

**INDIAN AUDIT & ACCOUNTS DEPARTMENT  
OFFICE OF THE DIRECTOR GENERAL  
INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT AND  
SUSTAINABLE DEVELOPMENT (iCED)  
PLOT No.6&7, RIICO INDUSTRIAL AREA, KANT KALWAR  
NEAR ACHROL, JAIPUR (RAJASTHAN)**

**BID DOCUMENT FOR PROVIDING “Pantry Services” at iCED.**

BRIEF INFORMATION ON BID DOCUMENT

Duration of Contract	One year from the date of agreement, which is extendable subject to satisfactory services likely to commence from <b>1<sup>st</sup> April, 2018</b>
Last Date and time of submission	Up to 15:00 hours of <b>09.03.2018</b>
Date of opening of Technical Bid	At 15:30 hours of <b>09.03.2018</b>
Date of opening of financial bids for technically qualified bidder	To be notified later
EMD	Rs. 1,00,000/- (Rupees one lakh only) in the form of crossed Demand Draft in favour of PAO, IA&AD, Jaipur payable at Jaipur
Cost of Tender Document	-
Validity of Bid	-
Total Number of pages of Bid (Tender) Document	1 to 23 pages
Address and Venue of submission of bids	Director (Administration) International Centre for Environment Audit and Sustainable Development (iCED) Plot No.6&7, RIICO Industrial Area Kant Kalwar, near Achrol Jaipur-Delhi highway Distt: Jaipur (Rajasthan)

**INDIAN AUDIT & ACCOUNTS DEPARTMENT,  
OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL  
CENTRE FOR ENVIRONMENT AUDIT AND SUSTAINABLE  
DEVELOPMENT (iCED), RTI CAMPUS, AG COLONY, BAJAJ  
NAGAR, JAIPUR**

**BID DOCUMENT FOR PROVIDING “Pantry Services” at iCED.**

**1. INVITATION OF BIDS:**

**1.1** International Centre for Environment Audit & Sustainable Development, Jaipur (iCED) under the C&AG of India with its new campus at Plot No. 6&7, RIICO Industrial Area, Kant Kalwar, near Achrol on the Delhi- Jaipur Highway (about 45 KM from main Jaipur City) with state-of-the-art training and residential facilities for participants and having a well-equipped modern kitchen and 2 Dining Halls with a capacity to serve 80 persons is a Global Training Facility of the C&AG of India.

**1.2** iCED, Jaipur is a Global Training Facility of the C&AG of India and it conducts national as well as international trainings/workshops/seminars on environment audit. It is required to provide pantry services for the participants/ delegates and faculties of these National and International Training Programmes. As iCED, Jaipur is situated far from the city and there is no canteen/restaurant in immediate vicinity, it is also required to make pantry arrangements for permanent and outsourced staff.

Therefore, the pantry services at iCED cover:

(i) Catering services for Programme Participants, delegates, faculties, guests/visitors, etc. during iCED’s training programs, seminars & meetings etc. An indicative Menu for International & National Training programmes is at **Annexure-I and II respectively**. The start date, duration and number of participants for the training programmes will be normally intimated to the contractor in advance. Food will be normally served in the Hostel Dining hall and/or Executive Dining Halls but alternate locations can be identified on occasions depending on the needs of iCED. The number of pax will fluctuate depending on the schedule of training, conferences and other activities.

(ii) Cafeteria services for the staff of iCED, the number of which will be approximately 20, on all working days of the Centre. An indicative Menu is at **Annexure-III**. The lunch and dinner for the staff will generally be served in the staff canteen, cafeteria services may have to be served on the work place of the staff and any other place specified by the Centre, from time to time.

(iii) The hostel kitchen will also serve tea/coffee/cold drinks, snacks, high tea, etc. in various official meetings and functions organized by iCED from time to time as per demand.

**1.3** iCED invites tender bids in two-bid system for providing pantry services during International Training programmes/Seminars, National Training Programmes/Workshops/Seminars and to run staff canteen for one year.

**1.4** Bidders are advised to understand and familiarize themselves with the magnitude of the job involved, local conditions, scope of works, quality levels & other elements of services that are required to be rendered at iCED, Kant Kalwar, Jaipur. They are encouraged to visit the iCED office at RIICO Industrial Area, Kant Kalwar, near Achrol, Jaipur for the purpose and pre-bid site inspection, queries and discussion can be made any time during the office hours (10 AM -5.30 PM) on any working day.

## **2. MINIMUM ELIGIBILITY CRITERIA:**

The following shall be the minimum eligibility criteria for selection of bidders technically:

a. **Legal Valid Entity:** The bidding agency must be a registered firm/company carrying out business of providing pantry services during training programmes/seminars/workshops/conferences, etc. Relevant proof for supporting the above shall be submitted.

b. The Bidder should be registered for Income Tax, GST with the concerned Government departments. Relevant proofs in support shall be submitted.

c. **Experience:** The Bidder should have experience in the field of providing pantry services for the participants of at least one International training programme/seminar/workshop/conference of Central/State Government Departments during any of the last five years (2012-13 to 2016-17). Relevant proof in support shall be submitted.

- d. The Bidder must produce valid license issued by competent authority under the Food Safety and Standards Act 2006, extant rules and regulations with regard to providing pantry/catering services. Relevant proof in support shall be submitted.
- e. The bidder should not have been blacklisted by any of Government departments/offices/institutes earlier. The bidder should give undertaking in this regard in the Bidder's Profile. (3.2)(a)

### **3. PREPARATION AND SUBMISSION OF BIDS:**

3.1 Each page of the Bid document and Financial Bid must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract.

3.2 **Technical Bid:** Documents comprising the Technical Bid:

- a. Bidder's profile with undertaking (Para 2e)
- b. Signed and Stamped on each page of the whole bid document (**except 'Financial Bid' which is to be kept in a separate sealed envelope**)
- c. Earnest Money Deposit (Bid Security) of **Rs 1,00,000/- (Rupees One Lakh only)** in the form of crossed Demand Draft of any nationalized/commercial bank in favor of **PAO, (IA &AD), Jaipur** payable at Jaipur
- d. All attested supporting documents in proof of having fully adhered to minimum eligibility criteria.

The Technical Bid should then be kept in a separate sealed envelope, superscribed as "Technical Bid for Pantry services at iCED" with the name and address of the Bidder.

3.3 Bidders can offer their rates in financial bid format given in **Annexure-IV** for 03 options given below:-

**Option I** – In case bidder has to arrange and provide pantry personnel and raw material on his own except equipment/appliances/cutlery/crockery, etc. installed, provided or kept in the kitchen and kitchen-store of iCED will be made available/handed over to the contractor.

**Option II** – In case raw materials like provision, vegetables, bakery/dairy products etc. and following manpower is provided by iCED :-

1. One manager cum accountant
2. One clerk
3. One Halwai cum cook

4. Four canteen attendants

Any additional requirement of personnel and/or materials shall be provided by the bidder, cost of which shall be borne by the bidder. This option is not applicable in respect of running staff canteen.

**Option III** – In case bidder has to arrange and provide raw material/provisions only and following manpower is provided by iCED :-

- 1. One manager cum accountant
- 2. One clerk
- 3. One Halwai cum cook
- 4. Four canteen attendants

Any additional requirement of personnel shall be provided by the bidder, cost of which shall be borne by the bidder.

**3.4 Bidder’s Profile**

*(To be printed and filled in by Bidder on its/his letterhead)*

**General:**

1. Name of the bidder (company/firm)

.....

2. Name of the authorised person submitting the Bid “Shri/Smt.....

3. Designation of the authorized person submitting the Bid.....

4. Name, designation, address and Mobile Number of alternate person.....

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5. **(i) Permanent address of bidder (including Head office):**

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.....

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**(ii) Address of local office of bidder at Jaipur/Achrol:**

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6. Telephone no. with STD code (O).....  
(Fax).....(R).....

7. Mobile No. of the person submitting the Bid.....

8. E-mail of the person submitting the Bid.....

9. Bidder's email ID.....

10. Website Address.....

11. Registration & incorporation particulars of the company/firm:

i) Private Limited

ii) Public Limited

iii) Any other – Please specify.....

12. Name of Director(s).....

13. Email ID of Director (s).....

14. Mobile Number of Director (s).....

15. Bidder's bank, its address and bank account number with BSR and IFSC code.....  
.....  
.....

16. Permanent Income Tax (PAN) number, Income Tax circle  
.....

**(Please attach self-attested copy)**

17. GST registration Number .....

**(Please attach self-attested copies of GST Registration Number)**

18. (i) Registration with the concerned Government department/local body for carrying out business of providing pantry services for training programme/seminar/workshop/conference, etc. Registration No.....

**(Please attach self-attested copy)**

(ii) License number issued by competent authority under the Food Safety and Standards Act 2006, extant rules and regulations: .....

**(Please attach self-attested copy)**

20. Particulars of EMD

- i) Demand Draft No.....
- ii) Date.....& Amount in Rs .....
- iii) Name of Bank.....
- iv) Address of Bank.....

21. Description of the work of pantry (Catering) services provided to Government Departments for conducting **International training programme/seminars/conference/workshops** during the last three years (from 2014-15 to 2016-17 & 2017-18):

Description of Work / order executed (Indicate name of the key person or firm which executed)	Actual value of work / order executed (In Rupees)	Name of Government Department	Start Date	Finish Date	Document/ evidence/ performance certificates enclosed at page No.

(Please attach self-attested copies of work order/performance/experience certificates of each department/work)

22. Details of ISO or other equivalent certification or any other relevant information (if any): .....

Note: In case of short space, separate sheet(s) showing Sl. No. & details of any of above information & duly signed by the bidder should be enclosed.

**UNDERTAKING**

1. I/we, the undersigned certify that I/we have gone through the terms and conditions mentioned in the whole bid document including its Annexures, schedules & forms and undertake to comply with them.
2. The rates quoted by me/us in the Financial Bid are valid and binding upon me/us for the entire period of work/contract and it is certified that the rates quoted are reasonable.
3. I/we give the rights to the competent authority of the office of the Director General, iCED, Jaipur to forfeit the Earnest Money (Performance Security money) deposited by me/us and initiate proceedings to blacklist me/us in case of breach of conditions of Contract.
4. I/we have not been blacklisted by any of Government departments/offices/institutes earlier.
5. I/we have quoted my/our rates against all three options in Financial Bid submitted by me/us.

**Place:**

**Date:**

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder

3.5 Falsification/suppression of any information shall lead to disqualification of the bidder and forfeiture of any amount due and/or paid to the bidder.

3.6 **Financial Bid:** Bidder must prepare Financial Bid in the **Annexure IV** of the Bid Document by quoting against all three options. Then the Financial Bid should be kept in a separate sealed envelope, superscribed as “Financial Bid for providing Pantry services at iCED” with the name and address of the Bidder.

3.7 The Bidder shall submit his bid in a sealed envelope containing **two separate** sealed envelopes consisting of (i) Technical Bid and (ii) Financial Bid, clearly superscribing so and the two envelopes shall be kept in another single sealed envelope and duly superscribed as “Tender application for providing Pantry services at iCED” with name & address of the bidder.

3.8 The Bid addressed to Director (Administration), International Centre for Environment Audit and Sustainable Development (iCED), new campus, Plot No. 6&7, RIICO Industrial Area, Kant Kalwar, near Achrol, Delhi-Jaipur Highway, Jaipur (Rajasthan) shall be dropped into the Tender Box placed in Staff room of iCED at Kant Kalwar not later than **15.00 hours of 09-03-2018**. Any incomplete/late Bid shall not be considered by iCED.

**4. PROCEDURE FOR OPENING AND EVALUATION OF BIDS:**

4.1 The Technical Bids shall be opened in the new campus of office of the Director General, iCED, Kant Kalwar, near Achrol, Jaipur **at 15.30 hours on 09.03.2018** by the Committee authorized by the competent authority of the office of the Director General, iCED, Jaipur in the presence of such bidders who may wish to be present or their representatives.

4.2 The Financial Bids of only those bidders whose Technical Bids are qualified, shall be opened by the Committee authorized by iCED for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.

4.3 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated by authorized committee of iCED to ensure that the bidders meet the minimum eligibility criteria as specified in the Bid Document.

4.4 The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination/evaluation and comparison of the bids, and qualification of the bidders, iCED may, at its discretion, ask any bidder for a presentation or clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by iCED shall not be considered. Evaluation of the Technical Bids by the committee of iCED may, inter alia, include the following parameters/attributes/dimensions in addition to the minimum eligibility criteria & documents: Extent and quality of experience in providing pantry services for managing/conducting training programme/seminar/workshop/conference, etc.; Size of current business (turnover); client list, etc. iCED may make independent inquiries from entities served by the bidder in the past and consider information so received during technical bid evaluation. For bidders who have served iCED in the past, iCED's impression of their service quality shall be predominantly considered during technical bid evaluation.

4.5 iCED also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

4.6 iCED also reserves the right to obtain feedback from the previous/present clients of the bidder and also depute its committee/team(s) to inspect the site(s) at present contract(s) for on-the-spot firsthand information regarding the quality of food and services provided by the bidder. Decision of iCED with regard to judge the technical suitability of bidder for iCED will depend upon the Technical Bid and feedback received by it from the previous/ and present clients of the bidder and also from its committee/team(s) deputed for the purpose. The decision of the iCED in this regard shall be final and binding on all bidders.

4.7 **Financial Bid opening:** The Financial Bids of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids. Then, financial bids will be checked and evaluated by the Committee of iCED.

## **5. RIGHT OF ACCEPTANCE**

5.1 The office of the Director General, iCED, Jaipur reserves all rights to reject any bid including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Director General, iCED, Jaipur in this regard shall be final and binding.

5.2 iCED also reserves the right to award full contract to only one bidder found successful as per evaluation or multiple bidders based on their bids and technical bid evaluation done by the authorised committee of iCED and this will be binding on the bidders. Bidder shall not without express permission of iCED, franchise/sub-contract or otherwise engage any other entity in execution of the contract.

## **6. OTHER TERMS & CONDITIONS:**

6.1 Earnest Money Deposit (EMD) of a bidder shall be forfeited by iCED if he withdraws/wants to change the bid within validity period or successful bidder (i.e. contractor) does not give consent to start work or does not come forward to execute the work within the stipulated time or does not perform any work to the satisfaction of the iCED.

6.2 The EMD of the unsuccessful bidders shall be returned within seven (07) days after award of work to the successful bidder. EMD of successful bidder shall be returned after furnishing of performance security by the successful bidder.

6.3 After determining the successful evaluated bidder, iCED shall issue a Letter of Acceptance to the successful bidder for carrying out and providing the required pantry services at iCED, Kant Kalwar.

6.4 Successful bidder should furnish performance security of **Rs. 2,00,000 (Rupees Two Lakh Only)** in the form of either fixed deposit or bank guarantee of any scheduled commercial bank.

6.5 The rates quoted in the Financial Bid should be final and inclusive of all costs of materials/ingredients used in various items of food (**for option I & III**) as per menu directed from time to time, other materials like napkins & cleaning materials, labour, services, transportation, charges, duties, taxes/cess/surcharge, etc. i.e. all these to be borne by the Contractor. The rates should also be inclusive of GST and any other taxes/duties etc. as applicable. However, GST component should be mentioned in the contractor's bill separately.

6.6 Contractor has to execute any additional assignment related to pantry services given at a very short notice i.e. before 24 hours of commencement of the assignment. In case of failure, the contractor would be liable for penalty as decided by competent authority, which shall be deducted either from the bill or from the performance security furnished by the contractor.

6.7 Minimum number of meals to be served each day would be intimated one or more days in advance.

6.8 The employees/personnel deployed for the required pantry services must possess fair English conversation skills and must be well-mannered with acceptable etiquettes.

6.9 The Contractor shall ensure that all personnel are fully conversant with the iCED's premises and business activities and its related manpower & catering/food requirements.

6.10 The Contractor shall provide **proper uniform** to all their personnel engaged by him and deployed at iCED which will be worn neat & clean by personnel during the entire period of training programme including one day prior to and after the entire programme.

6.11 The Contractor shall strictly observe that its/his personnel are always disciplined, smartly turned out, neatly uniformed, vigilant, punctual and perform their duties with honesty and sincerity, extend respect to all officers/staff/guests/participants, etc., shall not consume alcoholic drinks or drugs, shall not smoke in the office premises and will never sleep while on duty.

6.12 The contractor's employees shall be liable to be frisked/checked by the Security personnel at iCED premises.

6.13 The Contractor shall take third party insurance at his cost to cover any accident or accidents of any nature, for an amount as required for this type of work against damage/loss/injury to property or persons or loss of life during the period of services at iCED.

6.14 The contractor will obtain all the required labour & trade licences and clearances/permissions from the concerned Government departments/bodies/authorities.

6.15 Costs of food/medical/commutation/transportation requirements of contractor's personnel will be arranged and borne by the contractor. Transportation arrangements for the personnel will be the responsibility of the contractor at his own cost and means including their safety during travelling and during the programme. Some stay arrangement for contractor's important staff may be made by iCED administration on request as iCED may consider appropriate.

6.16 Upkeep, arrangements and internal décor of the kitchen & dining halls are to be maintained by the Contractor to meet safe and hygienic quality of high and acceptable standards.

6.17 Pest control measures for prevention/control of rodents, flies, mosquitoes, cockroaches, etc. in kitchen, store and dining halls will have to be undertaken by the Contractor from time to time.

6.18 The costs of commercial LPG connection, refuelling and fuel (Solid fuel, etc.) have to be borne by the contractor. The contractor will not use domestic LPG in the iCED's kitchen/premises. The cost of repair & maintenance of LPG line, if any, will be borne by iCED as per need.

6.19 Lists of equipment/appliances/cutlery/crockery, etc. installed, provided or kept in the kitchen and kitchen-store of iCED will be made over to the contractor as per

requirement and a statement of taken over/handed over would be prepared jointly by authorized person of iCED and the representative of Contractor both at the time of commencement and completion of the contract of Pantry services at iCED. The contractor shall be responsible for any damage/loss to the iCED equipment/property and compensate iCED for the damage/loss. If any other equipment, crockery, etc. is required for proper preparation and service of any food items, the contractor shall arrange the same at his own cost.

6.20 The contractor shall make necessary arrangements for regular and proper collection, segregation and disposal of wastes generated in the kitchen on day to day basis as per direction of iCED. Polythene bags, cups, etc. of non-recyclable plastic shall not be used in the iCED premises. Plastic containers/polythene pouches in which milk products or any other eatables are generally kept/sold, will be disposed of as quickly as possible.

6.21 All the services to be provided to iCED have to conform to International Standards and to the satisfaction of the competent authority of iCED.

6.22 The competent authority or any designated Officer of iCED may inspect the services any time during the period of training programme.

6.23 If the contractor does not perform any awarded work, it shall constitute a breach of the terms & conditions and iCED shall be entitled to make other arrangements at the risk, cost and expense of the contractor.

6.24 The number of meals (breakfast/lunch/dinner/tea-coffee) actually served to participants/faculty/official guests would be jointly verified by the authorised persons of both the iCED and Contractor soon after completion of each meal on daily basis, subject to number of meals given in advance by iCED for a particular meal.

6.25 The bill for providing required services to iCED will be submitted by the Contractor after end of the each training programme in case of training programmes and in case of staff canteen bill shall be raised on monthly basis in the name of individual. After verification of the work/services provided by the contractor by authorised officer/committee of iCED, the payment would be normally released within 15 days through NEFT/RTGS/cheque as per procedure in vogue. Tax to be deducted at Source (TDS) as per extant rules, compensation/penalty, if any imposed by

competent authority of iCED for unsatisfactory/incomplete/substandard services will be deducted from the contractor's bill.

6.26 The contractor shall be responsible for discharging all tax and statutory liabilities in respect of the services, personnel/labour and materials provided to iCED during the training programme.

6.27 If any service or item of food is found below the standards agreed for or less in quantity/ number, iCED reserves the right to impose compensation (penalty) as deemed fit by the competent authority of iCED.

6.28 Vendor is required to ensure that following brand of items are used in food preparations:

<b>ITEM</b>	<b>BRAND</b>
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR, Catch, Everest
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Fortune
Pickle	Mother's or Priya or Tops
Atta	Aashirvad or Shakti-bhog
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest/Britania/ perfect bake
Jam	Kissan, Nafed, Tops
Milk	Single toned milk of Saras, Amul
Paneer	Saras, Amul, Mother Dairy
Tea	Brook Bond, Lipton, Tata
Coffee	Nescafe, Rich Bru
Biscuits	Britania, Parle, Good Day
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Vadilal, Baskin Robins
Mixtures/Chips	Haldiram/Bikaji
Mineral Water	ISI marked Kinley/Bisleri/Aquafina/Bailley
Besan, Dal	Rajdhani/ Lakda Ji
Rice	Basmati (Kohinoor, Dawaat , Jagat)
Cold Drinks	Pepsi, Coke (Cans & bottles)
Juices	Real/ Tropicana
Lemon Water	Parle, Pepsi, Coke

6.29 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of the Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorised Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by iCED in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made thereunder including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Jaipur and the decision of the arbitrator shall be final and binding on the parties. This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Jaipur.

**Place:**

**Date:**

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder

## ANNEXURE-I

### **Indicative Menu for International Training Programme**

Breakfast	Lunch	Dinner
Tea/coffee/preserved or fresh juices, Milk, Corn flakes, Choco flakes, Bread butter & jam (toast & plain), Boiled eggs & omelet, French toast, fresh fruits (at least 2), 01 Indian dish and 01 continental dish	<ul style="list-style-type: none"><li>• 1 Veg starter</li><li>• 1 Veg Soup</li><li>• 1 Non veg soup</li><li>• Curd</li><li>• Salad</li><li>• Plain Rice</li><li>• Biryani/Pulao</li><li>• Dal/chhole/Rajma</li><li>• 2 veg Indian dish including 1 Paneer dish</li><li>• 2 Veg continental dish</li><li>• 1 Non veg Indian dish</li><li>• 1 Non veg continental dish</li><li>• 1 Indian dessert</li><li>• 1 continental Dessert</li><li>• Breads including Indian breads</li></ul>	<ul style="list-style-type: none"><li>• 1 Veg starter</li><li>• 1 Veg Soup</li><li>• 1 Non veg soup</li><li>• Curd</li><li>• Salad</li><li>• Plain Rice</li><li>• Biryani/Pulao</li><li>• Dal/chhole/Rajma</li><li>• 2 veg Indian dish including 1 Paneer dish</li><li>• 2 Veg continental dish</li><li>• 1 Non veg Indian dish</li><li>• 1 Non veg continental dish</li><li>• 1 Indian dessert</li><li>• 1 continental Dessert</li><li>• Breads including Indian breads</li></ul>

**NOTES**

- (i) No deviations from the agreed menu will be allowed except with the prior permission of the authorised officer of iCED.
- (ii) No food in the serving area should be served without hand gloves.
- (iii) Adequate serving bowls should be available on the food counter.
- (iv) All the serving containers should be adequately filled at all times and staff should be available to replenish immediately.
- (v) The juice packets should be brought to counters in sealed condition. Used cans /packets should be removed and fresh ones replenished immediately.
- (vi) Changes, if any in number of breakfast, lunch, dinner, Hi-tea/coffee with snacks, etc. required to be served on a particular day will be intimated to the Contractor or his representative in advance.
- (vii) Menu for Tea Breaks :- (a) Tea of 2-3 types, coffee, cookies of 2-3 types & wafers of reputed Indian Brands , assortments etc.
- (viii) One veg snack along with tea to be served in the evening after the class on complimentary basis.
- (viii) Timings for Tea Breaks will be intimated one day in advance.
- (ix) iCED will provide a dishwasher, Crockery and Cutlery & other utensils. The Crockery and Cutlery & other utensils used should be cleaned with hot water and appropriate cleaning materials/chemicals and dried before use. Highest regard must be placed for cleanliness of the utensils, plates, kitchen equipment, dining halls, etc.

**Place:**

**Date:**

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder

## ANNEXURE-II

### Indicative Menu for National Training Programme

Breakfast	Lunch	Dinner
Tea/coffee/preserved or fresh juices, Milk, Corn flakes, Choco flakes, Bread butter & jam (toast & plain), Boiled eggs & omelet, French toast, fresh fruits (at least 2), 01 Indian dish	<ul style="list-style-type: none"><li>• 1 Veg Soup</li><li>• Curd</li><li>• Salad</li><li>• Plain Rice</li><li>• Biryani/Pulao*</li><li>• Dal/chhole/Rajma</li><li>• 2 veg Indian dish including 1 Paneer dish*</li><li>• 1 Non veg Indian dish*</li><li>• 1 Indian dessert</li><li>• Indian assorted breads</li><li>• Papad /Pickle etc.</li></ul>	<ul style="list-style-type: none"><li>• 1 Veg Soup</li><li>• Curd</li><li>• Salad</li><li>• Plain Rice</li><li>• Biryani/Pulao*</li><li>• Dal/chhole/Rajma</li><li>• 2 veg Indian dish including 1 Paneer dish*</li><li>• 1 Non veg Indian dish*</li><li>• 1 Indian dessert</li><li>• Indian assorted breads</li><li>• Papad /Pickle etc.</li></ul>

\* Could be avoided on days excluding NTP/ITP/other specified programmes with prior approval of competent authority in iCED.

**NOTES**

- (i) No deviations from the agreed menu will be allowed except with the prior permission of the authorised officer of iCED.
- (ii) No food in the serving area should be served without hand gloves.
- (iii) Adequate serving bowls should be available on the food counter.
- (iv) All the serving containers should be adequately filled at all times and staff should be available to replenish immediately.
- (v) The juice packets should be brought to counters in sealed condition. Used cans /packets should be removed and fresh ones replenished immediately.
- (vi) Changes, if any in number of breakfast, lunch, dinner, Hi-tea/coffee with snacks, etc. required to be served on a particular day will be intimated to the Contractor or his representative in advance.
- (vii) Menu for Tea Breaks :- (a) Tea of 2-3 types, coffee, cookies of 2-3 types & wafers of reputed Indian Brands , assortments etc.
- (viii) One veg snack along with tea to be served in the evening after the class on complimentary basis.
- (viii) Timings for Tea Breaks will be intimated one day in advance.
- (ix) iCED will provide a dishwasher, Crockery and Cutlery & other utensils. The Crockery and Cutlery & other utensils used should be cleaned with hot water and appropriate cleaning materials/chemicals and dried before use. Highest regard must be placed for cleanliness of the utensils, plates, kitchen equipment, dining halls, etc.

**Place:**

**Date:**

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder

### ANNEXURE-III

#### **Indicative Menu for iCED staff, etc.**

<b>Breakfast</b>	<b>Lunch*</b>	<b>Dinner*</b>
Tea/coffee/ and 01 Indian dish such as Poha/Upma/	<ul style="list-style-type: none"><li>• Curd/ Raita</li><li>• Plain Rice</li><li>• Dal/chhole/Rajma</li><li>• 1 veg Indian dish</li><li>• Tawa Roti/ Fulka</li></ul>	<ul style="list-style-type: none"><li>• Curd/ Raita</li><li>• Plain Rice</li><li>• Dal/chhole/Rajma</li><li>• 1 veg Indian dish</li><li>• Tawa Roti/ Fulka.</li></ul>

\* Roasted Papad, Pickle, Basic Salad (Onion, Cucumber, Carrot, Lemon, Tomato slices) would be standard accompanying items.

**Annexure-IV**

**INDIAN AUDIT & ACCOUNTS DEPARTMENT, OFFICE OF THE  
DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR ENVIRONMENT  
AUDIT AND SUSTAINABLE DEVELOPMENT (iCED), RTI CAMPUS, AG  
COLONY, BAJAJ NAGAR, JAIPUR**

**Financial bid for “Pantry services during the Programme”**

**(To be kept and sealed in a separate envelope)**

**OPTION-I**

**(Raw Material and Manpower to be arranged by the bidder)**

Sl. No	Pantry Services: Meal/item of food/services required	Rate per person (Wherever applicable) including all charges/costs and GST (In Rupees)			
		NTP	ITP	Days excluding NTP/ITP/ other specified programmes	For iCED staff/ outsourced employees
1.	Breakfast				
2.	Lunch				
3.	Dinner				
4.	Tea/Coffee with snacks (Two Times)	(With Snacks)	(With Snacks)	(Without Snacks)	(Without Snacks)
<b>Total (Sl. No. 1 to 4)</b>					

Place:

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder.....

**Financial bid for “Pantry services during the Programme”**

**(To be kept and sealed in a separate envelope)**

**OPTION-II**

**(Raw Material to be arranged by the bidder and  
Manpower to be provided by iCED)**

<b>Sl. No</b>	<b>Pantry Services: Meal/item of food/services required</b>	<b>Rate per person (Wherever applicable) including all charges/costs and GST (In Rupees)</b>			
		<b>NTP</b>	<b>ITP</b>	<b>Days excluding NTP/ITP/ other specified programmes</b>	<b>For iCED staff/ outsourced employees</b>
<b>1.</b>	<b>Breakfast</b>				
<b>2.</b>	<b>Lunch</b>				
<b>3.</b>	<b>Dinner</b>				
<b>4.</b>	<b>Tea/Coffee with snacks (Two Times)</b>	<b>(With Snacks)</b>	<b>(With Snacks)</b>	<b>(Without Snacks)</b>	<b>(Without Snacks)</b>
<b>Total (Sl. No. 1 to 4)</b>					

Place:

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder.....

**Financial bid for “Pantry services during the Programme”**

**(To be kept and sealed in a separate envelope)**

**OPTION-III**

**(Raw Material and Manpower to be provided by iCED)**

<b>Sl. No</b>	<b>Pantry Services: Meal/item of food/services required</b>	<b>Rate per person (Wherever applicable) including all charges/costs and GST (In Rupees)</b>			
		<b>NTP</b>	<b>ITP</b>	<b>Days excluding NTP/ITP/ other specified programmes</b>	<b>For iCED staff/ outsourced employees</b>
<b>1.</b>	<b>Breakfast</b>				
<b>2.</b>	<b>Lunch</b>				
<b>3.</b>	<b>Dinner</b>				
<b>4.</b>	<b>Tea/Coffee with snacks (Two Times)</b>	<b>(With Snacks)</b>	<b>(With Snacks)</b>	<b>(Without Snacks)</b>	<b>(Without Snacks)</b>
<b>Total (Sl. No. 1 to 4)</b>					

Place:

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder.....