

**CSIR – INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY  
MALL ROAD, NEAR JUBILEE HALL, DELHI – 110 007**

**NOTICE INVITING TENDER**

On behalf of Director, CSIR-IGIB, Delhi online sealed tenders are invited through **CPPP portal : etenders.gov.in** for running of staff canteen at CSIR-IGIB North Campus situated at Mall Road, Delhi and Hostel Mess-cum-staff canteen at its South Campus situated at Mathura Road, New Delhi from reputed caterers having at least three years experience of running canteens in Academic/R&D Institutions/Leading Corporate/Autonomous Bodies and PSU's. **The last date for receipt of online bids is 2<sup>nd</sup> March, 2020. The online bids received will be opened on the next working day at 3.00 P.M.** Earnest money deposit amounting to Rs.60,000/- (Rs. Sixty thousand only) in the form of Demand Draft / Banker's cheque issued by a scheduled Bank in favour of Director, IGIB, Delhi must be delivered in Room No. 320 (3<sup>rd</sup> Floor) before the last date / time for submission of online bids and a scanned copy is attached with the online Technical bid.

**Controller of Administration**

**CSIR – Institute of Genomics & Integrative Biology**  
**Mall Road, Delhi – 110 007**

**TENDER DOCUMENT FOR PROVIDING CANTEEN SERVICES AT CSIR-IGIB MALL ROAD AND  
MATHURA ROAD CAMPUS HOSTEL MESS-CUM-CANTEEN.**

**IMPORTANT INFORMATION**

<b>Sl. No.</b>	<b>Items</b>	<b>Description</b>
1.	Subject / Scope of work	TENDER FOR PROVIDING CANTEEN SERVICES AT CSIR-IGIB MALL ROAD AND MATHURA ROAD CAMPUS CANTEENS/ HOSTEL MESS.
2.	Availability of bid document	CPPP Portal : etenders.gov.in
3.	Earnest Money Deposit	Rs.60,000/- (Rs. Sixty thousand only)
4.	<b>Date of Publication of bid</b>	<b>18.02.2020</b>
5.	<b>Last Date for submission of online bids</b>	<b>02.03.2020</b>
6.	<b>Date of Opening of Technical bids</b>	<b>03.03.2020</b>
7.	Date of opening of financial bids	To be communicated later to technically qualified bidders only.
8.	Address for communication	Controller of Administration, CSIR – Institute of Genomics & Integrative Biology, Mall Road, Delhi – 110 007

**Controller of Administration**

## **SCOPE OF WORK AND SCHEDULE**

### **Tender for running staff canteens at CSIR-IGIB, Mall Road, Delhi and Hostel Mess-cum-staff canteen at Mathura Road, New Delhi.**

CSIR – IGIB is a premier R & D Institute of Council of Scientific and Industrial Research under Ministry of Science and Technology, Govt and engaged in research of national importance in the areas of genomics, molecular medicine, bioinformatics and proteomics. The Institute is having two campuses, one at Mall Road, Delhi (known as North Campus) and other campus situated at Mathura Road, New Delhi (known as South Campus). North Campus canteen facility is being used by Institute officers / staff members and students. The South Campus comprises of Office Building and Students Hostel (International Students & Scientists Hostel). The canteen facility is being used by staff members and also as Mess for students.

Director, CSIR – Institute of Genomics and Integrative Biology, Mall Road, Delhi invites online bids through **CPPP Portal : etenders.gov.in** for serving tea/coffee / snacks / meals etc. at its staff canteen and Hostel Mess-cum-canteen situated at Mall Road, Delhi and Mathura Road, New Delhi respectively. The period of contract will be initially for a period of one year and extendable for another period of one year subject to satisfactory performance and as per discretion of Director, CSIR-IGIB. **The online bids needs to be submitted in two parts :**

#### **PART – 1 Technical Bid should accompany the following documents:**

1. Work orders/certificates of experience for last three years;
2. Annual Turnover of Rs.30 lakhs and above (Copies of ITR, Balance Sheets and Profit and Loss Accounts of last 3 financial years);
3. PAN Card of individual or company;
4. GST Number
5. Registration with Food Safety & Standard Authority of India;
6. Bank Account details for RTGS/NEFT
7. Duly signed Terms and conditions, scope of contract and specific conditions for catering, Form of Tender, Form of Agreement.

#### **PART – 2: Financial bid.**

The earnest money deposit amounting to Rs.60,000/- (Rs. sixty thousand only) in the form of Demand Draft / Pay order / Banker's cheque in favour of "Director, CSIR-IGIB, Delhi" must be delivered in Room No. 320, 3<sup>rd</sup> floor, IGIB, Mall Road, Delhi before closing date / time of online bids and a scanned copy of the same should accompany with the Technical bid.

**The firms registered with MSME should submit a copy of EMD exemption certificate for claiming exemption from EMD submission.**

The EMD of the unsuccessful bidders shall be refunded after award of contract. The Director, CSIR-IGIB, Delhi reserves the right to accept or reject any or all the bids without assigning any reasons.

**Canteen / Hostel Mess working days and timings :**

➤ **North Campus Mall Road, Delhi Canteen :**

**Monday to Saturday : 8.30 A.M to 6.30 P.M**

(Canteen services, if required beyond 6.30 P.M or on Sundays and Holidays will be intimated in advance)

➤ **Mathura Road Hostel cum Mess canteen :**

**Canteen timings (Mathura Road Campus) : All Seven days of week from 8.30 A.M to 6.30 P.M**

**MESS TIMINGS FOR (International Students & Scientists Hostel) ISSH Hostel :**

**All Seven Days of week from 7.30 A.M to 10.00 P.M**

• **MESS TIMINGS FOR STUDENTS :**

- **BREAKFAST - 7.30 A.M TO 9.00 A.M ( FOR EXTRA ITEMS OVER AND ABOVE THE**
- **LUNCH - 1.00 P.M TO 2.00 P.M FIXED MENU WILL BE ON PAYMENT BASIS)**
- **DINNER - 8.00 P.M TO 9.30 P.M**

- **(Canteen services, if required beyond 6.30 P.M or on Sundays and Holidays will be intimated in advance)**

The contractor will be required to cater to the need of staff members working in both the campuses of the Institute in respect of Tea, Coffee, Cold Drinks, snacks of different varieties and lunch etc. Additionally, Breakfast, Lunch and dinner to be served to students residing in the (International Students & Scientists Hostel) ISSH Hostel in South Campus (Mathura Road) on daily basis and on payment of fixed monthly charges. Tea / Coffee for Director's Office and official meetings also need to be served in a presentable manner and in good quality Bone-China crockery. The contractor will also provide room service as may be required. The contract will be initially for a period of one year and extendable for another one year subject to satisfactory performance and sole discretion of Director, CSIR-IGIB, Delhi.

The bidders must quote rates for all the menu items listed in **Annexure "A", "B" AND "C" in figure and words** and sign with date and rubber stamp at the place indicated.

## **GENERAL TERMS AND CONDITIONS OF CONTRACT**

1. Earnest Money Deposit of Rs.60,000/- (Rs. Sixty thousand only) in the shape of crossed demand draft / banker's cheque / Pay Order drawn in favour of Director, Institute of Genomics & Integrative Biology, Delhi. EMD will not carry any interest and the same will be refunded to the unsuccessful bidders after award of the contract. Bids received without EMD will not be considered. In the case of successful bidder EMD will be forfeited if he fails to commence the work within the stipulated period.
2. No minimum guarantee will be furnished to the firm towards consumption of food items. It is advised to maintain the highest quality at the minimum/reasonable prices so as to attract the maximum number of officials / students to avail the canteen services.
3. **CONTRACTOR WILL NOT BE ALLOWED TO USE SINGLE USE PLASTIC ITEMS BANNED BY THE GOVERNMENT OF INDIA IN THE INSTITUTE CANTEENS/MESS AND ANY OTHER SPECIFIC ITEM / ARTICLES AS MAY BE NOTIFIED BY THE GOI / STATUTORY BODY DURING THE CONTRACT.**
4. Tenders which do not fulfill any or all of the above conditions are liable for rejection. The contractor must quote for all the items to be served (including the listed items), otherwise their tenders will be treated as incomplete and rejected without assigning any reason.
5. The bidder shall quote the rates both in figures and words. The rates quoted shall be final and valid for the entire contract period. No subsidy will be given over the quoted rates. All applicable taxes will be borne by the vendor.
6. Quoted rates should be inclusive of all taxes and duties. These rates shall be fixed for the entire period of the contract. There will be no further escalation of rates during the tenure of the contract.
7. Prices for water, cold drinks and other packed items should not exceed the MRP.
8. **The successful lowest bidder will be decided on the basis of total of lowest quoted rates of menu items listed in "Annexure "A" and "B" only.**
9. The successful tenderer shall have to enter into an agreement on non-judicial stamp paper of Rs.100/-. The successful bidder/contractor will be required to enter into an Agreement/Contract as per the enclosed copy of the Agreement / Contract. The failure, delay or evasion on the part of the successful bidder to execute the same within period mentioned will result in forfeiture of EMD. The failure, delay or evasion on the part of the successful bidder / contractor to commence the services within the stipulated period will result in termination of the contract and forfeiture of EMD.
10. Cost of LPG/PNG charges will be borne by the vendor. The contractor will **use the PNG facility installed in South Campus canteen and the cost shall be borne by him/her as per usage whereas the contractor will arrange for LPG at his own cost for use at North Campus Canteen.**
11. The contractor should keep the usage of the water and electricity to a reasonable level and the contractor has to pay lumpsum amount of Rs.4000/- per month for South Campus Canteen and Rs.2500/- per month for North Campus Canteen towards usage of premises as Licence fee.
12. The contractor shall display the menu and rate list daily on display board in the canteens, in advance.
13. The contractor shall pay all his Govt. dues relating income tax/GST.

14. Kitchen will be provided with electrical fixtures, fans, refrigerator, kitchen equipments (as per inventory available) and canteen space and no charges will be levied on these by the IGIB. Contractor shall maintain inventory of the equipments / items given to him. Cost of any items missing and breakage due to negligence/mishandling will be recovered from the contractor fully.
15. The contractor shall not employ the services of any sub-contractor directly or indirectly for the purposes of services pursuant to this contract.
16. Crockery, cutlery, vessels of reputed brand will be arranged by the vendor. Table cloth/aprons/gloves/caps for waiters and room service staff will be provided by the vendor on regular/need basis.
17. The contractor will use his/her own utensils for cooking purpose. The crockery used will be of good quality. Porcelain or stainless steel and bone china make for official meetings.
18. The contractor will use Agmark ghee/FSSAI certified vegetable oil only.
19. The firm will ensure that raw material used for cooking are of very good quality, safe for human consumption and conform to the standard laid down by the GoI in this regard from time to time. In the event of any food poisoning/contamination, the firm will be held fully responsible and liable to other penal actions under the law. The firm will ensure proper sanitation/hygienic conditions in the premises and deploy persons free from infectious diseases.
20. The contractor shall monitor quality standards and supply eatables of good quality and render quality service. He shall maintain proper hygiene and sanitation standards.
21. Vendor will be expected to maintain hygiene and serve unadulterated food. Leftovers of previous day shall not be permitted for sale. Vendor shall keep the kitchen/dining/wash area neat and clean following the most hygienic norms at all times. In case of not following the hygienic norms by the vendor, spot penalty of Rs.500/- on first occasion will be levied by the Canteen Committee and the same shall be deposited by the contractor within 7 days with CSIR-IGIB. Subsequent penalty charges will be decided by the Canteen Committee which will be binding to the vendor.
22. It will be the responsibility of the contractor to store the material purchased by him in a neat, tidy and hygienic manner in the space provided in the canteens. The security of such material will be the sole responsibility of the contractor.
23. The contractor shall employ adequate staff to ensure consistent quality of service. The contractor will have to employ the required cooking and service staff at his/her own cost and bear all statutory and other liabilities for running the canteen.
24. The firm shall provide sufficient sets of uniform and pair of shoes to its employees and shall ensure that they wear them all time and maintain them properly.
25. It will be sole responsibility of the contractor clean tables, chairs of staff canteens.
26. The contractor should take all precautionary measures to ensure the safety of the workmen employed by it and the Institute will not be responsible in case of any eventuality.
27. The firm shall be responsible for compliance of the Labour laws in respect of the personnel employed. The firm shall be the employer for his workers and the CSIR-IGIB will not be held responsible fully or partially for any dispute that may arise between the firm and his workers.

28. Liability/responsibility in case of any accident causing injury/death to canteen worker or any of his staff shall be of the firm. CSIR-IGIB shall not be responsible by any means in such cases.
29. The contractor will be responsible to comply with the provisions of the labour and food laws issued by the Govt. from time to time. He will keep the kitchen and dining hall in neat and clean conditions and the eatables must be prepared under hygienic conditions.
30. The contractor will ensure the police verification of personnel employed by him/her under the contract
31. The contractor will provide neat and clean uniform to the service and other staff on duty and will ensure that they conduct themselves with personnel of CSIR-IGIB and its guests in courteous and decent manner.
32. In case of any labour problems related to the workmen of the contractor deployed at Institute, the same will be settled at the contractor's end only. The contractor will indemnify CSIR-IGIB, suitably. It shall be the duty of the contractor to clearly inform its own personnel/staff that they will have no claim whatsoever against the Institute. Canteen vendor to ensure that all labour laws are followed and no child labour is engaged in the canteens.
33. Vendor shall not modify the kitchen/dining/wash areas and shall not remove the fixtures and equipments on his own. In case of any damages, it will be the responsibility of the vendor to get it repair.
34. It shall be the sole responsibility of the firm to obtain and keep ready necessary licence/permissions from various government bodies for running catering services and produce the same before the concerned authority as and when asked for.
35. The firm shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
36. The firm shall at all times keep CSIR-IGIB indemnified being the principal employer for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the firms shall at its cost and initiative at all times maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
37. CSIR-IGIB reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteens. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the firm.
38. The owner of the firm shall ensure that either he/she himself/herself or his/her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.
39. The contractor will be fully responsible for upkeep and safety of all the articles entrusted to him/her for running the canteen. Any loss or damage to these articles will be made good by him.  
  
Authorized pest control measures will be undertaken in the kitchen, storage and dining area regularly by the contractor at his own cost. The frequency for conducting pest control will depend on the prevailing conditions, and shall be carried out by the contractor as per the schedule created by the Canteen Committee.
40. No subsidy or advance shall be paid to the contractor.

41. The firm may also supply those eatable items which are not under the contract in case of any demand. The cost of such items should be reasonable. The cost of packaged items should not exceed the Market rate / MRP rates.
42. Payments to the contractor will be made by the staff members / students directly and not by the Institute other than official events/meetings/workshop and trainings etc.
43. In the event there is any query, objection, delay or dispute with regard to payment of any bill(s) or a part thereof, the firm shall not be entitled to any interest to be by CSIR-IGIB for late payment.
44. All disputes between the contractor and CSIR-IGIB, which cannot be settled by negotiations, may be resolved exclusively by arbitration and such dispute may be submitted by either party to arbitration within 30 days of the failure of negotiations. Arbitration shall be held in Delhi, India and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. The arbitration proceedings shall be conducted in the Hindi/English language, subject to the above, the courts of law at Delhi/New Delhi alone shall have the jurisdiction in respect of all matters connected with the contract. The arbitration award shall be final and binding. The contractor shall not be entitled to suspend the provisions of the catering services, pending resolution of any disputes and shall continue to render the catering services in accordance with the provisions of the contract notwithstanding the existence of any dispute between the contractor and the Institute or the subsistence of any arbitration or other proceedings. In the event contractor withdraws the services without permission of the Institute, the Institute shall recover the expenses of all damages from the contractor.
45. In the event of any question/dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) **the same shall be referred to the sole arbitration of Director, CSIR-IGIB, Delhi.**
46. The Canteen Management Committee nominated by the Director, CSIR-IGIB to inspect the functioning of the canteens with a view to ensure hygienic and satisfactory services. In case repeated failures or lacunae are noticed by the Committee on the part of the firm, Director, CSIR-IGIB/Chairperson of the Canteen Management Committee may impose a fine on case to case basis depending on the nature of the fault. The decision of the Canteen Committee shall be binding on the contractor.
47. **The date of commencement shall be as per the date indicated in the contract award letter.**
48. CSIR-IGIB reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by CSIR-IGIB from EMD or pending bills or by raising a separate claim. However, the agreement can be terminated by the firm giving one month notice, in advance. If the agency fails to give one month notice in writing for termination of the Agreement then one month payment etc. and any amount due to the agency from CSIR-IGIB shall be forfeited.
49. If the CSIR-IGIB is not satisfied with the quality of eatables served, services provided or behavior of the firm or his/her employees, the firm will be served with 24 hour notice to improve or rectify the defect(s), failing which CSIR-IGIB will be at liberty to take appropriate necessary steps as deemed fit. The competent authority reserves the right to terminate the contract with one month advance notice on account of any reason including unsatisfactory services.
50. In case services found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated forthwith resulting in the forfeiture of EMD.



51. If the contract is terminated by the firm without giving stipulated period of notice or fails to observe the terms and conditions of the tender, letter of award for the contract and the agreement signed by the firm with CSIR-IGIB, The EMD will be forfeited without prejudice to the CSIR-IGIB Management's right to proceed against the firm for any additional damages that CSIR-IGIB suffers as a result of breach of the aforesaid terms and conditions.
52. On termination of the contract, the firm will hand over all the equipment/furniture/articles etc. supplied by the Institute in good working condition to CSIR-IGIB.

**SIGNATURE AND SEAL OF CONTRACTOR**

## FORM OF CONTRACT

To :

The Director,  
CSIR – Institute of Genomics & Integrative Biology,  
Mall Road,  
Delhi – 110 007

Sir,

1. Having visited the sites and examined the terms and conditions and scope of work and schedule of contract, quantities of the foods etc. of the above named work, we offer to serve foods and run the canteens/Hostel Mess in conformity with the conditions of contract, specifications and bill of quantities of this tender document or such other sum as may be ascertained in accordance with the said conditions of contract.
2. We agree to abide by this tender for the period of one year (plus extended term, if any) from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of the period.
3. Unless and until a formal agreement is prepared and executed this tender together with your written acceptance thereof shall constitute a binding contractor between us.
4. We understand that you are not bound to accept the lowest or any tender you may receive.

Date \_\_\_\_\_ day of \_\_\_\_\_ 2019

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorized to sign Tenders for and on behalf of \_\_\_\_\_

(In Block Letters)

Address of tenderer

Witness :

Signature \_\_\_\_\_

Name \_\_\_\_\_

**(SPECIMEN OF FORM OF AGREEMENT)  
(ON NON-JUDICIAL STAMP PAPER OF RS. 100/-)**

1. Articles of Agreement made at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2019, CSIR- Institute of Genomics & Integrative Biology, Mall Road, Delhi – 110 007 hereinafter called the first party of the one part; and M/s. \_\_\_\_\_ hereinafter called the Second Party of the other part.

Whereas the first party is desirous for engaging of canteen contractor for serving lunch/dinner/breakfast/tea/coffee/snacks etc. to its staff / students at North Campus situated at Mall Road, Delhi and South Campus situated at Mathura Road, New Delhi as per specifications and the scope of work.

And Whereas the Second party has agreed to execute upon and subject to the conditions and instructions set further herein (hereinafter referred to as The said conditions) the work described in the specification and included in the said Schedule of quantities as per quoted rates.

Now it is hereby agreed as follows:

1. The said conditions thereto shall be read and construed as forming part of this Agreement, and the parties hereto shall respectively abide by and submit themselves to the conditions and perform the Agreement on their part respectively in such conditions contained.
2. All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen in Delhi/New Delhi and only the Courts in Delhi/New Delhi shall have jurisdiction to determine the same.
3. This Contract comprises :
  - a) Terms and conditions of contract
  - b) Scope of work and schedule; and
  - c) Contract Price

In token of their acceptance, in witness whereof the Official Seal of CSIR-IGIB was thereto affixed and signed / countersigned by the Authorized Signatories on behalf of First Party and the Second Party has signed this Agreement on the dates respectively mentioned against their signatures in the presence of the following witnesses .

Authorised Signatory of M/s. \_\_\_\_\_

Controller of Administration

## ANNEXURE - A

(MENU FOR BREAKFAST, LUNCH AND DINNER FOR STUDENTS IN ISSH HOSTEL MESS, SOUTH CAMPUS  
ON PAYMENT OF FIXED MONTHLY CHARGES)

ITEMS	Rates in figures	Rates in words
<b>Breakfast :</b> Stuffed paranthas (2) / Corn Flake with milk and Bread with jam / 2 egg omelet & 4 bread slice/ Idli / Sambar vada (2 Pcs.) with coconut chutney/ Plain / masala dosa with coconut chutney and sambhar <b>(One of the above menu item)</b> <b>Fruit item : Seasonal fruit</b> Tea / Coffee		
Milk 200 ml		
<b>Lunch :</b> 4 chapatis, boiled rice/ jeera rice/ pulao, vegetable, dal, curd / raita, pickle, papad, salad		
<b>Dinner :</b> 4 Chapatis, boiled rice/ jeera rice / pulao, vegetable, dal, curd / raita, pickle, papad, salad <b>(Non-Veg. : Chicken / Mutton or fish (3 times during the week)</b>		
<b>TOTAL : Rs.</b>		

SIGNATURE AND SEAL

## ANNEXURE – B

### MENU TO BE SERVED IN CANTEENS AT NORTH CAMPUS AND SOUTH CAMPUS

Items	Unit	Rate in figure	Rate in words
Tea	Each		
Black /Green/Lemon Tea	Each		
Coffee Espresso	Each		
Black Coffee	Each		
Cold Coffee	Each		
Samosa	1 piece		
Cutlet	1 piece		
Bread Pakora	1 piece		
Paneer Pakora	1 piece		
Kachori with subji (2 pcs)	Per plate		
Sandwich ordinary	1 piece		
Cheese /Grilled Sandwich	1 piece		
Assorted Pakora (Palak / Aaloo /Onion/Gobhi)	Per plate		
Plain Maggie / Noodles / Pasta / Macroni	per plate		
Boiled Eggs	Each		
Bread Omelet	2 slices with 2 eggs omelet		
Bread Butter jam	2 slices		
Poha	Per plate		
Stuffed Parantha (Gobi/Aaloo/Pyaj)	Each		
Kulche Choley / Bhature choley	(2 pcs kulcha / bhature, onion, green chutney) per plate)		
Plain Dosa with sambar and coconut chutney	Each		
Masala Dosa with sambar and coconut chutney	Each		
Idli with sambar and coconut chutney	2 pcs per plate		
Sambar Vada	2 pcs per plate		
Egg curry (2 eggs)	Per plate		
<b>LUNCH (To be served in Thali)</b> 3 chapatis / 4 puree, boiled / jeera rice /pulao, seasonal vegetable, dal / choley / rajmah, curd / raita, papad, pickle, salad	Per Thali		
Vegetable / Dal	Per plate		

Chapati	Each		
Puree	Each		
Curd / Raita	Per bowl		
Boiled / Fried / Jeera Rice / Pulao	Per plate		
<b>Non-Veg items :</b>	Per plate		
Mutton 2 pcs.			
Chicken dish 2pcs	Per plate		
Fish dish	Per plate		
<b>Working Lunch (Veg.) :</b> Naan / Missi Roti / Chapati / puree, plain rice / jeera rice / pulao, vegetable, mix vegetable, paneer item, choley / rajmah, dal / curd / raita, pickle, papad, green salad, water bottle (small) 1 sweet / ice cream	Buffet		
<b>Working Lunch (Non-Veg.):</b> Naan / Missi Roti / Chapati / puree, plain rice / jeera rice / pulao, vegetable, mix vegetable, paneer item, choley / rajmah, dal / Mutton / Chicken / Fish (1 item) / curd / raita, pickle, papad, green salad, water bottle (small) 1 sweet / ice cream	Buffet		

**SIGNATURE AND SEAL**

**ANNEXURE – C****OFFICIAL MEETINGS**

<b>Items</b>	<b>Unit</b>	<b>Rate in figure</b>	<b>Rate in words</b>
Tea	Each		
Black /Green/Lemon Tea	Each		
Coffee Espresso	Each		
Black Coffee	Each		
Cold Coffee	Each		
Biscuits (cookies of good quality)	Per plate		
Snacks (Paneer pakora/ bread pakora / cutlet / samosa)	Each		
Wafers / kurkure / Namkeen	Per plate		
Cold Drink / juice	Each		
Assorted pakora ( 8 pcs)	Per plate		
<b><u>Special LUNCH / DINNER :</u></b> <b><u>(Veg./ Non-Veg.) :</u></b>  Soup / Juice / cold drink  Snacks : 2 veg. and 2 non-veg. items  Naan / Missi Roti / Chapati / puree, Pulao, 2 vegetables, 2 non veg. items, dal, plain curd / raita, pickle, papad, salad, mineral water,  1 Sweet / Ice cream	Buffet		
<b><u>High Tea:</u></b>  Pastry / cake, 1 sweet, paneer pakora, wafers, mineral water, Tea / Coffee / Cold drink / juice	Per head		

**SIGNATURE AND SEAL**