

Through Email of club & Website

**CENTRAL SECRETARIAT CLUB (Regd.)**

**7-10, Park Street, Talkatora  
Road, New Delhi-110001**

---

**EC/MC/CSC/25-26/27**

**Dated: 09/06/2025**

**CORRIGENDUM**

Email id of club centralsecretariatclub24@gmail.com

Phone +91-7217877997

Tender invited vide NIT NO 01/CSC/BAR & CANTEEN TENDER/PQ/2025-26 Vide letter no EC/MC/CSC/2025-26/19 Dated 21/05/2025 extended due to Administrative reasons.

**Name of work-Contract for Providing Bar & Canteen Services at Central secretariat club Delhi**

EMD in form of Demand Draft (DD) for Rs. 20000/-to be submitted in soft copy on line and also physically at reception of club counter.

The tender documents can be seen at club web site csclub.in and documents can be uploaded at club email id centralsecretariatclub24@gmail.com

Last date and Time of submission of PQ , Original EMD & other documents as specified in NIT(PQ) on email id of club centralsecretariatclub24@gmail.com upto 3:00 PM on 16/06/2025

Last date & Time of opening of PQ documents on 16/06/2025 at 3.30 PM

**Note:**

All Terms of Prequalification Criteria only change incorporated Private Bodies/ Autonomous bodies may also participate in the PQ Tender remaining terms/conditions and government norms shall be unchanged except the tender has to be uploaded on Email id of club CentralSecretariatclub24@gmail.com

And not to be uploaded on GNCTD PORTAL.



Hony. General Secretary  
Central Secretariat Club  
New Delhi-110001

Rakesh Kumar  
General Secretary  
Central Secretariat Club

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

**EC/MC/CSC/25-26/27**

**Dated: 09/06/2025**

N.I.T. No. 01/CSC/Bar and Canteen Tender/PQ/2025-26

**Name of work: Contract for providing Bar and Canteen Services at Central Secretariat Club Delhi**

**EMD in form of Demand Draft (DD): Rs. 20,000/-**

**Tenders are invited pre-qualification of tender for providing Bar & Canteen Services at the campus of Central Secretariat Club New Delhi.**

Last date and time of submission of PQ original EMD & other documents as specified in NIT (PQ) on website upto 3:00 PM on 16/06/2025.

Time & Date of opening online (PQ) upto 3:30 PM on 16/06/2025.

Tenders/ Proposals are invited for 'Contract for providing Bar and Canteen Services' in the Central Secretariat Club for a period of 5 years which includes two years as probation period and can be extended for further three years subject to satisfactory performance of service provider.

The agency selected as a result of the bid process shall sign a contract with Central Secretariat Club to carry out the operations of Bar and Canteen services.

The tender document can be downloaded from the website of the Club i.e esclub.in Tender shall submit their bids in the standard formats prescribed in the Tender documents. The bidder should scan and upload the self-certified and stamped copies of all the relevant certificates, documents etc. on in support of their PQ bid. Documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender. Therefore, bidder need not submit any document physically except EMD. Corrigendum and clarification, if any, will be published on website of the Club.

The General Secretary, Central Secretariat Club reserves the right to accept or reject the tender without assigning any reason thereof.



Hony. General Secretary  
Central Secretariat Club  
New Delhi-110001

**GENERAL SECRETARY  
CSC (Regd)**

CENTRAL SECRETARIAT CLUB (REG.)  
 7-10, PARK STREET, TALKATORA ROAD  
 NEW DELHI-110001

## SECTION-I

### **GENERAL TERMS AND CONDITIONS PRE QUALIFICATION CRITARIA**

The following terms and conditions may be read carefully and complied with before submitting the tender/ response to the proposal. These terms and conditions will not be modified except by a written addendum/ corrigendum issued online only, by the General Secretary, Central Secretariat Club Delhi. No provision hereof shall be deemed waived until and unless such waiver is issued in writing and signed by General Secretary, Central Secretariat Club Delhi. If any term and/or condition of this document are held invalid, the remaining document shall continue to be in full force and effect.

1. Bidder must assess business before participating in tender.
2. Bidding firm should not be black-listed/ debarred by any government institution in the last 3 years. Such tenders shall be rejected.
3. The bidder will have to deposit earnest money as per the Tender document within the tender submission date and time in form of DD should be in favour of “General Secretary, Central Secretariat Club, Delhi (valid for 90 days from the time of submission of the bid). Proposal without DD will not be opened and shall be rejected. In case of MSME/ NSIC certificate registered vendor are exempted from submission of EMD. MSME/ NSIC certificate must be registered in food & beverage/ Canteen/ Catering services.
4. If any information/ documents furnished by Bidder are found to be incorrect/fake/forged at any time, the proposal/contract will be terminated without any notice and the Security Deposit/ EMD will be forfeited.
5. In case the bidder fails to commence/ execute the work as stipulated in the tender document or in the event of non-commencement or unsatisfactory performance; or if there is a breach of any terms and condition of the contract. The General Secretary, Central Secretariat Club, Delhi reserves the right to withhold the payment and forfeit the security deposit as required.
6. In case of any violation of statutory provision under Labour law and otherwise, by or on behalf of the bidder, there will not be any liability on The General Secretary Central Secretariat Club Delhi.
7. Bidder shall be abiding by all the terms & conditions of tender document.
8. No bidder or his representative shall bring or attempt to bring any political or other outside influence to bear upon any superior authority or Club functionaries to favour his business interest. Upon doing so, tender of the concerned bidder will be rejected without assigning any reason.
9. If any complaint of misbehavior or mishandling of goods and services by bidder or its representative comes into the knowledge of the Club authorities, all such responsibility shall lie on the bidder. He will be responsible to make good for the losses so suffered by the department.

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

10. The bidder should submit a last two years performance certificate to testify proper dealing and performance in the pre-qualification bid. Tendering firm/ individual must have at least two years' experience of having continuously run the catering services/similar establishments in Government/Private organizations including autonomous bodies and PSU. The experience should be within last two preceding years from the due date of the tender.
- 11. If the bill of PNG or LPG is not deposited by the due date, it will be deducted from the bidder's PERFORMANCE SECURITY DEPOSIT "BG" (bank guarantee) with immediate effect.**
- 12. EXCLUSIVE RIGHT:** General Secretary, Central Secretariat Club Delhi has the full and exclusive right to accept or reject any of the proposals without assigning any reasons.
13. Every page of tender has to be signed & stamped by the bidder.
14. After PQ of tender the agency qualify shall deposit 2.5 Lacs as performance security in the form of DD within 7 days failing which tender shall be forfeit in the name of GS CSC and shall be released after expiry of contract within 3 months.
15. If number of agencies qualify the pre-qualification criteria than management will commence conference & inform through email, WhatsApp & phone of the participants and final authority would be approve the agency CSC managing committee considering all aspects.
16. The waiters deployed for service shall be well dressed & must behave properly.
17. The chef deployed for preparation of food shall wear gloves, apron and head cap.
18. All renovation of Bar sitting area canteen & store shall be under the scope of agency, provision of sofa set, chair & center table also under the scope of agency.
19. Provision of Ac's, additional electric points as per requirement of Bar, canteen, Restaurant & store shall also be under the scope of agency,
20. Bar timing 12:00 noon to 2: 30 PM & 7:00 PM to 10:00 PM, Restaurant timing 12:00 noon to 3: 30 PM & 7:00 PM to 10:30 PM.



Hony. General Secretary  
Central Secretariat Club  
New Delhi-110001

**GENERAL SECRETARY  
CSC (Regd)**

CENTRAL SECRETARIAT CLUB (REG.)  
 7-10, PARK STREET, TALKATORA ROAD  
 NEW DELHI-110001

## SECTION-II

### **TECHNICAL ELIGIBILITY CRITERIA**

1. The bidder should have experience of satisfactorily running canteen(s)/ hostel(s) continuously for last two years in reputed PSU /Govt. Sector/Club/Private organisations /Autonomous Bodies etc. Experience of having continuously run the catering services/ similar establishments during the last two years. The experience should be within last two preceding years from the due date of the tender.
  - At least one similar running/ completed work having not less than 100 persons on its dinning strength continuously for last two years.
2. The bidder should possess license as per Food Safety and Standards Act, 2006 (Attested copies of FSSAI License to be attached for last two years). Please ensure that the copies of annexure of the FSSAI license showing the details of “Items of food manufactured handled”.
3. The bidder annual financial turnover in catering services/ similar establishments during the last two financial years should not be less than Rs. 20.0 Lacs (for each financial year i.e. 2023-24 & 2024-25). All financial documents submitted must be audited and stamped by an authorized Chartered Accountant/ Company Secretary.
4. The bidder’s performance certificate should be as per format (**Annexure-IV**) for each work completed in last two years and it should be certified by a responsible person from the certifying organization.
5. The successful contractor is required to have the following licenses/ registration and other mandatory licenses (as applicable), for running of the canteen:-
  - a.) Valid Labour License Registration Number
  - b.) EPF & ESIC Registration Number
  - c.) GST registration
  - d.) FSSAI License
  - e.) PAN CARD

**Note: All the photocopy of above certificate/ licenses should be duly attested & attached.**

6. The bidders must visit the site before participating in tender. Site survey report (**Annexure-VII**) shall be filled by the bidder/ applicant after the physical site survey of Club canteen. The said report should duly acknowledge/ signed & stamped by the In-charge of canteen.
7. A DD of Rs. 20,000/- as earnest money deposit (EMD), in favour of General Secretary, Central Secretariat Club New Delhi is to be submitted in the tender box placed at the reception of CSC Park street, 7-10, New Delhi-110001.

**CENTRAL SECRETARIAT CLUB (REG.)**  
**7-10, PARK STREET, TALKATORA ROAD**  
**NEW DELHI-110001**

8. The bidder will have to deposit earnest money as per the Tender document within the tender submission date and time in form of FDR/DD should be in favour of “General Secretary Central Secretariat Club Delhi (valid for 90 days from the time of submission of the bid). Proposal without DD will not be opened and shall be rejected. In case of MSME/ NSIC certificate registered vendor are exempted from submission of EMD. MSME/ NSIC certificate must be registered in food & beverage/ Canteen/ Catering services remaining approvals such as fire, NDMC, Police etc. shall have the responsibility of agency after award of tender.
  
9. **Pre-visit/ Site survey of canteen**
  - i. Before participating the respective canteen bidder are advised and directed to visit the canteen space location and its surrounding and safety measure to be required for the operation canteen services as per local bye-laws.
  - ii. The Canteen bidder should assess the volume of business by them. The Club will not commit for any guarantee of minimum/maximum business.
  - iii. The respective canteen bidder must fill the ‘Site Survey Report’ (Annexure-VII) after visiting Club canteen during office hours. The Site Survey Report must be signed and stamped from In-charge of canteen. Bid without site survey report will be summarily rejected.
  - iv. Space will be provided by the CSC for 50 seats of Bar, Restaurant & canteen for preparation of food & store.

**NOTE: The tender box is available at the reception of the Club, where only EMD are to be submitted.**



Hony. General Secretary  
 Central Secretariat Club  
 New Delhi-110001

GENERAL SECRETARY  
 CSC (Regd)

### SECTION-III

#### 1.) VALIDITY OF TENDERS/ TERMS OF CONTRACT

**1.1** The contract would be for duration of two year Probation, which could be extended up to further period of Three more years on the basis of satisfactory report (this period will start as per the terms & conditions illustrated in the ‘Work Award Letter’ & ‘Agreement’). The license fee of Bar as per excise department & utility charges will be revised yearly as per actual on mutual consent (excluding first two years).

#### 2.) EARNEST MONEY DEPOSIT (EMD)/ BID SECURITY

**2.1** A Fixed Deposit Receipt DD of an amount of Rs. 20,000/- (Twenty thousand) must accompany each tender, from a Nationalized Bank, in the name of General Secretary, Central Secretariat Club Delhi as per Tender. EMD should be valid for a minimum period of 90 days. No Cheque/ Postal order/ Money Order/ Cash payment will be accepted.

**2.2** However firms who are exempted from depositing the Earnest Money will have to submit the document issued by the competent authority of the government for such exemption.

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

**2.3** The EMD is refundable to the unsuccessful bidders after the award of tender, after the award of the tender. The EMD will be forfeited if the successful bidders fail to abide by the terms and conditions.

**2.4** Performance Security Deposit/ (B.G.) Deposit is liable to be forfeited if the bidder fails to comply with the terms and conditions of the tender and agreement during the contract period.

**2.5** Under no circumstances, interest on Security deposit would be payable by Central Secretariat Club Delhi.

### **3.) PERFORMANCE SECURITY DEPOSIT**

**3.1** The Contractor will have to deposit security deposit in form of Fixed Deposit Receipt (FDR) of Rs. 2.5 Lac (Two lakh fifty thousand only) in favour of "General Secretary Central Secretariat Club Delhi" before taking possession of the site, for the 60 months of validity from the date of Possession/ Agreement. The FDR shall be returned to the contractor on the expiry of the contract or termination of the contract under normal circumstances. IN the event of breach of any of the terms and conditions of this agreement, the said FDR shall be encashed by the Club. Amount recoverable (if any) shall be adjusted from the FDR and the rest of the amount shall be refunded to the contractor.

**3.2** EMDs shall be returned to the bidders after submission of the Performance Security. Bid Security deposit/ Security Performance is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect.

### **4.) LAW GOVERNING THE CONTRACT:-**

**4.1** This contract shall be governed by the laws of India.

**4.2** The courts of Delhi/ New Delhi only shall have jurisdictions to decide any dispute arising out of or in respect of the contract.

### **5.) DISPUTES AND ARBITRATION:-**

**5.1** All disputes or differences arising during the execution of the contract shall be resolved by the mutual discussion failing which the matter will be referred to the Hon'ble Vice-Chancellor of this Club or his nominee for arbitration whose decision shall be binding on the contracting parties.



Hony. General Secretary  
Central Secretariat Club  
New Delhi-110001

**GENERAL SECRETARY  
CSC (Regd)**

CENTRAL SECRETARIAT CLUB (REG.)  
 7-10, PARK STREET, TALKATORA ROAD  
 NEW DELHI-110001

## SECTION-IV

### SCOPE OF WORK

- 1.) Club intends to run this Bar, Restaurant and Canteen and has approximately 600 persons on its rolls, which include member and their families, staff and guests visiting the Club.
- 2.) The bidder should have on their rolls sufficient number of cooks to prepare good quality snacks/meals & waiters for service.
- 3.) The list of Items to be served in the Canteen (subject to modifications as per the seasons / occasion etc.) is given in (**Annexure – V**). The maximum retail sale rate for the items has been fixed for the current financial year. The rates can be revised every financial year on mutual consent.
- 4.) The timings for serving shall be **12:00 NOON** in the morning to **10:30 PM** in the evening.
- 5.) The timings and the working days of Canteen services will be regulated by the Club.
- 6.) Menu items as per (**Annexure-V**) and as decided by the Club from time to time shall be followed.
- 7.) Although, the Club shall provide the following facilities, however, their maintenance and upkeep will be ensured by the Contractor to the satisfaction of the competent authority of the Club or body responsible to keep check on such issues.
  - a.) A Kitchen with serving counter and store room(s) etc.
  - b.) Customer seating area/ lounge.
  - c.) The Contractor have to pay PNG bill as per the consumption/ meter reading and copy of acknowledgement receipt may be deposited to concerned office.

The following arrangements will be made by the Contractor:

- a.) Furniture for the seating arrangement for itself.
- b.) Refrigeration facilities.
- c.) Cooking and serving utensils.
- d.) Cooking gas and cooking range.
- e.) Crockery etc.
- f.) Adequate work force.
- g.) Any other facility needed to ensure smooth functioning of the canteen.

**(Note - In case of any additional requirement to run the Canteen smoothly, the same will be arranged by the contractor at his own expenses).**

- 8.) On the receipt of duly signed requisition in the prescribed Performa by the concerned branch/official, the canteen Contractor/Bidder has to serve regular light tea/high tea/buffet lunch/dinner etc. as per Club approved rates fixed for general hospitality arrangement at the scheduled venue of the Club for all the officials meeting as well as various Cultural Activities, Festivals, Seminars, Conferences, Annual Day/Convocations, Republic Day, Independence Day and functions as well as other related activities.

**Though, Club reserves the right to engage separate catering contractor for Club Catering Services on various special occasions, as mentioned above, and Canteen Contractor will have no right to raise objection on this account.**

- 9.) Renovation of seating area of bar, canteen & Store shall have the responsibility of agency after award of tender.

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

- 10.) Fixed profit sharing of Rs 10000/- per month shall be given by the agency to club provide sub-meter for recording electricity of utility area by agency bar area canteen and bill has to be paid in actual basis @ Rs 19.50 per unit of electricity has to be paid in two-month basis as and when electricity department raised the bill.
- 11.) Liquor License fees paid by club with excise department has to be paid back by the agency to club and before expiry of liquor license agency shall procure license in the name of GS CSC.
- 12.) The rate of liquor & eatable approval shall be as per govt. club norms and remain under the scope of managing committee.



Hony. General Secretary  
Central Secretariat Club  
New Delhi-110001

**GENERAL SECRETARY  
CSC (Regd)**

## **SECTION-V**

### **PROCEDURE OF SUBMITTING TENDER DOCUMENTS**

Bidders should strictly follow the instructions given below:

- The tender is required to be uploaded on CSC website **csclub.in** New Delhi in respect of PQ Criteria & Technical Bid.
- **“A” TECHNICAL BID (ESSENTIAL DOCUMENTS)**

Before uploading, bidders shall check & arrange in order the list of essential documents mentioned hereunder, failing which the tender shall not be considered.

**DOCUMENTS TO BE uploaded AT EMAIL ID OF CLUB**  
**centralsecretariatclub24@gmail.com AND PREQUALIFICATION OF TENDER CAN**  
**ALSO BE SEEN ON WEB SITE OF CLUB csclub.in**

1. A Demand Draft (DD) of an amount of Rs. 20,000/- (Twenty thousand only) issued by Nationalized Bank for a period of 90 days from the date of submission of the tender.
2. An undertaking on ‘Non-Judicial’ Stamp paper of Rs. 100/- duly attested and stamped by Notary Public on prescribed Performa. (**Annexure-I**)
3. An Undertaking on Non-Judicial Stamp Paper of Rs. 100/- for Criminal Liability of bidder and his personnel duly attested and stamped by Notary Public on prescribed Performa (**Annexure-II**)
4. Duly signed copy of Valid Labour License Registration.
5. Duly signed copy of PAN card of authorized signatory/firm.
6. Duly signed copy of GST Registration.
7. Duly signed copy of EPF & ESIC registration.
8. Duly signed copy of FSSAI License.
9. Duly signed copy of Residence Proof of bidder/office address of firm i.e. Ration Card/Passport/ latest paid Electricity Bill/Income Tax Certificate/Aadhar card.
10. Duly signed copy of Latest GST return.

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

11. Duly signed copy of Latest performance certificate on the official letter head of the Government Organization including PSU/Govt.Sector/Club/Private organisations /Autonomous Bodies where services have been rendered by bidder, to testify the proper dealing and performance. Tendering firm/individual must have at least two year experience of running of similar nature in Government/ Private Organisations including autonomous bodies/club/and PSU. The experience should be within five preceding years from the due date of the tender.
12. In case of authorized signatory, a letter of authorized from the proprietor in favour of authorized signatory must accompany the bid.
13. Site Survey Report.
14. The rates of liquor & eatables approved shall be as per Govt. club norms and would be under the scope of managing committee.
15. Liquor has to be procured from excise portal & every purchase to be recorded in book & shown to CSC Management.



Hony. General Secretary  
Central Secretariat Club  
New Delhi-110001

**GENERAL SECRETARY**  
**CSC (Regd)**

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

## SECTION-VI

### **OTHER TERMS & CONDITIONS**

1. It will be obligatory on the part of the contractor to sign the offer and other documents for all the component's & parts. After the work is awarded he will have to enter into an agreement for work awarded on a non-judicial stamp paper of required value at his own cost within ten working days from the date of receipt of acceptance order or before the work is undertaken.
2. It is the sole liability of the contractor to maintain and keep all the equipment and infrastructural facilities provided to him in good working condition and hand over the same back to Club in good working condition on completion/revocation of the contract.
3. Water charges will be Rs. 1000 per month.
4. Electricity will be provided by the Club which shall not be used for cooking purposes. The agency would use power consumption only for refrigerator, hot-case, grinding of dal i.e. all electric gadgets used in catering services.
5. The Contractor shall vacate the premises on the expiry of the period of contract unless the contract is extended/ renewed for another term/ period as decided by the competent authority of the Club. The duration of the contract would be extendable subject to the satisfaction of Club administration. The application for the same should reach the concerned office of the Club two months prior to the expiration of the contract.
6. The Contractor has to ensure that Canteen Premises are used for only the purpose of running the Canteen services and not for other purpose in any manner. The Contractor himself and/ or his worker should not use the premises of any other business purpose. The Contractor shall not be authorized for any kind of sub-letting the premises in any manner.
7. The Contract will be initially for a period of one year. If the services are found satisfactory, this Club reserves the right to extend the contract for another two years on the same terms & conditions, This Club reserves the right to terminate the contract, at any time during the currency of contract by giving one month notice to the Contractor.
8. The Contractor shall display a rate list for items of sale in the canteen, duly approved by the competent authority of Club.
9. The eatables served by the Contractor should be wholesome and clean. Only fresh vegetables on daily basis are to be procured. Quality stores provisions are to be procured for preparing eatables. In case of any rotten or substandard eatables are found, penalty can be imposed by the competent authority.
10. The Cooks should know the preparation of North, South Indian and Continental foods as per requirement and on occasions when needed otherwise menu as per Annexure V.

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

11. The Contractor should provide sufficient number of cooks, waiters and other servants for delivering proficient services and would be liable for their misbehavior, misconduct or any other act of disobedience. The staff employed by the Contractor shall not be below the Government of India prescribed working age.
12. The Contractor will make his own arrangement for good quality kitchenware, serving utensils etc.
13. The Contractor must ensure that the worker wear neat and clean uniform while on duty.
14. List of the Items to be served in Canteen is given in **Annexure -V**. Any change from the menu table without prior permission from the competent authority will lead to penalty as decided by the competent authority. Canteen menu item list may be revised as per the requirement with prior permission of the competent authority.
15. In the allotted portion of the Canteen, the fire safety equipment shall be installed and maintained by Contractor as required under the Fire safety Act.
16. The Canteen Contractor shall use only commercial LPG gas Cylinders/ PNG connection.
17. The Club will not be responsible for any due payment of the users of Canteen. The Contractor shall be required to provide bill/invoice to customers.
18. The Contractor shall be responsible for the reasonable care, maintenance, and safety of the premises, accommodation and other items provided by the Club.
19. The Contractor shall be bound to keep the premises neat, clean and tidy at all times in accordance with the bye-laws of the Municipal Corporation/Regulatory Authority.
20. Canteen premises and storage units may be inspected by the committee constituted by the competent authority of the Club at any time for checking hygiene, cleanliness and quality of eatables etc.
21. The Club may call for the advice of the Club Medical Officer on matters of hygiene in the canteen.
22. It is the sole responsibility of the Contractor for disposal of all waste materials (like food waste, vegetable waste etc.) generated in the Canteen. The Contractor shall provide adequate number of dustbins for cleanliness in their areas of operation. Contractor shall be responsible for emptying/disposal of the Dust Bins.

***The Canteen Contractor/bidder should segregate the food waste as per the policy/guidelines of the Govt. India & dispose of the same and arrange waste management/mechanism at their own cost.***

23. On the request of the Contractor, the competent authority or his representative may revise the rates of eatables items, if justified with reason, to be given in writing (applicable only once in a financial year under normal circumstances & may increase after financial year closing.

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

24. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority.
25. The Contractor shall not be allowed to open multiple shop outlets or to put up any serving counter in the seating area.
26. The online PQ/technical bid shall be submitted on or before due date. Late tender will not be acceptable on any account.
27. The Contractor shall employ his own canteen staff, provide them clean uniform at his own cost and to ensure their hygiene, shall be responsible for timely payment of their wages/ salary. The contractor will also be responsible to deduct and pay EPF as per rules and also extend medical facilities etc. as per statutory rules in force from time to time. CSC management shall not be responsible in any manner.
28. Payment to canteen staff employed by contractor must be released by 10<sup>th</sup> of every month. In case, it is noticed and complaint is received from staff that their payment has not been released, then CSC is empowered to release the payment & adjust the same against payments received from guest & member of Bar & Restaurant.
29. All books of accounts, registers and any other documents used in connection with running of the canteen shall be maintained by contractor at his own cost and the same shall be produced for inspection either on demand by the CSC/ ESIC/ Provident Fund Authorities/ Municipal Authorities or any other official authorized by the Competent Authority in this connection.
30. The contractor will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.
31. The Contractor has to give his Mobile Number and other Telephone number for emergency contact.
32. The Club will not be responsible for any type of compensation, if any canteen worker is injured while on duty. Personal Insurance of each worker has to be borne by the Contractor.
33. In case of failure or breach of any term and condition of the contract, the Club shall have-
  - a) The authority to rescind the contract and
  - b) The right to forfeit the Security Deposit in shape of Fixed Deposit Receipt (FDR).
34. The contractor should verify the character antecedents of all the persons employed, through local police and shall submit a certificate to this effect. It will also be the responsibility of the Canteen Contractor to register their worker(s) with Club Security Office.
35. The Contractor will not transfer or assign the license to any other party.
36. The Contractor and his staff will make their own residential arrangement outside the premises of the Club.

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

37. If the canteen remains closed without information, it may be declared as vacant and Fixed Deposit Receipt (FDR) may be forfeited unless & until management/serve notice as per directions received from police/govt. organization for security purpose.
38. The licensee shall not encroach upon the rights of the other licensees running their business in the Club.
39. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.
40. In case of failure to adhere to the terms and conditions by the Contractor, the Club shall have the authority to lock the premises and/or take the possession of the premises.
41. All disputes shall be referred to the Hon'ble Vice-Chancellor, Central Secretariat Club Delhi who shall be the sole Arbitrator & his decision shall be final & binding.
42. This tendering process can be terminated at any stage (even without giving contract to any of the applicants) without assigning any reason.
43. The courts of Delhi/ New Delhi shall have the exclusive jurisdictions to try all disputes if any arising out of this contract.
44. EMD of unsuccessful bidders will be returned without interest after the completion of tender process.

**Payment Terms:-**

- 1.) The fixed profit sharing amount shall be deposited with the Club account in the first week of every month in advance.

**PENALTY FOR VIOLATION OF RULES, TERMS AND CONDITIONS**

Failure to supply food in terms of quality, quantity and as per the menu indicated will attract penalty. For not adhering to contractual conditions, Club shall be free to impose monetary fine as deemed fit on the Contractor. If any fines are imposed the same shall be deposited by the Contractor to the Club. The Contractor may be fined in case of violation of the following:

1. Vegetables used should be fresh and of good quality. If vegetables kept for use are found to be rotten or of poor quality, then a fine of Rs. 1,000/- for each occasion will be imposed.
2. Each complaint of unclean utensils would lead to a fine of Rs. 500/- on the Contractor.
3. If poor quality raw material is used for preparation of food items, a penalty of Rs. 1,000/- for each occasion will be imposed.
4. Oil once used should not be re-used. If re-use of oil is noticed, penalty of Rs. 500/- for each occasion would be levied.
5. If it is found that food items are not cooked properly or if quality of any item served is not up to the mark (decided by Committee) the fine of Rs 1000/- would be imposed on the contractor.
6. If there is any deviation in the approved menu, a fine of Rs. 1,000/- for each occasion will be imposed.
7. Change in the menu without permission of the Club would result in a fine of Rs. 500/-
8. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacturer, a penalty of Rs. 500/- will be imposed for each default.



Hony. General Secretary  
Central Secretariat Club  
New Delhi-110001

**GENERAL SECRETARY**  
**CSC (Regd)**

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

**Annexure-I**

**UNDERTAKING**

**[To be executed on Rs 100/-Non Judicial Stamp Paper (Notarized)]**

Name of the Bidder..... Tender Due date.....

To,  
The General Secretary, Central  
Secretariat Club Delhi

1. The undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the contents of the tender document and I undertake not to submit any complaint/representation against the tender document after submission date and time of the tender.
2. The rates quoted by me/ us are valid and binding upon me/ us for the entire period of the contract.
3. I/we hereby bind myself/ourselves to General Secretary, Central Secretariat Club Delhi for providing canteen services at Central Secretariat Club Delhi, Sec-14, Dwarka, New Delhi for the period of contract.
4. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the tendering firm or manufacturer.
5. The security money deposited by me/us shall remain in the custody of the Club for 90 days beyond the expiry of the contract or till disposal of any disputes that may arise during the period of service. For security deposit that may be withheld by the General Secretary Central Secretariat Club Delhi 1 beyond the stipulated period, for whatsoever reasons, I/we shall not claim any interest.
6. I/We also agree to sign the tender within **10 working days** from the date of issue of letter of acceptance/award, failing which the earnest money deposited by me shall be liable to forfeiture.
7. I/we will be wholly responsible for running Cold Drinks/Bottled water/snacks etc. In the canteen at CSC premises and will ensure supply/quality of products the terms mentioned in tender document. I/we shall be fully responsible for any problem arising due to sub-standard products.
8. Damage to Club property, if any due to lapse on my part or on the part of my staff may be recovered from me. I/we shall be fully responsible for the acts, conducts and behaviour of the staff deployed by me/us.
9. If any lapse occur on my/our part or on the part of my/our staff while discharging the services the Club authorities may cancel my/our contract & award the work to another agency & difference may be recovered from me/us and the security money deposit with the Club may also forfeited.
10. The decision of General Secretary, Central Secretariat Club Delhi will be binding upon me/us.
11. I/We undertake that I will not submit any irrelevant documents with the tender and in doing so I will not have any objection if my tender is rejected on that ground.
12. That no civil/criminal/Income Tax/Black listing case is pending against my firm.
13. I am signing the document of this tender in the capacity of Proprietor/Partner/Director /authorized signatory of the company (Tick the appropriate one).

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

**AFFIRMATION**

I pledge and solemnly affirm that the information submitted by me along with the tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything comes to the notice of Club Authorities during the validity of tender period, the General Secretary, Central Secretariat Club Delhi will have full authority as he deems fit, which may amount to rejection of tender and forfeiture of EMD without assigning any reason.

Place.....

Date.....

Signature of the Bidder .....

Name in Block Letters.....

Seal of the Agency

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

**Annexure-II**

**NO CRIMINAL LIABILITY UNDERTAKING UNDER TAKING**  
**[To be executed on Rs 100/- Non Judicial Stamp Paper (Notarized)]**

I ..... S/o Sh. ....

Resident of Address).....

do solemnly pledge and affirm :–

1. That I am the proprietor/partner/authorized signatory of

M/S .....

2. That no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against the firm/me.

Signature of the Bidder

Rubber Stamp of Bidder

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

**Annexure III**

Photograph of  
tenderer

**Performa for Technical Bid**

<b>Bidder Profile (General Information)</b>		
1.	Name of the Company/ Firm with complete registered address	
2.	Name of Tenderer/ Representative/Applicant (Authorized Signatory)	
3.	Complete Postal Address of the tenderer with contact (Phone/Mobile No)	
4.	Legal Status (Individual/Proprietary Firm/Partnership Firm/Limited Company/Corporation)	
5.	Year of Commencement of Business (attach documentary evidence)	
<b>Mandatory Information</b>		
6.	Statutory details (attach photocopy of each) on E-procurement portal of GNCT of Delhi	
	(i) EPF & ESIC Registration No.-	
	(ii) Valid Labour License Registration Number:-	
	(iii) PAN Card No-	
	(iv) Aadhar Card No of the tenderer-	
	(v) GST Reg. No-	
	(vi) Site Survey Report	
7.	Food Safety (FSSAI) Reg. Nos. for running Restaurants/Students Canteen/ Similar Establishments <b>(for last two years)</b>	
8.	Earnest Money is to be paid in favour of ' The General Secretary Central Secretariat Club Delhi'. EMD money is to be deposited in the form of Demand Draft only; otherwise, application will not be treated as valid.	Amount: Rs. 20,000/- Demand Draft No: Name of the Bank: Dated:
9.	The bidder should have experience of satisfactorily running canteen(s)/ hostel (s) continuously for last two years in reputed educational Institutes/Government Sector/ Similar Organizations. For this, the bidder must have at least one similar running/completed work having not less than 100 persons on its dinning strength continuously for last two years.	
10.	The bidder's average annual financial turnover (gross) in catering services/ Similar establishments during the last two financial years should not be less than Rs. 20 Lacs. Volume of business done during the last two years (submit documentary evidence like audited balance sheets and Profit & loss accounts etc.). All financial documents submitted must be audited and stamped by an authorized Chartered Accountant/Company Secretary.	
	Details of Annual financial turnover for financial years	2023-24
		2024-25
11.	Current/ Saving Account No with Bank name and Branch name (attach attested copy by the Manager of the mentioned branch)	

**(Name & Signature of Bidder-cum-Applicant)**

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

**Annexure-IV**

**FORMAT FOR PERFORMANCE CERTIFICATION REFERRED**  
**(To be submitted along with the Technical Bid)**

(Please furnish the information for each individual work from the employer for whom the work was/being executed)

1. Name of the Contract/Establishment & Location: \_\_\_\_\_
2. Name & Designation of the contact person with Tele/ Mobile No:
3. Agreement No. (if applicable):
4. Scope of Contract/Establishment:
5. Contract Cost:
6. Period (from-to):
7. No. of persons deployed by your firm
8. Dining strength (No. of persons):
9. Performance Report:
  - i. Quality of Food – Excellent/Very Good/Good/Fair
  - ii. Quality of Service - Excellent/Very Good/Good/Fair
  - iii. Overall Performance - Excellent/Very Good/Good/Fair
10. Compliance of all Statutory Requirements – Yes/No:

(Seal of the Organization)

(Signature with date of the Authorized  
Representative of the Organization)

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

Annexure-V

List of some of the items to be served in 'Canteen'.

(To be submitted along with the Technical Bid) all the rated are admissible for one year and increase 10% of rates after 1 Year.

# MENU OF CENTRAL SECRETARIAT CLUB BAR & RESTAURANT

**NON VEGETARIAN**

Manchaw Soup (Veg/ Non-Veg.)  
Sweet Corn Soup (Veg/ Non-Veg.)  
Tomato soup (Veg)

**TANDOORI SE**

**NON VEGETARIAN**

Tandoori Chicken (Half/Full)  
Tangdi Kabab (Half/Full)  
Afgani Murg Tikka (Half/Full)  
Chicken Tikka  
Pahadi Chicken Tikka  
Lehsooni Chicken Tikka  
Chicken Seekh Kabab  
Chicken Banzara Kabab  
Mutton Seekh Kabab  
Fish Mahi Tikka (Singara)  
Amritsari Fish (Singhara)

**VEGETARIAN**

Tandoori Paneer tikka  
Malai Paneer Tikka  
Achari Paneer tikka  
Paneer Pudina Tikka  
Tandoori Mushroom Tikka  
Malai Mushroom Tikka  
Tandoori Chaap  
Malai chaap  
Kurkura Paneer Tikka  
Ajwain Paneer Tikka

**CHINESE**

**NON -VEGETARIAN**

Chilly chicken (Dry/Gravy)  
Chicken Manchuria (Dry/Gravy)  
Chilly Fish (Dry/Gravy)  
Chicken Lollypop  
Chicken Salt & Pepper

**MAIN COURSE**

**NON -VEGETARIAN**

Chicken Butter Masala  
Chicken Rara  
Kadhai Chicken  
Bawarchi Chicken Spcl  
Chicken Tikka Lababdar  
Chicken Saagwala  
Chicken Kali Mirchi  
Chicken Achari  
Egg Curry (2Pcs/4Pcs)  
Mutton curry  
Mutton Rara  
Mutton Kali Mirchi  
Mutton Do Pyaza  
Mutton Saagwala  
Mutton Roganjosh  
Fish Curry  
Fish Tikka Masala

**VEGETARIA**

Pandi Chana Masala  
Muttar Mushroom  
Muttar Paneer  
Dal Tadka  
Navratan Korma  
Methi Muttar Malai  
Vegetable Dewana Handi  
Dal Makhani  
Paneer Pasanda  
Kadhai Paneer  
Makhani Paneer Bhurji  
Saag Paneer  
Paneer Makhani  
Paneer Tikka Masala  
Malai Kofta  
Paneer Methi Malai  
Palak Makki Malai  
Paneer Lababdar  
Mix Vegetable  
Dal Pacharangi  
Methi Aloo  
Gobhi Masala  
Jeera Aloo  
Aloo Gobhi

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

**Note: The contractor shall provide a portable weighting machine in order to check the weight of item supplied, as per approved rate list.**

- The rates mentioned are inclusive of the all types of applicable duties/taxes etc.

**I/We shall provide the items as per this menu & rates as decided by CSC management for current financial year if the Contract is awarded to me/us.**

**(Name & Signature of Bidder-cum-Applicant)**

Seal of the Agency

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

**Annexure-VI**

**SITE SURVEY REPORT FORM**  
**(To be submitted on letterhead of bidder)**

To,

General Secretary,  
Central Secretariat Club Delhi

Subject: Site Survey Report for Tender ID: \_\_\_\_\_

Name of work: - NIT NO. 01/CSC/BAR and canteen tender / PQ/2025-26 for contract for providing canteen services at Central Secretariat Club, New Delhi-110001

Sir,

This has reference to above subjected work tender of 'contract for providing canteen services at CSC Premise New Delhi-110001, vide CSC website csclub.in

Bid No.\_\_\_\_\_

I/ We hereby declare that we have visited all sites, mentioned in the tender.

I/We made ourselves acquainted with site conditions, approach to site, and requirement of Material. Requirement of tender conditions etc. I/We verified all details required to execute the projects.

I/We have no problems in providing canteen services at Central Secretariat Club Delhi as per terms & conditions.

Thanking you,

(Signature of bidder)

Name of Bidder

Designation\_\_\_\_\_

Signature & Stamp

CENTRAL SECRETARIAT CLUB (REG.)  
7-10, PARK STREET, TALKATORA ROAD  
NEW DELHI-110001

**Annexure-VII**

Essential Annexure Documents to be submitted by bidder prescribed in the Tender documents on CSC website CSCclub.in on or before or before last date of submission.

1.	UNDERTAKING ON “Non-Judicial” Stamp paper of Rs. 100/- duty attested and stamped by Notary Public on prescribed Performa.	Annexure-I
2.	No Criminal Liability Undertaking (To be executed on Rs. 100/- Non Judicial Stamp Paper (Notarized)	Annexure-II
3.	Performa for Technical Bid	Annexure-III
4.	Format For Performance Certificate Referred	Annexure-IV
5.	List of some of the items to be served in ‘Canteen’	Annexure-V
6.	Site Survey Report	Annexure-VI
7.	Essential Annexures To Be Submitted for Technical Bid	Annexure-VII

Yours faithfully,

Name& Signature of the bidder with date

Rubber Stamp of Bidder