172- 2790058 / 8288006095**

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

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

**Tender Document for Mess Contract in ICA, Chandigarh**

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 one year from the date of award of the contract. If the Institute finds that the quality of food and services provided by the Contractor are not satisfactory, the contract will be terminated by giving two month's notice period and the decision of the Director, ICA in this regard shall be final and binding on the caterer. In case the Caterer himself/ herself wish to discontinue the mess contract, he is also required to give two month's notice period in advance to the Director, ICA.
2. The rates of catering should be specified clearly by mentioning GST and all other charges, if applicable. The Institute will make deductions on account of any taxes as prescribed under the relevant rules. The Caterer is liable to be deposit any other taxes as applicable under the rules. 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.
3. 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 Caterer in advance from time to time. Tea and other items are to be served in the Dining Hall of the office premises.
4. Menu for each day should be displayed in consultation with the Head Coordinator (Trg. & Res.) and the Administrative Officer, ICA, Chandigarh. The caterer will quote the rates separately for bed tea, morning tea, breakfast, lunch, evening tea, and dinner and also for High Tea (as mentioned in the prescribed Menu). The number of food items / meals can be varied at breakfast, lunch and dinner.
5. Services rendered by the caterer shall be prompt and up to the entire satisfaction of the Head Coordinator and the 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.
6. 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.
7. The caterer will supervise the catering arrangements himself or be represented by a Supervisor engaged by the Caterer. The caterer shall furnish the names and addresses etc. of the Supervisor and his staff so engaged by him to the Administrative Officer, ICA at the time of award of contract.
8. The Caterer will arrange all the catering items like utensils, 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.
9. 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.

10. 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 electrical & electronic appliances/ gadgets which are considered necessary for smooth functioning of the kitchen / dining hall shall be provided by the Institute.
11. The menu for each day will be decided in consultation with the Head Coordinator or Administrative Officer of the Institute.
12. The caterer will be allowed the use of kitchen and dining hall / pantry during the training programmes only. The Institute will provide two rooms at the first floor of West Wing of ICA for the stay of the staff of the Caterer and also for storage of catering items / utensils, etc. for which the Institute will charge Rs. 5,000/- per month from the Caterer. The Caterer will provide / submit identity proof of his staff to the Administrative Officer, ICA for reference and record.
13. The necessary minor repair works related to civil, electrical and public health will be got done by the Caterer himself / herself only in the rooms allotted for the staff of the Caterer at his / her own cost. The Institute will not bear any expenditure for the same.
14. 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.
15. 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 Caterer.
16. That the Bid security (Earnest money) amounting to Rs. 45,000/- (Rupees Forty Five Thousand) only will be obtained from the bidders as per the provisions of General Financial Rules (GFR).
17. To ensure due performance of the contract, performance security of Rs. 90,000/- (Rupees Ninety Thousand) only will be obtained from the successful bidder awarded the contract as per provisions of the General Financial Rules 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. The security amount will be refunded to the Caterer on completion of his mess contract in ICA.
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 of ICA 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, being the competent authority shall reserve the right to extend the mess contract maximum for a period of three years or for till such period as it may consider it necessary beyond the initial period of one year 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 area. For all cooking purposes, LPG gas will be used.
26. Contractor will ensure that his mess staff should be in proper neat and clean dress while serving the food. That the contractor will also be responsible for the cleanliness of the mess premises.
27. Incomplete tender / conditional tender / telegraphic tender and tender without earnest money will not be entertained / accepted.
28. 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.
29. 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 during the initial contract period of one year.
30. 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.
31. That the contractor should have valid Food License Certificate and valid GST Registration Certificate; issued by the approved Agencies as per the Government Policy. The contractor should also be having Aadhar Card, PAN Card and current account in the name of the firm / person in whose name the mess contract of ICA is awarded.
32. That the contractor will handover physical vacant possession of the mess premises / and allotted room peacefully within a week of the expiry / termination of the contract.
33. That the contractor and 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. Any violation of this will be viewed seriously by the Management of the Institute, and will be liable for disciplinary action.
34. That the contractor shall not sub-let or assign the contract to any other party/person. If the Contractor/ Caterer wish to discontinue the mess contract of ICA, he / she will inform the ICA authority well in advance by giving in writing a notice period of two months.
35. That the contractor will provide hygienic and good quality of food in the Institute and will abide by all the applicable Laws and will be solely responsible for safety and security of their employees in all respect.

All the terms and conditions as mentioned from Sr. No. 1 to 35 are accepted.

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

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

Signature \_\_\_\_\_  
 with stamp and full address  
 Contact No. ....

**Earnest Money (I)**

1. Name of the Firm : \_\_\_\_\_
2. Address : \_\_\_\_\_
3. Telephone No. : \_\_\_\_\_
4. Affidavit  
(Duly attested by the Notary )
6. Demand Draft for Rs. 45,000/- towards  
Earnest money indicating No. \_\_\_\_\_  
Date \_\_\_\_\_ and Name of Bank

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  
Contact No. ....

**Tender Document (II)**

| Sr. No. |  |  |
|---------|--|--|
| 1       | Name of the Firm   |  |
| 2       | Name of the Caterer / Proprietor                           |  |
| 3       | Contact Nos. (Mobile)<br>(Landline)<br>(Email ID)          |  |
| 4       | Address  |  |
| 5       | Years of Experience, if any                                |  |
| 6       | Food License Certificate Number & Date<br>and its validity |  |
| 7       | G.S.T. / Sales Tax Number                                  |  |
| 8       | Current Account No. of Firm / Person                       |  |
| 9       | PAN Card Number  |  |
| 10      | AADHAR Card Number   |  |
| 11      | Any other additional information you wish to<br>mention    |  |

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

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

Signature \_\_\_\_\_  
with stamp and full address  
Contact No. ....

**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 of the Firm : \_\_\_\_\_
  
2. Address : \_\_\_\_\_  
\_\_\_\_\_
  
3. Contact Number : \_\_\_\_\_
  
4. Bid Rate for all items as specified : Rs. -----  
in the Menu (Bed Tea, Breakfast (In words) -----  
Tea with Biscuit (two times) Lunch -----  
and Dinner -----
  
5. Bid Rate for High Tea : Rs. \_\_\_\_\_  
as specified in the Menu (In words) -----  
-----

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

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

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

Signature \_\_\_\_\_  
with stamp and full address  
Contact 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 Trainees)

**Bed Tea – 7.00 AM** **Rs.** \_\_\_\_\_

**Tea with biscuit (Morning Tea - 11.30 AM)** **Rs.** \_\_\_\_\_

**Tea with biscuit (Evening Tea - 3.30 PM)** **Rs.** \_\_\_\_\_

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

**Lunch** **Rs.** \_\_\_\_\_  
1 – 2 PM  
One Paneer dish (Karahi Paneer/Shahi Paneer/Matar Paneer/Palak Paneer etc.)  
One Mixed Veg. (Seasonal) OR Mutter Mushroom,etc.  
One Dal Makhni OR Rajmah OR Yellow Dal OR White Chana, etc.  
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 : Gulab Jamun OR Carrot Halwa OR Moong Dal Halwa OR Ice-Cream OR Fruit OR Kheer

**Dinner** **Rs.** \_\_\_\_\_  
8 – 9 PM  
One Paneer dish (Karahi Paneer / Shahi Paneer / Matar Paneer, etc.),  
One Mixed Veg. (seasonal) OR Mutter Mushroom  
One Rajmah OR Dal Makhni OR any other Dal  
One Non-Veg. (Chicken / Fish ) twice in a week.  
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 OR Spongy Rasgulla OR Fruit OR Kheer Or Sevian OR Ice Cream (Verka / Amul)

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

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

**Also separately quote rates for High Tea (for minimum 20 persons) :**

|                            |                         |                  |                               |
|----------------------------|-------------------------|------------------|-------------------------------|
| <b>High tea</b> consist of | Paneer Pakodas          | (Per 2 Kg.)      |                               |
|                            | Mixed Veg. Pakodas,     | (Per 2 Kg.)      |                               |
|                            | Khoya Burfi / Milk Cake | (Per 2 Kg.)      |                               |
|                            | Cake Walnut             | ( Per 2 Kg.)     |                               |
|                            | Samosa                  | (Per Pc. only)   |                               |
|                            | Juice                   | (Per Glass only) |                               |
|                            | Coffee                  | (Per Cup only)   |                               |
|                            |                         |                  | <b>Total Amount Rs.</b> _____ |

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

Signature \_\_\_\_\_  
with stamp and full address  
Contact No. ....

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

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

**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) Paneer Samosa per pc.            | Rs. _____ |
| i) Mixed Veg. Pakoda per kg.        | Rs. _____ |
| j) Paneer Pakoda per kg.            | Rs. _____ |
| k) Mineral Water Bottle (1 ltr.)    | Rs. _____ |
| l) Milk (1 glass)                   | Rs. _____ |
| m) Veg Sandwich per pc.             | Rs. _____ |
| n) Cheese Sandwich per pc.          | Rs. _____ |
| o) Tea Bag Tea                      | Rs. _____ |

**Note : (Quality Control)**

1. Butter and Curd of 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 mixed pickle of good quality will be served only.
5. Cooking medium groundnut oil, Soybean and mustard oil produced by Markfed and Fortune / 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.

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

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

Signature \_\_\_\_\_  
with stamp and full address  
Contact No. ....

**AFFIDAVIT**

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

1. That I / We \_\_\_\_\_ is a resident of \_\_\_\_\_  
\_\_\_\_\_ and I am running  
shop in the name and style of the firm namely M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(Name of the firm and Address).
3. 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.

Place :

Dated :

DEPONENT

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 No. \_\_\_\_\_ dated \_\_\_\_\_  
amounting to Rs. 45,000/- (Rupees Forty Five Thousand only) as earnest money 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

Contact No. ....

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

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

Encl. : Demand Draft No. .... dated ..... for Rs. 45,000/-.

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,

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

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

Signature \_\_\_\_\_  
with stamp and full address  
Contact 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

Contact No. ....

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

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