

**Request for Proposal
for
SELECTION OF AN AGENCY FOR PROVIDING CANTEEN &
CATERING SERVICES IN EdCIL HOUSE, NOIDA**

NIT No. EdCIL/Admin/Canteen Services/2026

Date: 10/03/2026

(Open e-Tendering Mode)



**EdCIL (India) Limited
(A Mini Ratna Category – I CPSE Company)
(A Government of India Enterprise)
(An ISO 9001-2015 & 14001-2015 Certified Company)**
**Corporate Office : EdCIL House, 18-A, Sector 16-A, NOIDA – 201301 (U.P.)
Tel: 0091-120-4156001-2,4154003, Fax: 0120 –2970209**

**Regd. Office : 7TH Floor, Amba Deep Building, 14 K G Marg, Cannught Place
New Delhi**



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Place for opening of the bid	EdCIL House, 18-A, Sector-16-A EdCIL (India) Limited [A Government of India Enterprise] NOIDA - 201301 (Uttar Pradesh), India
Date of Availability of Tender Document	10-03-2026
Pre bid Meeting	18-03.2026 at 1100 at EdCIL House, Noida
Last Date & Time of Submission of Bid	01-04-2026 till 2359 Hrs.
Date & Time of Opening of Technical Bid	02-04-2026 at 1000 Hrs.
Earnest Money Deposit (EMD)	INR 1,50,000/-

Table of Contents

Chapter	Description	Page
1	Abbreviations and Definitions	1
2	Notice Inviting Tender	2
3	Introduction	4
4	Pre- Qualification criteria	6
5	Scope of Work	7
6	Instructions For E-Tendering	17
7	Instructions to Bidders	23
8	General conditions of Contract	30
9	Special conditions of Contract	35
Annexure-1	Bid Form	41
Annexure-2	Technical Proposal Submission Form	43
Annexure-3	Declaration – Non-Blacklisting	44
Annexure-4	Power of Attorney	45
Annexure-5	Details of Past Experience	46
Annexure-6	Financial Bid format	47
Annexure-7	Performance Bank Guarantee Format	48
Annexure-8	PROFORMA PRE CONTRACT INTEGRITY PACT	50
Annexure-9	FORM OF AGREEMENT	56
Annexure-11	Pre Qualification Criteria	59
Annexure-12	Technical Evaluation Criteria	60
Annexure-13	List of Scheduled Banks of India	61
Annexure-14	TURNOVER STATEMENT format	62

CHAPTER – 1

ABBREVIATIONS AND DEFINITIONS

Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding service provider.
Bid	"Bid" means the response to this document presented in Bid, which is supplied with necessary documents and forms as given in Annexures, complete in all respect adhering to the instructions and spirit of this document.
Bidder	"Bidder" means any individual/proprietor/ partnership service provider/ agency/ company/ contractor/ supplier responding to Expression of Interest and who makes a Bid.
Contract	"The Contract" means the agreement entered into between EdCIL and the selected bidder(s) in terms of clauses mentioned.
Day	"Day" means a working day as per Government of India (GOI).
MoE	Ministry of Education
EMD	Earnest Money Deposit
EdCIL	EdCIL (India) Limited
Bidding Authority	EdCIL in this Bidding process.
Services	"Services" means the services to be delivered by the successful bidder and as required to run the project successfully as per the Contract. A service is the intangible equivalent of an economic good
SoW	Scope of Work
Agency	" Agency " means agency that may provide the canteen Services to EdCIL under the Contract.
Proposal	" Proposal " means the Technical Proposal of the Agency.
MSEs	Micro and Small Enterprises

CHAPTER – 2

NOTICE INVITING TENDER (ONLINE)

Online Bids are invited in two Packet System (Two-bid System) i.e. Technical Bid and Financial Bid from Reputed, Experienced and Financially Sound CANTEEN Agencies for EdCIL, Corporate Office, Plot No.18-A, Sector-16-A, Noida and Registered Office at 7th Floor, Amba Deep Building, 14 K G Marg, Cannought Place, New Delhi - 110001. Financial Bids of those agencies will be opened who qualify in the Technical Parameters. The Technical evaluation of the BIDs will be done on the basis of fulfillment of Eligibility Criteria mentioned in the bid document as per the following schedule:-

S. No.	Item	Details
1	Name of the issuing official	CGM (HR&A), EdCIL (India) Limited
2	Name of Work:	HIRING SERVICES OF AN AGENCY FOR PROVIDING CANTEEN & CATERING SERVICES IN EdCIL HOUSE , NOIDA
3	Mode of Selection	Open Tender (Two Packet System (Two-bid System))
	Date of availability of Tender Document	10-03-2026
4	Pre Bid Meeting	18-03-2026 at 1100 at EdCIL House, Noida
5	Last date and time for submission of bids	01-04-2026 till 2359 Hrs.
6	Bid validity	180 days from the date of opening of the bid
7	Date and time of opening of Technical Bid	02-04-2026 at 1000 hours
8	Opening of Financial Bid	To be informed later
9	Earnest Money Deposit (EMD)	INR 1,50,000/-
10	Place of opening of Bid Document	EdCIL (India) Ltd. Plot No. 18A, Sector-16 A Noida- 201301, U.P. (INDIA)
11	Duration of Contract	Two Years and further extendable by One Year at the same Rates, Terms & Conditions and after satisfactory services.
12	Performance Security	3% of Total Contract Value in the form of Bank Guarantee to be submitted within 15 days from the Date of Issue of Letter of Acceptance (LOA).

Earnest Money (EMD)

The bidder shall furnish along with the bid an Earnest Money deposit amounting to INR 1,50,000/- (Rs. One Lakh fifty thousand only) in the below mentioned account through Netbanking:

a)	Name of beneficiary	EdCIL (INDIA) LIMITED
b)	Name of Bank	State Bank of India
c)	ACCOUNT NO.	36830596465
d)	IFSC CODE	SBIN0019087

Bids received without EMD shall be summarily rejected.

However, Bidders registered as MSEs are exempted for payment of EMD. Such Bidders have to submit the MSE certificate to avail the exemption.

The earnest money of unsuccessful bidders shall be refunded without interest after issue of Letter of Award to the successful bidder or signing of contract whichever is earlier.

The Earnest Money Deposit of the successful bidder shall be refunded without interest only after the submission of performance security.

Note:

The Offer shall be valid for 180 days from the date of opening of the Bid, and extend further if required from time to time. The Bidder cannot withdraw their offer within the period of validity/extended validity and would be liable for forfeiture of Earnest Money Deposit (Bid Security).

CHAPTER – 3

INTRODUCTION

About EdCIL

EdCIL (India) Limited, a **Mini Ratna Category – I CPSE** (Central Public Sector Enterprise) Company, was incorporated in 1981, under the Ministry of Education. It is an ISO 9001:2015 & 14001:2015 Certified Company. It is a continuously dividend paying and profit-making company and the only consultancies across the entire value chain of Education and has a large number of satisfied clients spanning across Govt. of India, State Governments, Foreign Missions, Autonomous Bodies and Centers of Excellence (IITs, IIMs, IIITs, IISERs etc.).

1. The company offers the following technology led solutions in the Education & Training space:
 - a. **Digital Education Systems** offer services which are technology led in nature. Currently, EdCIL is offering IT based solutions like enterprise resource planning (ERP) solutions, digital library, smart classrooms, e-learning packages, e-content development, setting up of virtual universities, networking and Wi-Fi facilities implementation.
 - b. **Online Testing and Assessment Services** are offered to various Government Departments / Public Sector Undertakings and Educational Institutions in order to select and appoint executives / teachers for various organizations. This is a large and high growth vertical of the company with opportunities for further increase in market share in view of the large size of market both in India and overseas.
 - c. Skill Development & Human Resource Training including Teachers Training;
 - d. **Marketing of Indian Education product overseas;**
 - e. **Placement of Indian Teachers overseas;**
 - f. **Educational Procurement and Infrastructure Division** offers Turnkey (i.e. from concept to commissioning) as well as individual project implementation services in the education domain like preparation of Detailed Project Report (DPR), Detailed Feasibility Report (DFR), Project Management Consultancy (PMC), Impact Studies and Project Evaluation. It has handled several successful assignments like setting up Institutions like Indian Institute of Technology (IIT), Indian Institute of Management (IIM), National Institute of Technology (NIT), Indian Institute of Information Technology (IIIT), Indian Institute of Science Education & Research (IISER), Indian National Defense University, Indian National Railway University, Central Universities and many other institutes of national importance;
 - g. **Advisory Services**

Following key services are offered by the Advisory vertical in the Education (School Chains and Higher education) and HR advisory space:

- Preparation of Concept notes & Detailed Project Reports (DPRs) (Greenfield and Brown field), for all domestic institutions across states and central ministries and for expansion of global institutions in select countries in South East Asia and the Middle East
- Organization Restructuring (sectorial/institutional)

- Improving Operational Efficiency
 - Digitization Planning
 - Training Designing
 - Impact assessment of two to three key schemes across different states
 - Designing of new education schemes
 - Policy recommendations to states
 - Education content Design
- h.** The company has expertise and large network of alliance partners and has tied up with quality monitoring bodies to undertake skill building including Information and Communication Technology (ICT) training and Teachers training projects. The successful clients include:

Overseas

Alemaya Agricultural University, Ethiopia; Association of Professional Engineers, Scientists and Managers (APESMA), Australia, DEAKIN University, Australia; Arba Minch Water Technology Institute, Ethiopia; Atılım University, Turkey; British Universities India Consortium, United Kingdom; New Zealand Education International Ltd. New Zealand; University of Kocaeli, Turkey; University of Witwatersrand, South Africa; Wellington Polytechnic, New Zealand, etc.

National

Various Ministries; State Government; Statutory/Autonomous Bodies/Public Sector Undertakings; Private Sector;

- 2.** EdCIL has executed several projects in above mentioned areas funded by World Bank, African Development Bank and other International Organizations.
- 3.** EdCIL currently runs Project Management Support Units (PMSUs) known as Technical Support Groups (TSGs) for Pan India projects of Ministry of Education like “*Sarv Siksha Abhiyan (SSA)*”, “*Mid-Day Meal Scheme (MDM)*”, “*National Mission on Education through Information & Communication Technology (NMEICT)*”, “*Rashtriya Madhyamik Shiksha Abhiyan (RMSA)*”, “*National Literacy Mission Authority (NLMA)*”, “*Higher Education Statistics and Public Information System (HESPIS)*”, “*Pandit Madan Mohan Malviya National Mission on Teachers & Teaching (PMMMNMTT)*” etc.

CHAPTER – 4

Pre-Qualification Criteria

S.No.	Eligibility Criteria	Documents to be submitted
1	The Bidder should be a registered company / partnership firm /society in India existing for the past 5 years as on 31st December 2025	Self-attested relevant documents / certificate / agreement
2	The bidder must have an average turnover of more than Rs. 3 crores during the last 3 financial years (2022-23, 2023-24,2024-25)	Self-attested copies of audited balance sheet and P&L Statement
3	The Bidder should be a profit-making Company in each of the last 3 financial years i.e. (2022-23, 2023-24,2024-25)	Certificate from Chartered Accountant to be attached as per Annexure-14
4	The bidder is required to pay minimum wages strictly in accordance with the notifications issued by the Ministry of Labour & Employment, Government of India, as applicable from time to time	Paysheet/Salary sheet of the manpower
5	The Bidder should be registered with FSSAI	Self- attested Certificate / License
6	The Bidder should be registered for ESI, EPF and Contract Labour (Regulation and Abolition) Act, 1970	Self- attested Certificates / Licenses
7	The Bidder must be possessing GST Registration Number, PAN Card	Self- attested copies of GST and PAN card
8	The bidder must have a work order of providing canteen services with an annual billing of more than Rs. 50 lacs in any of the three financial years i.e. (2022-23, 2023-24, 2024-25)	Self-attested Work order with contract Value/ Billing documents
9	The Bidder should not be under declaration of ineligibility for corrupt or fraudulent practices with any Government department/ agencies / ministries or PSU's and should not have been black listed at the time of submission of bid	Affidavit as per Annexure 3
10	The Bidder should have at least 15 manpower in their payroll	Paysheet/Salary sheet/ EPF/ ECR Challan of the manpower

CHAPTER- 5 **SCOPE OF WORK**

1. CORPORATE OFFICE - NOIDA

EdCIL has adequate space for a Cafeteria at its office, Ground Floor, EdCIL House, 18-A, Sector-16-A, Noida-201301.

The Corporate Office comprises Five floors and basement having around 175 persons. EdCIL desired to provide services to its employees for offering **Breakfast, Lunch and Evening Snacks**. It is envisaged these shall be served to employees on the working days. In addition, the services for providing snacks, special lunch for various official meetings, programs, seminars and functions organized by EdCIL from time to time to be made available as per requirements.

Meal Course	Presently Average no. of consumptions
Breakfast	50
Lunch	100
Evening Snacks	70

To meet these, requirements the following services are required at the Corporate Office, Noida along with timelines:-

The following services are required for Corporate Office, Noida:-

- i) Providing Breakfast, Lunch, and Evening Snacks in canteen as per requirement from **8.30 am to 6.30 p.m.** to employees as well as for official meetings, conferences, training program etc. A suggestive menu of Breakfast/Lunch/Evening Snacks etc. together with the brand/quality of the materials to be used is enclosed (**Appendix I to II**).
- ii) Serving Complimentary Tea (**twice a day (one before lunch and one after lunch)**) and Complimentary Nimboo pani/Chaach during Summers and Soup during Winters (**One time before lunch**) to all employees (Around 175) at Workstations/Office Rooms or as and when required to be served. Sometimes Canteen Services are also required on **Saturdays & Sundays** for limited number of employees for which special advice shall be given from the concerned department from time to time.
- iii) **Complimentary Tea and Subsidized Tea Criteria**, (*Quality , ingredients, Recipe to be approved by EdCIL*)
 - a. Tea Leaf: Tata, Taj Mahal, Brooke Bond , Wagh Bakri , Red Label
 - b. Tea has to be prepared to the highest acceptable quality to made with enough amount of ginger , elaichi , tulsi , etc and should not be below par and to be compromised at any point of time.
- iv) Any other job relating to scope of work.
- v) Intimation will be given in advance in case canteen remains open on Govt. holidays etc,

2. FOOD:

The Definition of " Food" will be same as provided under the Food Safety and Standards Act, 2006. Further, any related words as provided under the Act will be form part and parcel of the Document.

3. **HYGIENE:**

The contractor shall arrange and maintain the following at his own cost:

- Maintain adequate stocks of quality food grains, grocery and other eatables for the satisfaction and efficient running of the canteen.
- The contractor shall maintain adequate crockery and cutlery of Bone China / melamine of good quality for service to the employees.
- The Contractor will be responsible for the cleanliness of crockery, cutlery, cooking utensils, EdCIL will neither provide any cleaning materials; dusters etc. for the same nor any extra payment will be made on this account.
- Proper Steel water glasses will be used for serving water at Canteen.

However, these items will be approved by the canteen management committee before operationalization of the contract.

In the event of shortage of water supply, the contractor has to make proper arrangement for storing water in sufficient quantity for drinking and washing purpose at its own cost and follow the instructions of EdCIL

If EdCIL or its representative is not satisfied with the service or conduct or cleanliness of any of the employees of the canteen contractor for any reason, whatsoever, the contractor shall remove such employees from the premises immediately. A verbal instruction from the authorized representative, EdCIL shall be deemed to be sufficient for compliance.

4. **FACILITIES TO BE PROVIDED BY EDCIL FREE OF COST AT EDCIL HOUSE, NOIDA**

- 4.1 Canteen Hall, Kitchen & Pantry
- 4.2 Free electricity for lighting & water supply
- 4.3 Furniture (Table & Chair) for canteen Hall
- 4.4 Civil & electrical maintenance of the premises for canteen services within the building.
- 4.5 Housekeeping assistance through existing housekeeping agency.

5. **Following equipment/utensils will be provided by EdCIL.**

- 5.1 Burner (Double) with Chimney
- 5.2 Dosa Tawa
- 5.3 Wet Grinder (5 ltr)
- 5.4 Counter top Hot/Cold Bain Marie (One)
- 5.5 Stainless Steel Chopping table (Six)
- 5.6 Stainless Steel Storage Rack (Four)
- 5.7 Deep – freezer (One) and One Chest Freezer
- 5.8 Geyser – One
- 5.9 IGL Gas – Consumption charges to be borne by Canteen contractor only.

6. All the above Items will be handed over to the Contractor in running condition. After that the contractor will have maintain/repair all the equipment at their own cost

7. Contractor has option to use premises only along with above facilities or may use their own equipment / utensils.

8. All other facilities/ infrastructure viz utensils, crockery etc. required for smooth functioning of canteen and pantry will have to be arranged by the Contractor at their own cost.
9. Contractor should arrange extra utensils as and when required on special occasions.
10. The contractor shall engage a Competent Manager or himself supervise the running of the canteen and shall normally be available to the representative of the EdCIL as and when required. The contractor shall not permit the use of canteen by any other person by subletting, leave the running of the canteen on any other basis or any purpose whatsoever and he shall run the canteen in conformity with the terms and conditions of the agreement.
11. The contractor shall keep well experienced and trained staff to ensure satisfactory services at the stipulated timings for providing tea /coffee on each floor and Breakfast/snacks/lunch services in the canteen premises as per the requirement of the EdCIL.
12. The contractor shall engage staff in the canteen so as to render effective service to the EdCIL officials.
13. EdCIL reserves its right to take samples of edibles/raw materials from the canteen for the purpose of Inspection & Investigation and get the same tested in laboratory with a view to maintain the requisite standard of quality. However, such samples will be drawn either by authorized representatives of EdCIL or by any Government authorities, as per procedure laid down in Prevention of Food Adulteration Act and Allied Acts etc.
14. The contractor shall ensure that all the time, persons appointed by them, to serve in the said premises are physically fit and are free from any disease, injury or illness contagious or otherwise so that healthy, hygienic and clean services are maintained. The canteen staff appointed by the contractor should wear clean and neat uniform while on duty at all times and wear hand gloves and hair cap while making and serving food/snacks etc. **If any staff fails to wear such uniform, he shall be liable to be denied permission to enter the premises / canteen / to serve.** The contractor shall run the canteen themselves and shall take all precautionary measures to ensure safety of the workmen employed by the contractor and EdCIL will not be responsible in case of any eventuality.
15. The contractor shall ensure that the person or persons appointed or to be appointed by them for service in the said premises do not suffer from any legal disqualification for service by reason of his age or any law or statute in force from time to time or for any other reasons whatsoever. The contractor will also inform EdCIL well in advance, his intention of appointing a new person in the canteen.
16. If EdCIL is not satisfied with the services or conduct of any of the employee of the contractor for any reason whatsoever, the contractor shall remove such employee from the EdCIL's premises immediately.
17. **Subsidized Rates for items:**

Name of the Items	Subsidized Rates (INR)
Tea-One cup (100 ml)	7.00
Coffee-One cup (100 ml)	7.00
Fresh Fruits – Four Varieties – 250 grams	10.00

18. **Breakfast/Evening Snacks: Any two (One Morning & One Evening) of the following to be served on daily basis**

Name of the Items	Quantity	Subsidized Rates (INR)
1. Upma	250gm	10.00
2. Poha (with Onion and Lemon),	250gm	10.00
3. Aloo Paratha	1 Pc	10.00
4. Aloo Pyaz Parantha	1 Pc	10.00
5. Gobi Parantha	1 Pc	10.00
6. Mix Parantha	1 Pc	10.00
7. Idli with Sambhar & Chutney	Idli -2 pc , Sambhar- 100gms	10.00
8. Puri , Sabji	Puri 4 Pc Sabji (100 gms)	10.00
9. Parantha , Sabji	Parantha 2 Pc , Sabji (100 gms)	10.00
10. Namkeen Seviyan	250gm	10.00
11. Samosa	1 Pc	7.00
12. Grilled Sandwich,	1Pc	15.00
13. Veg Sandwich,	1Pc	10.00
14. Spring Roll,	1 Pc	7.00
15. Bread Pakora,	1 Pc	7.00
16. Veg Noodles/Chowmein,	250gm	10.00
17. Veg Cutlet,	1 pc	5.00
18. Aloo Bhonda	1 pc	5.00
19. Mix Pakora	1 pc	5.00
20. Pasta	250gm	10.00
21. Pav Bhaji	Pav-2 , Bhaji- 100gms	15.00
22. Chole Bhature	2 Pc	15.00
23. Uthappam With Sambhar	Uthappam -2 pc , Sambhar- 100gms	15.00
24. VadaPav	1Pc	10.00
25. Bread Omellate	Bread with 2 eggs	20.00

Note: Items to be served with Green Chutney and Ketchup/Sauce.

19. **All day Food – These items should be available on daily basis on demand**

Name of the Items	Rates
Namkeen and Biscuits	M.R.P.
Packaged Juice (Tetra pak)	M.R.P.
Coconut Water (Tetra pak)	M.R.P.
Soft drinks	M.R.P.
Lassi and Chach (Buttermilk)	M.R.P.
Water Bottle (500 ML and 1 L)	M.R.P.
Green Tag Bags/ Masala Tea Bags/Khawa Tea Bags etc.	M.R.P.
EGG	M.R.P.

20. **Meals items to be served on regular basis - Lunch:**

Name of the Items	Quantity	Subsidized Rates
Sabzi	100 gms	5.00
Dal	100 gms	5.00
Roti	2 Pc	5.00

Rice	200 gms	5.00
Sweet	1	5.00
Packed Curd- Mother Dairy/Amul	1	10.00 (M.R.P.)
Vegetable Thali (Roti, Sabzi, Dal, Rice, packed curd, Sweet, Salad and Papad) -Per Thali		35.00

21. **SUBSIDY**

- The Bidder/Contractor may claim compensation on account of monthly subsidy for providing subsidized lunch meals, Breakfast, Evening snacks, Tea and Coffee as mentioned at S.No. 17, 18 and 20. The bidder /Contractor is required to quote the monthly compensation to supply the items as per the subsidized rates indicated above.
- The subsidized rates quoted for items mentioned at S. No. 17, 18 and 20 will be charges directly from the employees consuming the same by the bidder/contractor

The contractor would provide a minimum number of cooks, waiters and other servants in the Kitchen and canteen as detailed below:

Manpower	For EdCIL House, Noida
Supervisor - Skilled	1
Cook - Skilled	2
Waiter/Helper/Cleaner - Unskilled	7

Note:EdCIL will reimburse the total monthly claim for the manpower deployed by the Agency on submission of necessary documents like proof of payment of Minimum Wages + Variable Dearness Allowance (VDA) to the manpower employed at EdCIL as per the Notification issued by Ministry of Labour, Government of India from time to time followed by proof of payment of Statutory Components like PF, ESI, Bonus etc. EdCIL will reimburse other charges along with Uniform cost. The good quality uniform with gear is must for all canteen staff.

22. **Quality Standard:**

- 22.1 The cooking medium used for food preparation must be AGMARK / ISO quality strictly as per the quality / brands mentioned in **Appendix – I to II**. **No Vanaspati / Dalda will be allowed to use.**
- 22.2 If any time it is found that the quality / Brands are used other than the quality / brands specified in the **Appendix – I to II** by the contractor, a penalty of Rs.1000/- per occasion, plus applicable taxes, will be imposed on contractor and be deducted from their monthly bill.
- 22.3 The Contractor shall display the approved daily menu prominently in the canteen.
- 22.4 The Contractor shall comply with the instructions of the Management in regard to the kind of menu to be served in the official lunches/tea snacks.
- 22.5 The Contractor shall arrange his own crockery, cutlery and utensils for staff lunch, tea, coffee etc. The size & quality of crockery should be those normally used in offices. However, before put to use, the same needs to be approved by the Management of EdCIL.

23. Special Lunch

Indicative menu of the special lunch is as below. However, the rate for special lunch will not be considered during the evaluation of the L1 bidder.

<u>Soup Section</u> (Any one)	<u>Dry vegetable</u> (Any one)	<u>Curd Section</u> (Any One)
Tomato Soup	Mix.vegetable Jhalfrezi	Plain Curd
Veg.Hot and Sour soup	AalooGhobi Masala	Boondi Raita
Crème of Spinach	AalooMethi	Mix. Veg. Raita
Mix. vegetable soup	Boiled Veg.	Dahi Bhalla
Mushroom soup	Bhindi Masala	
Sweet Corn	Kurkuri Bhindi	
	Stuff Tomato	
<u>Rice/Noodles</u> (Any one)	<u>Veg. Gravies</u> (Any One)	<u>Salad</u> (Any One)
Steamed Rice	Pakori Masala	Macoroni Salad
Zeera Pulao	Palak Chole	Cucumber Salad
Peas Pulao	Aaloo Matar Masala	Green Salad
Veg. Pulao	Lauki Kofta	
Veg. Biryani	Palak Kofta Curry	<u>Bread Section</u> (Any 3)
Veg. Fried Rice	Lauki Channa Dal Spicy	Naan
Veg. Hakka Noodles	Kadhi Pakori	Tandoor oti
	Mattar Mushroom	Missi Roti
	Egg Curry	Lacha Parantha
<u>Paneer Section</u> (Any one)	<u>Dal Section</u> (Any one)	<u>Sweets Section</u> (Any one)
Kadhai Paneer	Dal Makhani	Ice Cream (Vanila / Strawberry)
Matter Paneer	Dal Panchrangi	Shahi Tukra
Malai Paneer Jhalfrezi	Dal Channa Masala	Gulab Jamun
Panner Lababdar	Chole Gravy	Gazar Ka halwa
Palak Paneer	Yellow Dal Gravy	Moong Dal Halwa
Paneer Korma	Arhar Dal Tarka	Rasgulla
Shahi Paneer		
Paneer butter masala		

Note:

- The list is indicative and number of items may get added or removed while finalizing the venue during the event
- The special lunch would be required from time to time and advance intimation will be given the vendor.

Appendix - I

Menu: Daily Lunch for employees (tentative, to be decided in consultation with Management)

The Thali must contain the below mentioned item each day mandatorily:

1. Dal/Gravy item (Detailed list mentioned below) – 100gms
2. Seasonal Vegetable/Dry Sabji (Detailed list mentioned below)-100gms
3. Rice (200gms)
4. Roti/ Chapati - 2
5. Packed Curd (Amul/Mother Dairy)- 1
6. Sweet (Detailed list mentioned below)-1
7. Salad (Cucumber , Tomato , Carrot, Onion, Radish) (Minimum 2 of them)
8. Papad / Achar

Dal/ Gravy item:

1	Rajma
2	Lobia
3	Arhar Dal
4	Mix Dal
5	Black Masoor Dal
6	Matar Paneer
7	Chana Dal
8	Chole
9	Dal Makhani
10	Kadhi pakora
11	Loki Kofta

Seasonal Vegetable/Dry Sabji :

1	Loki (Bottle Guard)
2	Matar Gobi
3	Aloo Baingun
4	Seasonal Mixed Vegetable (carrot, paneer, gobi, Matar etc)
5	Bhindi Masala
6	Patta gobi
7	Methi
8	Torai
9	Aloo Shimla mirch
10	Kaddu
11	Palak
12	Beans

Sweets Item:

1	Moong Dal Halwa
2	Suji Halwa
3	Gulab Jamun
4	Rice kheer
5	Boondi Laddu

6	Besan Laddu
7	Custard
8	Seviyan (Vermicelli Kheer)
9	Khoya Barfi
10	Seasonal Fruit

***Note: Sweets made of mils should be well proportionate with ingredients.**

Breakfast & Evening Snacks menu

(to be decided in consultation with Management)

Breakfast Dishes (One item each day)	<ol style="list-style-type: none"> 1. Upma, 2. Poha (with Onion and Lemon), 3. Aloo Paratha 4. Aloo Pyaz Parantha 5. Gobi Parantha 6. Mix Parantha 7. Idli Sambhar 8. Puri Sabji 9. Parantha Sabji 10. Namkeen Seviyan 11. Uthappam with Sambhar 12. Pav Bhaji 13. Chole Bhature
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Evening Snacks (One item each day)	<ol style="list-style-type: none"> 1. Samosa 2. Grilled Sandwich, 3. Veg Sandwich, 4. Spring Roll, 5. Bread Pakora, 6. Veg Noodles/Chowmein, 7. Veg Cutlet, 8. Aloo Bhonda 9. Mix Pakora 10. Pasta 11. Vada PAV
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Note:

- All the items under Dal , Seasonal Vegetable , Sweets , Morning and Evening snacks shall be served on a rotational basis, subject to seasonal availability and instructions of the competent authority. *(No item should be repeated in a week)*
- The items list mentioned above in different head are suggestive and not exhaustive.
- The Management of EdCIL may drop/add any other items.

BRAND / QUALITY / MAKE OF MATERIALS

SI.No.	Items	Quality/Brand
Dairy Products		
1	Milk-Toned,Pouched	100% Mother dairy/Amul
2	Butter	Amul/Mother dairy
3	Cheese Processed	Amul/Britannia/Mother dairy
4	Condensed Milk	Milk Maid/Nestle/Mother Dairy/Amul
5	Ice Cream	Mother Dairy/Kwality walls/Vadilal
6	Packed Curd	Packed Curd-Nestle/Mother Dairy/Amul
Bakery Products		
1	Bread	Harvest Gold/Britannia/Modern/Perfect
2	Biscuit	Britannia/Parle/Sunfeast/Little Heart/Fifty Fifty/Good day/Bon-Bon Chocolate or orange/Priya Gold/Snax
Provision and Stores		
1	Atta (Wholegrain)	Good quality Agmark of Aashirwad /Aahar/ Nature Fresh / Shakti Bog
2	Basmati Rice	Good quality Basmati Rice (Red Fort, Dawat, India Gate)
3	Sugar Cube	Daurala , Dhampure, Uttam Sugar Mills
4	Low calorie sweetener (Sachet/ Tablet)	Equal/Nature fresh/Sugar Free
5	Tea Bags	Taj Mahal/Tata Tetley/Lipton
6	Coffee	Nestle Classic
7	Jam	Kissan/Top/Hinz/Catch
8	Pickle	Kissan/catch/Panch Ranga
9	Refined Oil (Low fat content)	Goldseal(Lipton)/Postman(Hindustanlever)/Sweeka r/Sunflower/Safola
10	Tomato/Chilli/soya sauce	Magi/Kissan/tops
11	Garam /Chat / Chana Mas ala–Kasturi Methi, table salt, Dhania/ Chilli Haldi Powder,	Good Quality MDH/Catch /Agmark MTR–ISI mark
12	Custard Powder	Brown and polson/wake Field
13	Laung, Dal Chini, elaichi ,hot spices etc.	Best quality
14	Pulses– Dals and beans etc.	Best quality
Fruits and vegetables		
15	Fresh fruits/fresh vegetables or frozen veg.	Fresh and Best Quality–Frozen items of safal/Mother dairy

In case of non–availability of above described brand/(s)–the contractor should obtain prior permission of the officer-in-charge for use of alternate material.

If the quality of an eatable prepared in a canteen is found to be sub-standard by any of the inspection authorities or beneficiaries, the whole quantity of that eatable will be destroyed and penalty will be imposed as per penalty clause mentioned in the agreement and suitable disciplinary action will be initiated against the defaulting canteen contractor/employees. Repeated penalties will result into the termination of the contract.

The contractors may visit and inspect the above premises before submitting the tenders **to satisfy the commercial viability of the tender.**

The current monthly charges for canteen and catering services at EdCIL office, Noida are as below (For reference)

Sl.	Particulars	Monthly Amount (INR) exc. of GST
1.	Wages Per month [The agency is required to pay at least Minimum Wages (Wages+ VDA) to the Manpower deputed at EdCIL including Statutory Payments like PF, ESI, Bonus etc as per the Notification issued by Ministry of Labour, Government of India from time to time].	-
(a)	Supervisor (Skilled) - 1 No (1 x Rs.00) - PF, ESI, Bonus to be included	29472 per person
(b)	Cook (Skilled) - 2 No. (2 x Rs.00) - PF, ESI, Bonus to be included	29197 per person
(c)	Helper / Waiter/ Cleaner – (Unskilled) - 7 Nos (7 x Rs.00) - PF, ESI, Bonus to be included	24503 per person
2.	Cost towards uniform (Amount to be calculated on Monthly Basis for 10 Number of manpower and quoted accordingly. <ul style="list-style-type: none"> • Summer - Two number of Trousers and Two Full Sleeve Shirts for Men and Two sets of Salwar and Kameez for Women (if engaged). • Winter - Two number Sweaters for Men and Two Cardigans for Women (if engaged)/ • One pair of Shoes male/female manpower to be engaged with two pair of socks. However, gears like cooking cap, hand gloves, apron etc are to be provided in all seasons.	1,000
3.	Subsidy Amount - Subsidy or Compensation to be quoted on lump-sum basis (Amount to be calculated on monthly basis and quoted accordingly). Subsidy/Compensation comprising of following: <ul style="list-style-type: none"> • Complimentary Tea twice a day for about 175 persons - (Total 350 complimentary tea per day) • Complimentary (<i>Nimboo pani / Chaach- Summers , Soup- Winter</i>) for about 175 persons once a day • Subsidized Breakfast once a day for about 50 persons • Subsidized Lunch once a day for about 100 persons • Subsidized Evening snacks once a day for about 70 persons (Please refer Appendix-I to Appendix-II Menu: Breakfast/Lunch/Snacks etc) and Subsidized Rates to be charged by the Agency from the employees are given at Chapter-5 Scope of Work	1,74,000
4	Rate for Special lunch per person	144/-

CHAPTER- 6

INSTRUCTIONS FOR E-TENDERING

1. Instructions for Online Bid Submission:

- 1) E-tendering is new technology for conducting public procurement in a transparent and secured manner. As per Government of India's directives, EdCIL (India) Limited has made e-tendering mandatory.
- 2) For conducting electronic tendering, EdCIL (India) Limited has decided to use Electronic tender portal link available with detailed information on e-tendering process at EdCIL website. This portal built using Electronic tender's software is referred to as <http://www.tenderwizard.com/EDCIL> (Provided by M/S KEONICS Ltd).
- 3) The bidders are required to submit soft copies of their bids electronically on <http://www.tenderwizard.com/EDCIL> e-tendering website, using Class-III valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the M/S KEONICS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the M/S KEONICS Portal.
- 4). The scope of work to be tendered is available in the complete bid documents which can be viewed/downloaded from e-tender portal of <http://www.tenderwizard.com/EDCIL>. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website <http://www.tenderwizard.com/EDCIL>. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- 5). All Corrigendum/Amendment/Corrections, if any, will be published on the website <http://www.tenderwizard.com/EDCIL>.
- 6). It is mandatory for all the applicants to have Class-III Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying.
- 7). To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the e-tendering portal of <http://www.tenderwizard.com/EDCIL> to have user ID & Password from M/s KEONICS Ltd.
- 8). **Register your organization on M/s KEONICS E-tender Site well in advance of your first tender submission deadline on M/s KEONICS E-tender Site for obtaining credentials by paying Annual registration charges Rs.2000 + GST using the e-payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1 year.**
- 9). Get your organization's concerned executives trained on M/s KEONICS Ltd. E-tender Site well in advance of your first tender submission deadline on M/s KEONICS E-tender Site
- 10). Submit your tender well in advance by relevant documents along with copy of EMD of

tender submission deadline on M/s KEONICS E-tender Site as there could be last minute problems due to internet timeout, breakdown, etc. While the first three instructions mentioned above are especially relevant to first-time users of M/s KEONICS E-tender Site, the fourth instruction is relevant at all times

- 11). Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
- 12). Vendors Training Program: Vendors are requested to contact at Tender wizard Helpdesk KEONICS Office for any information regarding E-tendering / training.
 - a) For online registration, intended bidders may write us at harishkumar.kb@etenderwizard.com or contact no. 080 49352000/9686115318/9650520101/8800445981.
 - b) For any further query related to Training Session, Tender Uploading/downloading or any other query related to tender please contact Tender wizard Helpdesk of M/s. KEONICS

Telephone: 080-49352000/9686115318 or write us mail on Email Id: harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com, twhelpdesk759@gmail.com, twhelpdesk963@gmail.com

2. Digital Signature Certificates

For integrity of data and authenticity/non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Signature Certificate (DSC). Also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA)[refer <http://www.cca.gov.in>].

3. Registration

- a) To use the Electronic Tender[®] portal, vendors need to register on the portal by going on the link provided at EdCIL tender webpage (Instructions available at EdCIL website www.edcilandia.co.in). Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In M/S KEONICS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link under 'Registration' (on the Home Page), and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.
- b) After successful submission of Registration details and Annual Registration Fee, please contact M/S KEONICS Helpdesk (as given below), to get your registration accepted/activated.
- c) Important Note:
 - i) To minimize the problems during the use of e-tendering portal of M/S KEONICS (including the Registration process), it is recommended that the user should use as per the instructions given under 'M/S KEONICS User-Guidance Centre' located

on M/S KEONICS Home Page, including instructions for timely registration on M/S KEONICS. The instructions relating to 'Essential Computer Security Settings for Use of M/S KEONICS' and 'Important Functionality Checks' should be especially taken into cognizance.

- ii) Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

4. SEARCHING FOR TENDER DOCUMENTS

- i) There are various search options built in the M/S KEONICS Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID/ Tender Search Code (TSC), organization name, location, date, value, etc. There is also an option of advanced search for tenders, where in the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other key words etc. to search for a tender published on the M/S KEONICS Portal.
- ii) Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. This would enable the M/S KEONICS Portal to intimate the bidders through e-mail alert in case there is any corrigendum issued to the tender document.
- iii) The bidder should make a note of the unique Tender ID/ Tender Search Code (TSC) assigned to each tender, in case they want to obtain any clarification/help from the Help desk.

5. PREPARATION OF BIDS

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can only be in PDF format. Bid documents may be scanned with 100dpi with black and white option.

6. SUBMISSION OF BIDS

- i) Bidder should log into the site well in advance for bid submission and complete all formalities of registration (at least two days in advance of the closing date)so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- iii) Bidder has to pay the tender fee/EMD as applicable through online transfer/Netbanking to EdCIL (India) Ltd.
- iv) A standard Financial Bid form has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided. If the financial bid file is found to be modified by the bidder, the bid will be rejected.
- v) The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vi) All bidders must fill Electronic Forms (if applicable) for each bid-part sincerely and carefully and avoid any discrepancy between information given in the Electronic Forms and the corresponding Main Bid. If variation is noted between the information contained in the Electronic Forms and Main Bid, the content of Electronic Forms shall prevail.
- vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- viii) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

7. ASSISTANCE TO BIDDERS

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender other relevant contact person indicated in the tender.

EdCIL / M/S KEONICS Helpdesk	
Telephone/ Mobile	Customer Support:080-49352000 (Multiple Telephone lines) EmergencyMobileNumbers:9686115318/9650520101/8800445981 (Please contact in case of emergency during non-working) hours.
E-mail ID	M/S KEONICS Ltd. harishkumar.kb@etenderwizard.com ambasa@etenderwizard.com twhelpdesk759@gmail.com twhelpdesk963@gmail.com & cc to: anshulgupta@edcil.co.in

8. **Offline Submissions: (AS PER TENDER REQUIREMENT)**

- a) The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope at the address.
- b) The envelope shall bear (the project name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).
 - i) **Proof of EMD submission or MSE certificate as applicable.**
 - ii) **Original copy of the Power-of-attorney.**

Note: The Bidder should also upload the scanned copies of all the above-mentioned original documents as Bid-Annexure during Online Bid-Submission.

9. **Public Online Tender Opening Event (TOE)**

- i) M/S KEONICS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidder scan simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Buyer Organization Name office for the Public Online TOE.
- ii) Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE-officer(s) in the simultaneous online presence of the participating bidders' representatives, has been implemented on M/S KEONICS.
- iii) M/S KEONICS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.
- iv) M/S KEONICS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'.

10. **SEVEN CRITICAL DO'S AND DON'TS FOR BIDDERS**

Specifically, for Supplier organizations, the following '**SEVEN KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

- i) Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on M/S KEONICS.
- ii) Register our organization on M/S KEONICS well in advance of the important deadlines for your first tender on M/S KEONICS viz. 'Date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you

will also require time to complete activities related to your organization, such as creation of- Marketing Authority (MA) [i.e. a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability with in the Supplier/ Bidder Organization.

- iii) Get your organization's concerned executives trained on M/S KEONICS well in advance of your first tender submission deadline on M/S KEONICS Ltd.
- iv) For responding to any particular tender, the tender (i.e. its Tender Search Code or Tender No.) has to be assigned to an MA. Further, an 'Official Copy of Tender Documents' should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents.

Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.

- v) Submit your bids well in advance of tender submission deadline on M/S KEONICS (There could be last minute problems due to internet timeout, breakdown, etc.)
- vi) M/S KEONICS will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLYIF' your 'Status pertaining Overall Bid-Submission' is '**Complete**'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.
- vii) ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLY IF' your 'Status pertaining Overall Bid-Submission' is 'Complete'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

NOTE: *While the first three instructions mentioned above are especially relevant to first-time users of M/S KEONICS, the fourth, fifth and sixth instructions are always relevant.*

11. MINIMUM REQUIREMENTS AT BIDDER'S END

- Computer System having configuration with minimum Windows 7 or above, and Broadband connectivity
- Microsoft Internet Explorer 7.0 or above
- Digital Certificate(s)

Note:

- i) The Bid shall be typed in English and signed by the Bidder or a person duly authorized to bind the Bidder to the Contract. The person(s) signing the Bids shall initial all pages of the Bids.
- ii) All envelopes should be securely sealed and stamped.
- iii) It is mandatory for the Bidder to quote for all the items mentioned in the TENDER.

CHAPTER - 7

INSTRUCTIONS TO BIDDERS

1. Procedure for preparation and submission of bids

- 1.1. The Request for Proposal (RFP) will incorporate QCBS method of selection which will comprise the following steps:
 - a) Technical Bid consisting of all Technical details along with commercial terms and conditions
 - b) Financial Bid indicating item wise price for the items mentioned in the bid
- 1.2. Technical bid should not include any financial information. Technical bid containing financial information shall be declared non-responsive and shall be disqualified.
- 1.3. The cover thus prepared should also indicate clearly the name and address of the bidder to enable the Bid to be returned unopened in case it is received "Late" or due to any other reason.
- 1.4. The RFP received late and declared late by the Bid Evaluation Committee after the last date and time for receipt of RFP prescribed in the bid document or otherwise shall be rejected and/or returned unopened to the Bidder.
- 1.5. Each copy of the bid should be a complete document with Index & page numbering and should be bound as a volume. Different copies must be bound separately.
- 1.7. Technical bid, Financial Bid, and earnest money must be prepared as per the instructions provided in this section.
- 1.8. Bidder should take into account any corrigendum published on the website for tender document before submitting their bid.
- 1.9. Bidders are advised to go through the tender document carefully to understand the document required to be submitted as part of the bid.
- 1.10. The Bidder must furnish Earnest Money Deposit (EMD) for INR 1,50,000/- in favor of **EdCIL (India) Ltd.** payable at **Noida (U.P.)** as per the details mentioned in the EMD section.

2. Assistance to Bidders

Any queries relating to tender document and the terms and conditions contained therein should be addressed to the tender issuing office or the relevant contact person indicated in Schedule for invitation to tender.

3. Cost of the tender

The bidder shall bear all costs associated with the preparation and submission of its bid,

attending pre-bid meeting including cost of presentation, if so desired. EdCIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4. Content of the tender

The tender document includes:

- i) Invitation for bids
- ii) Instructions to bidders
- iii) Scope of work
- iv) Proposed Contract Terms
- v) Technical proposal formats
- vi) Financial proposal formats

The bidder is expected to examine all sections of the tender document carefully. Failure to furnish all required information or submission of a bid not substantially responsive to the tender in every respect will be at the bidder's risk and may result in rejection of the bid.

5. Reply to the Pre- Bid Queries

Prospective bidders requiring any clarification on tender document may submit queries through e-mail only to the issuing officer [anshulgupta@edcil.co.in] in the following format so as to receive before the [date mentioned in the data sheet]:

Sr. No.	Chapter no	Clause No	Reference/Subject	Clarification sought

EdCIL will respond to any request for clarification or queries on the tender document received not later than the dates prescribed in the schedule for invitation to tender on EdCIL website and is not obliged to send individual replies to the bidders. Bidders are advised to see EdCIL's website (www.edcilindia.co.in) from time to time regarding the clarifications/amendments given by EdCIL during the bid process.

6. Amendment in Tender Document

- 6.1. At any time up to the last date for receipt of RFP, EdCIL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.
- 6.2. The amendment will be notified on EdCIL website and will be binding on the bidders.
- 6.3. In order to provide prospective bidder reasonable time in which to take the amendment into account in preparing their bids, EdCIL may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set out in the tender.

7. Language of RFP

The RFP prepared by the Bidder and all correspondence and documents relating to the RFP exchanged by the Bidder and the Client, shall be written in the English language, provided that

any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

8. Consortium

Consortium bidding shall not be allowed at any stage for fulfillment of eligibility criteria

9. Documents comprising the bid

The bid prepared by bidder shall comprise the following components:

A. Technical Bid must comprise the following:

- i) Annexures -1 , 2, 3, 4, 5, 10,11, 12, 14
- ii) PAN No. and GST RegistrationCertificate
- iii) Earnest Money Deposit (EMD)
- iv) All the supporting documents as per requirement of the bid submission

B. Financial Bid will comprise of the following:

- i) Financial Bid Format (Annexure-6)

10. Bid Prices

- 10.1 The bidder shall quote the prices in INR and as per the proforma prescribed for services it proposes to provide under the contract. In absence of price information, a bid may be considered incomplete and summarily rejected.
- 10.2 The bidder shall prepare the bid based on the details provided in this tender document. The bidder shall carry out all the tasks in accordance, with the requirement of the tender document and it shall be the responsibility of the bidder to fully meet all the requirements of the tender document.
- 10.3 Price quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. The bidder shall therefore indicate the price in prescribed pro forma enclosed with the bid.
- 10.4 The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should exclude all taxes, duties, levies and other charges as may be applicable in relation to the activities proposed to be carried out.
- 10.5 The price should include all expenses of the bidder including wages, local, domestic and/or international travel, incidental and any other expense relating to conduct of the project.

11. Authorized Signatory

11.1 The bid document should be signed by the authorized representative of the bidder.

11.2 The certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder shall be annexed to the bid.

12. Period of Validity of Bid

Bids shall remain valid for the period of 180 days after the date of opening of technical bid. A bid valid for a shorter period than the period specified may be rejected by EdCIL as non-responsive. In exceptional circumstances, EdCIL may solicit the bidder's consent to an extension of the period of bid validity.

13. Last date and receipt of Bid

The bid should be submitted not later than the time and date specified in schedule for invitation to tender. However, EdCIL may, at its discretion, extend the last date for the receipt of bids by amending the tender.

14. Late Bid

Any bid received by EdCIL after the specified time and last date for receipt of bid prescribed by EdCIL shall be rejected.

15. Address for Correspondence

The bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by EdCIL.

16. Preliminary examination

EdCIL will undertake preliminary examination of bids to determine whether they are complete, whether any error has been made, whether EMD have been received, whether the document has been properly signed and whether the bid is generally in order.

A bid determined as not substantially responsive will be rejected by EdCIL.

17. Earnest Money (EMD)

17.1 The bidder shall furnish along with bid an earnest money deposit (EMD) amounting to INR 1,50,000/- in the form of Demand Draft in favor of EdCIL India Limited payable at Noida or through net banking in the below mentioned account :

a)	Name of beneficiary	EdCIL (INDIA) LIMITED
b)	Name of Bank	State Bank of India
c)	ACCOUNT NO.	36830596465
d)	IFSC CODE	SBIN0019087

17.2 However, Bidders registered as MSEs are exempted for payment of EMD. Such Bidders

have to submit the valid MSE certificate to avail the exemption.

17.3 Bids received without EMD shall be summarily rejected.

17.4 The earnest money of unsuccessful bidders shall be refunded without interest after issuance of LOA to the successful bidder.

17.5 EMD of successful bidder shall be returned after the submission of the performance security.

17.6 The EMD will be forfeited on account of one or more of the following reasons:

- a) The bidder withdraws its proposal during the bid validity period.
- b) The bidder does not respond to the requests for clarification of its proposal.
- c) The bidder fails to provide required information during the evaluation process.
- d) In case of successful bidder, the said bidder fails to sign the agreement in time.

18 Overall Bid Evaluation Process:

- a) Final Selection of the Bidder shall be based on Quality and Cost Based Selection (QCBS) with 70% weightage for technical evaluation and 30% weightage for financial evaluation.
- b) The evaluation shall consist of following stages:
 - i) **Stage I:** Evaluation of Technical bid based on QCBS method
 - ii) **Stage II:** Evaluation of Financial bid

19 Stage-I : Evaluation of Technical Bid for QCBS assessment

19.1 Technical bids for QCBS assessment will also be reviewed for compliance with the necessary Instructions, terms and conditions, scope of work, formats etc. as outlined in this tender.

19.2 Technical bids shall be evaluated as per “**Table 2 - Technical Evaluation Criteria**”.

19.3 The Technical bid for QCBS purpose will be evaluated by evaluation committee set- up by EDCIL. The bid will be eligible for financial evaluation only if the bidder scores **minimum 65** in the QCBS technical evaluation.

Table 2 – Technical Evaluation Criteria

S.No.	Bid Components	Maximum Marks	Supporting documents
1.	The Bidder should have experience in providing canteen services in Central Government / State Government/ Public Sector Undertaking/ Autonomous bodies of Government of India in the past 5 years as on 31 st December 2025 (5 Marks for each client)	25	1. Self-Attested relevant LOA/ Work order/ Agreement issued to the bidder
2.	The Bidder should have a work order of providing canteen services with an annual billing of more than 50 Lakhs in any of the three financial years i.e. (2022-23, 2023-24, 2024-25) 5 Marks for each project	25	1. Self-Attested relevant LOA/ Work order/ Agreement issued to the bidder
3.	The Bidder should have an average turnover of more than INR 3 crore during the last 3 financial years (i.e. 2022-23, 2023-24, 2024-25) i) For turnover greater than INR 3 crores but less than INR 4 crores = 10 Marks ii) For turnover greater than or equal to INR 4 crores but less than INR 5 crores = 20 Marks iii) For turnover greater than or equal to INR 5 crores = 25 Marks	25	1. Statutory auditor's/ CA's certificate 2. Copy of profit and loss accounts
4.	The Bidder should have at least 15 manpower in their payroll. 15= <No. of Manpower<20 : 10 Marks 20= <No. of Manpower<25 : 20 Marks No. of Manpower>=25 : 25 Marks	25	Pay sheet/salary sheet of the manpower
	TOTAL	100	

The Evaluation Committee shall evaluate each Technical Proposal and award the marks (TPM) on the basis of the Proposal's responsiveness to the scope using the evaluation criteria and score system specified above.

Technical Proposal Marks (TPM) = 100 x Technical Proposal under consideration/ Highest Technical bid

The Proposal shall be rejected if it does not achieve the minimum technical marks of 65 (sixty-five) out of maximum 100 (one hundred) marks.

20. Stage II - Evaluation of Financial Bids:

- a. Financial bid will be inspected to ensure conformance to the format provided in the tender document.
- b. If there is any discrepancy between words and figures in any part of the financial bid, the amount indicated in words will prevail.
- c. The agency will be finalized based on the total combined scores (technical + financial)
- d. Financial Proposals of the technically qualified Bidders as evaluated according to the above-mentioned evaluation criteria (i.e., the Bidders scoring minimum 65 marks) shall be opened by the Evaluation Committee in the presence of the representative of the Bidders, who chose to attend the opening of financial bids.

The quoted fee shall be read out and recorded.

Financial Proposal Marks (FPM) = 100 x Lowest Financial Bid / Financial Bid under consideration.

The lowest quoted Financial Proposal will receive a maximum of 100 marks

21. Final Evaluation

The final evaluation will be made on the basis of the following: Weightage for the Technical Proposal: 0.7

Weightage for the Financial Proposal: 0.3

Combined Technical (TPM) and Financial FRM score, (HPM) = TPM x 0.7 + FPM x 0.3

The combined highest scorer (HPM) will be the successful bidder

22. Award of the work

The Bidder with the highest aggregate score (HPM) on the merit of evaluation shall be awarded the work.

CHAPTER - 8

GENERAL CONDITIONS OF CONTRACT

1. GENERAL TERMS AND CONDITIONS

- I. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipment provided by the EdCIL are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by EdCIL at the contractor's risk and cost. In this regard, the decision of the designated officer of EdCIL shall be final and binding on the Contractor.
- II. All work shall be carried out with due regard to the convenience of EdCIL. The orders of the concerned authority shall be strictly observed. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of EdCIL and the guests. The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen services in addition to what is provided for by EdCIL. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
- III. The Contractor should be in a position to cater to the tastes of North Indian, south Indian and Chinese dishes, if required.
- IV. The Contractor shall install gas and fuel supply at his own cost.
- V. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the EdCIL's Premises, including Canteen. Any breach of such restrictions will attract deterrent action against the Contractor as per statutory norms.
- VI. The Contractor is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of staff of EdCIL to avail canteen services.
- VII. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with EdCIL. EdCIL shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law.
- VIII. The Contractor 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 EdCIL.

2. PERFORMANCE SECURITY

- I. Within **15 days** from the date of issue of the Letter of Acceptance (LOA), the Successful Bidder shall furnish Performance Security in the form of a Bank Guarantee from **any Nationalized/Scheduled Bank of India** an amount equal to 03% of the contract value as per the Performa given in this bid on a Stamp Paper. The cost of Stamp Paper shall be borne by the contractor. The list of **Nationalized/Scheduled Bank of India is placed at Annexure 13.**

- II. Failure of the Successful Bidder to furnish the required Performance Security shall be a ground for the annulment of the award of Contract and forfeiture of the EMD. Value of Stamp Paper for Performance Security (Bank Guarantee) shall not be less than, as provided in the Stamp Duty Act. The Bank Guarantee shall be valid up to 90 days after completion of work. In case, contract period is extended, the contractor shall get the validity of Bank Guarantee extended to cover such extended period plus 90 days. Performance Security shall be released 21 days after issue of Performance Certificate.
- III. When the contract is rescinded, the Retention Money shall be forfeited and the Performance Bank Guarantee (PBG) shall be en-cashed. In case of violation of Integrity Pact, the Retention Money shall be forfeited and the Performance Bank Guarantee (PBG) shall be en-cashed.

3. DURATION

Two Years and further Extendable by One Year at the Same Rates, Terms and Conditions at the discretion of EdCIL from the Date as Specified in the Letter of Acceptance.

4. CONTRACT AGREEMENT & COMMENCEMENT OF WORK

Within 7 days from the Date of Issue of Letter of Acceptance, the Successful Bidder will be required to execute the Contract Agreement in the format as per Annexure-9 of the Bid Document. However, Contract Agreement can only be signed after submitting the Performance Bank Guarantee and signing of the Integrity Pact. The Successful Bidder shall commence the work from the date as specified in the Letter of Acceptance.

5. STATUTORY COMPLIANCES

The Contractor shall:

- (a) Accept full and exclusive liability and other obligations referred under the laws/rules/regulations now and thereafter imposed by the appropriate government/authorities.
- (b) Keep EdCIL indemnified liability arising in accordance with any labour laws or other Statutory Compliances or due to any other reason. EdCIL will not have any liability whatsoever concerning the persons deployed by the Contractor for the purpose or arising in accordance with any labour laws or other Statutory Compliances or due to any other reason.
- (c) If as a result of any claim arising out of any reasons stated in 5 (b) above or due to any negligence on part of the manpower deployed, if EdCIL is made to pay any amount, then EdCIL shall recover the same from the payment due to the Contractor or send a notice to the Contractor for refund of the same to the EdCIL and the Contractor shall be liable to reimburse the same within 7 working days of the receipt of such notice.
- (d) The Bidder shall comply all statutory requirements including compliance of LAWS, Acts, Rules and Regulations.

6. AUTHORISATION AND ATTESTATION

BIDS shall be signed by the person duly authorized /empowered to do so. Certified copies of such authority (Power of Attorney) and relevant documents shall be submitted along with the BIDS.

7. VALIDITY OF OFFER

The offer containing financial shall be kept open for acceptance for a minimum period of 180 days from the date of opening of BIDS, and extend further if required from time to time. In case EdCIL (India) Limited (EdCIL), calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the Original offer which shall be binding on the Bidders.

8. REJECTION OF BID AND OTHER CONDITIONS:

- I. Financial Bids will be evaluated for all Eligible Bidders who are fulfilling the Eligibility Criteria and other terms and conditions mentioned in the Bid Document. The Contract will be awarded to the Eligible Bidder based on the lowest reasonable quoted rate.
- II. The acceptance of bid will rest with EdCIL (India) Limited which does not bind itself to accept the lowest bid or any bid and reserves full rights to reject any or all the BIDS without assigning any reason whatsoever.
- III. Conditional BIDS, incomplete BIDS or otherwise considered defective and not in accordance with the bid conditions, specifications etc. are liable to be rejected.
- IV. If the Bidder deliberately gives wrong information in his bid, EdCIL reserves the right to reject such bid at any stage or to cancel the contract, if awarded, forfeit the Earnest Money / Performance Security/any other moneys due.
- V. Canvassing in any form in connection with the bid is strictly prohibited and the BIDS submitted by the Contractor who resorts to canvassing are liable to be rejected.
- VI. Should a Bidder or Contractor or in the case of a firm or Company of Contractors/one or more of its Partners/Shareholders/ Directors have a relation or relations employed in EdCIL, the authority inviting the bid shall be informed to the fact along with the offer, failing this EdCIL may at its sole discretion reject the bid or cancel the contract and forfeit the Earnest Money.
- VII. Public Procurement Policy for Micro, Small Enterprises (MSE) Order issued by Govt of India will be followed.
- VIII. Participating MSE shall enclose with their offers, the proof of their being MSE registered with any of the agencies mentioned in the Notification of Ministry of MSE indicated below:
 1. District Industries Centers.
 2. Khadi and Village Industries Commission.
 3. Khadi and Village Industries Board.
 4. Coir Board.
 5. National Small Industries Corporation.
 6. Directorate of Handicraft and Handloom.
 7. Any other body specified by Ministry of MSE, Govt of India.

- IX. The MSE must also indicate the terminal validity date of their registration.
- X. As advised by Ministry of Finance, Government of India vide Office Memorandum No. F.5/4/2018-PPD Dated 28/02/2018 and forwarded by Ministry of Railways vide Letter No. 2016/PL/56/1 Dated 19/03/2018, the MSE Bidders must declare their Udyog Aadhar Memorandum (UAM) Number issued by Ministry of MSE on Central Public Procurement Portal (CPPP), in order to identify themselves as MSE Vendors, failing which they will not be able to enjoy the benefits as per Public Procurement Policy for Micro, Small Enterprises (MSE). The MSE Bidders shall enclose Documentary Proof for the same.

Failing Clauses mentioned above, such offers will not be liable for consideration of benefits detailed in Public Procurement Policy for Micro, Small Enterprises (MSE) order issued by Ministry in pursuance of the Public procurement policy on MSE:

- (i) Bid document will be provided free of cost to MSE in compliance of Clause 11.0 above for the item bided.
- (ii) MSEs in compliance with Clause 11.0 above for the item bided will be exempted from payment of Earnest Money Deposit (EMD).
- (iii) MSEs owned by Scheduled Castes or Scheduled Tribes (SC/ST) Entrepreneurs may be indicated and proof of same may be enclosed.

9. Liquidated Damage:

The agency should adhere to the quality standards as defined in the Chapter-5, Terms and Conditions of the Tender Document and fulfil all Statutory Requirements defined in the bid document failing which liquidated damage @ 0.5% per week of the monthly bill plus applicable taxes will be imposed. However, such deduction in a calendar year will be maximum of 5% annual contract value.

10. INDEMNITY:

- I. The Successful Bidder (Contractor) shall indemnify and hold harmless to EdCIL and its directors, officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this contract or arising from any breach or non-compliance whatsoever by the Successful Bidder (Contractor) or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or outside the premises including but not limited to any and all claims by the Successful Bidder (Contractor).
- II. In performing the terms and conditions of the contract, the Successful Bidder (Contractor) shall at all times act as an Independent Successful Bidder (Contractor). The contract does not in any way create a relationship of principal and agent between EdCIL and the Successful Bidder (Contractor). The Successful Bidder (Contractor) shall not act or attempt or represent itself as an agent of EdCIL. It is clearly understood and accepted by both parties that this contract between the parties evidenced by it is on a principal to principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. The Successful Bidder (Contractor) and his hired personnel shall never under any circumstances whatsoever, be entitled to claim themselves to be the employees of EdCIL.

11. FORCE MAJEURE:

- I. For the purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of a party which makes agency's performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances.
- II. The failure of a party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event(s) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this contract and has informed the other party as soon as possible about the occurrence of Force Majeure condition.

12. RESOLUTION OF DISPUTES AND ARBITRATION:

- I. In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, shall be settled amicably through mutual negotiation by the parties. In case, there is no amicable settlement of disputes, the same shall be referred to the sole arbitrator as appointed by EdCIL. The Arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996.
- II. Notwithstanding any disputes between the parties, the contractor shall not be entitled to withhold, delay or defer its obligations, under the contract, and the same shall be carried out in accordance with the terms and conditions of the contract.

III. Arbitration Clause

- a. Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration administered by the India International Arbitration Centre ("IIAC") in accordance with the India International Arbitration Centre (Conduct of Arbitration) Regulations ("IIAC Regulations") for the time being in force, which regulations are deemed to be incorporated by reference in this clause.
- b. The place/seat of the arbitration shall be New Delhi, India.
- c. The Tribunal shall consist of one arbitrator.
- d. The law governing the arbitration agreement shall be Indian Law.
- e. The language of the arbitration shall be English.
- f. The governing law of the Contract shall be Indian Law.
- g. Arbitration cost to be borne by the Supplier

13. IMPLEMENTATION OF INTEGRITY PACT:

- (a) To improve transparency and fairness in the bidding and contract management, EdCIL has implemented the Integrity Pact.
- (b) Integrity Pact is to be signed by the successful bidder and the EdCIL Officer In-charge in the format enclosed at the Annexure-8.
- (c) The Integrity Pact shall commit the persons/officials on both sides, not to resort to any corrupt practices in any aspect/at any stage of the contract.

CHAPTER-9

SPECIAL CONDITIONS OF CONTRACT

1.0 RESPONSIBILITY OF SUCCESSFUL BIDDER (CONTRACTOR) COMPANY/FIRM/ AGENCY)

- 1.1 The contractor shall have their offices at Delhi/NCR with adequate staff, telephone and e-mail facilities during the currency of contract.
- 1.2 The contractor shall be directly responsible for all disputes arising between him and his personnel and keep EdCIL indemnified against all losses, damages and claims thereof.
- 1.3 The personnel engaged by the contractor shall be on the duty of the contractor and under no circumstances shall be deemed to be on the duty of EdCIL. EdCIL shall have no relationship of Master and Servant or Principal and Agent or nexus of any kind whatsoever with such staff deployed by the contractor. Such staff shall not be entitled to claim any right, privilege or benefit from EdCIL and in the event of any such claim, the contractor undertakes to indemnify EdCIL for any loss or damage, financial or otherwise.
- 1.4 The personnel engaged by the contractor shall be subject to security check by EdCIL security staff while entering/leaving the premises. Such personnel shall have to abide by the instructions of the security staff and concerned officers of EdCIL authorized in this behalf. Failure to faithfully follow instructions would be deemed non-compliance of bid conditions.
- 1.5 Contractor shall in no case lease/transfer/sublet or appoint caretaker for services.
- 1.6 The Contractor shall be responsible for engaging trained/ semi-trained manpower required for providing good canteen services in EdCIL.
- 1.7 The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- 1.8 The Contractor prior to the commencement of the operation of canteen shall inform EdCIL about the details of all the staff proposed to be deputed in canteen. Such detail of staff, inter alia, shall include Name, age/ date of birth, photograph, permanent address, police verification report and profile of the health status of the staff.
- 1.9 The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act and fulfill all other statutory obligations, such as, Provident Fund, ESI, GST, Obligation under the contract Labour (R &A) Act, 1970 etc. in force from time to time.
- 1.10 The Contractor shall ensure proper discipline among his/ her workers and further ensure that they do not indulge in any unlawful activity. **Employment of child labour is strictly prohibited under the law.** Therefore, the Contractor will not employ any child and should deploy workers who are above 18 years of age. The Contractor shall be personally responsible for conduct and behavior of his staff and any loss or damage to EdCIL's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or behavior of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person immediately under prior intimation to EdCIL. The decision of the EdCIL's

designated officer in this regard shall be final and binding on the Contractor. The Contractor shall take all reasonable precautions to see that all the staff deputed by the Canteen contractor while on duty attire themselves in the uniform, Gloves, Head Gear, approved by the EdCIL and are civil, sober and honest in their dealings with the staff of EdCIL. That the Contractor shall depute such persons whose antecedents have been verified.

- 1.11 The Contractor shall keep indemnified and hold harmless EdCIL and its top management, officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this agreement or arising from any breach or non-compliance whatsoever by the Contractor or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or outside the premises.
- 1.12 Successful Bidder (Contractor) shall ensure complete compliance (in respect of the manpower engaged for EdCIL) of all the prevailing provisions of the Payment of Wages Act 1936, Minimum Wages Act 1948, Workmen Compensation Act 1923, Contract Labour (Regulation and Abolition) Act, 1970, Employees' Provident Fund Act, ESI Act, Miscellaneous Provisions Act 1952 under Labour Laws, etc. and any other act, rules or regulations as may be enacted by the government or any modifications thereof or any other law relating thereto and rules made there under from time to time. In the event of non-compliance of the same, the Successful Bidder (Contractor) would undertake to indemnify EdCIL on any cost or liability it may incur on account of such non-compliance.
- 1.13 Wages to the manpower shall be provided as per Minimum Wages Act, 1948 and latest notification issued in this regard. In case of any statutory increases in the wages of Labour in accordance with the Minimum Wages notification issued by the appropriate authority under the Minimum Wages Act from time to time, payment of wages to the manpower deployed should be revised accordingly by the Successful Bidder (Contractor).
- 1.14 The Successful Bidder (Contractor) would comply with the statutory requirements; rules and regulations applicable to manpower engaged by him including manpower deployed for EdCIL Duty and shall obtain all necessary registrations, licenses, approvals and sanctions under the laws applicable. The Successful Bidder (Contractor) shall comply with all terms and conditions thereof strictly, and shall keep such registrations, licenses, and approvals and sanctions duly validated and/or renewed from time to time throughout the currency of this Contract.
- 1.15 Successful Bidder (Contractor) shall not terminate the services of manpower deployed for EdCIL unilaterally. In case, any personnel is proposed to be replaced/terminated by the Successful Bidder (Contractor), such action should be taken only with the approval of EdCIL.
- 1.16 No relationship of employer and employee shall be entertained between the EdCIL and the manpower engaged by the Successful Bidder (Contractor).
- 1.17 Successful Bidder (Contractor) alone shall have the right to take disciplinary action against any person(s) engaged/employed by them; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the EdCIL. The EdCIL shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the Successful Bidder (Contractor) for any purpose whatsoever nor would the EdCIL be liable for any claim(s) whatsoever of any person(s) of the Successful

Bidder (Contractor) and Successful Bidder (Contractor) shall keep EdCIL totally and completely indemnified against any such claim(s).

- 1.18 The Successful Bidder (Contractor) shall maintain all registers and records required under various Acts/Statutory Provisions and also for execution of contract, which may be inspected by the EdCIL as well as the appropriate authorities at any time.
- 1.19 Notwithstanding anything herein contained, the Successful Bidder (Contractor) will be liable to adequately compensate EdCIL for any loss or damage occasioned by any act, omission or lapse on the part of the Successful Bidder (Contractor) or of any persons deployed by it pursuant to the Contract.
- 1.20 Successful Bidder (Contractor) shall indemnify and keep EdCIL indemnified and harmless from and against all disputes, claims, fines, penalties, litigations criminal as well as civil that may be initiated against the EdCIL on account of and/or arising out of the failure of the Successful Bidder (Contractor) to adhere to any statutory requirement, or to follow such rules, regulations, guidelines or procedures as may be required under any statute or directive.
- 1.21 The manpower deployed should be in proper Uniform and Identity Cards. The Successful Bidder (Contractor) will provide two sets of Uniform per year to each personnel.
- 1.22 In case, the manpower deployed by the Successful Bidder (Contractor) is found to be suffering from any communicable disease or any disease which renders him unsuitable for the job he should be immediately replaced.
- 1.23 Successful Bidder (Contractor) shall make actual disbursement of wages/salary to the manpower through their Bank accounts. Successful Bidder (Contractor) shall submit documentary proof for the same. Any dispute arising out of non-payment, short payment or delayed payment has to be settled by the Successful Bidder (Contractor) and the manpower engaged by him.

2.0 OBLIGATION OF EdCIL

- 2.1 EdCIL will, subject to compliance of this contract and all statutory requirements and the provision of services to its satisfaction by the Successful Bidder (Contractor) and subject to deduction of Tax at source under the Income Tax Act, 1961 or any other provision of the law for the time being in force, ensure full and timely payments for the services as provided in this contract.
- 2.2 EdCIL reserve the right to take action against on or behalf of contractor as deemed fit for continuation of services smoothly and without interruption.

3.0 OBLIGATIONS OF THE CONTRACTOR (CONTRACTOR)

- 3.1 The Contractor shall be responsible for engaging trained/ semi-trained manpower required for providing good canteen services in EdCIL.
- 3.2 The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- 3.3 The Contractor prior to the commencement of the operation of canteen shall inform EdCIL about the details of all the staff proposed to be deputed in canteen. Such detail of staff, inter alia, shall include Name, age/ date of birth, photograph, permanent address, police verification

report and profile of the health status of the staff.

- 3.4 The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act and fulfill all other statutory obligations, such as, Provident Fund, ESI, GST, Obligation under the contract Labour (R &A) Act, 1970 etc. in force from time to time.
- 3.5 In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be solely responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the EdCIL by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/ compensate such claims or damages to the EdCIL. As a result of the acts of the Contractor, if the EdCIL is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the EdCIL or the EdCIL reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of PBG of the Contractor lying with the EdCIL.
- 3.6 The Contractor shall at all times keep indemnified the Principal Employer, namely, EdCIL, and its officers and designated concerned staff for and against all third agency claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, Employees Provident fund Act, or any other Act/Rules in force from time to time.
- 3.7 The contractor shall provide sufficient sets of Uniforms with name badge fixed with uniform and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
- 3.8 The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
- 3.9 The EdCIL reserves the right to appoint officers/officials/ committee to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.
- 3.10 In case of any other items not mentioned in the Scope of Work, Contractor shall get the prices of items approved by the EdCIL and no changes what-so-ever shall be made without prior written approval of the EdCIL.

4.0 COMPLIANCE OF STATUTORY OBLIGATIONS

Contractor shall be obligated to comply with whole of the statutory obligations including but not limited to registration under Food Safety and Standards Act, 2006 and regulations there under as applicable from time to time and maintain currency of Licenses at all times during the performance of services pursuant to award of work hereunder.

5.0 CRITERIA FOR EVALUATION OF BID

The evaluation of the BIDS will be done on the basis of fulfillment of Eligibility Criteria mentioned in the bid document and other terms and conditions.

6.0 AWARD OF CONTRACT

- 6.1. Based on the rates quoted by the Bidders, Lowest Eligible Bidder (L-1) may be awarded the works as Canteen Service Provider. However, it is noted that, merely quoting L-1 rate may not guarantee for Award of Work/ successful bidder.

EdCIL through the tender accepting authority or its authorized official will follow a due process

to ascertain the quality, extent of satisfaction of services rendered to the client (in the nearby vicinity), other key criterion as the committee feels it appropriate. The authorized officials shall also assess the quality of existing work done/certificate will be verified, if so warranted. The Committee Members will visit the premises of existing/past clients of the Bidders and based on their recommendations, the suitable Bidder will be awarded the job. This will also form the basis for award of the tender, work order to the successful tenderer. Competent Authority, Ed.CIL reserves the right to Cancel the Bid without assigning any reason at any stage during the process of the Tender.

- 6.2. After accepting of the contract, if any of the awarded bidder fails to provide required services, the contract is liable to be terminated along with forfeiture of PBG and other consequential action such as blacklisting of the Company/Firm/Agency or as may seem appropriate.

7.0 PRICE BASIS & LANGUAGE OF BID

The bidder shall quote rates in the Financial Bid online. Rates should be quoted both in figures and words. In case of any discrepancy between figures and words, the rates quoted in words will prevail over rates quoted in figures. All information in the bid shall be in English.

8.0 SPECIFIC PAYMENT TERMS AND CONDITIONS

Payment Terms

- 8.1 Payment shall be made on monthly basis for which contractor shall submit monthly bill/invoice along with the proof / documents of GST, PF/ESIC challans and labor wages payment for the previous month.
- 8.2 GST shall be paid as per applicability based on the documentary proof.
- 8.3 Bill/Invoice shall be submitted in duplicate duly mentioning GST Registration number and signed and stamped by the contractor.
- 8.4 Payment to the contractor shall be made through Electronic Clearing System (ECS). The Contractor shall submit complete bank details/NEFT Mandate Form issued by their bank.
- 8.5 Tax Deducted at Source (TDS) will be deducted from the payment due to the contractor as per Central Government/State Government Rules/Norms as applicable.
- 8.6 No advance payment shall be made.
- 8.7 The contractor shall provide all the necessary details as required by EdCIL for passing of Bill/Invoice/EPF/ESIC etc.
- 8.8 Deductions shall be made in terms of penalty clause against the bills pertaining to the days of unsatisfactory service and non-fulfillment of contract conditions, as reported by the user. The decision of EdCIL shall be final in this regard.
- 8.9 Deduction towards income tax as applicable under Income Tax Act 1961 shall be made from all payments made to the contractor.
- 8.10 GST shall be paid as per applicability based on the documentary proof.

- 8.11 The contractor shall give consent in a mandate form for receipt of payment through ECS/RTGS/NEFT. Charges if any will be on account of the contractor. The contractor shall provide the details of Bank Account in line with RBI guidelines for the same. These details would include Bank Name, Branch name and address, Account type, Bank A/c No. and Bank and Branch Code as appearing on MICR cheque issued by the Bank.
- 8.12 It may be noted by the contractor that bills having cutting and over-writing in Duty Slips/Log Sheets shall not be entertained unless authenticated by the user.

9.0 TERMINATION OF CONTRACT

In case the services of the Successful Bidder (Contractor) are not found satisfactory, or there is a breach of any of the terms and conditions of the contract, the contract can be terminated by EdCIL by giving one month notice. In case if corrective action is not taken by the Contractor, EdCIL shall have the right to terminate the contract after completion of the notice period of one month. But no such notice will be necessary, if Contract is to be terminated on the grounds of serious misconduct or due to any act which requires immediate termination of contract. In case of termination of contract, the Performance Bank Guarantee (PBG) shall be en-cashed by the EdCIL.

In case supplier fails to submit PBG within stipulated time, EdCIL reserves the right to terminate the contract without any further notice

10.0 JURISDICTION OF COURTS

The Courts of Delhi shall have exclusive jurisdiction in all matters arising out of and under this contract.

11.0 RIGHTS OF EDCIL

EdCIL reserves the right to make additions/alterations to and/or amend the terms and conditions of the contract, without basically effecting the core of the contract.

Note: During the currency of the contract complaint of any nature viz indiscipline, food quality, services etc should be brought to the Notice of the Competent Authority, EdCIL.

Bid Form

I. Addressed to

a.	Name of the tendering Authority	EdCIL (India) Limited
b.	Address	EdCIL House 18-A, Sector 16-A, NOIDA – 201301 (U.P), India
c.	Telephone	0091-120-4156001-2, 4154003
d.	Tele-Fax	0091-120-2970209
e.	Email Id	anshulgupta@edcil.co.in,

1.	Name of Bidder				
2.	Name & Designation of Authorized Signatory				
3.	Registered/Head Office Address				
4.	Delhi Office/NCR	Address:			
		Phone:			
		Fax:			
		Contact Person:			
		Phone:			
Email ID:					
5.	Year of Establishment				
6.	Type of Firm (Put Tick mark)	Public Limited	Private Limited	Partnership	Society
7.	Telephone Number(s)/ Mobile				
8.	Website URL				
9.	Fax No.				
10.	Email Address				
11.	any clarification / information etc. that the bidder may like to make				

- II. We agree to abide by all the conditions mentioned in this Tender Document issued by the Tendering Authority and also the further conditions of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein).
- III. The prices for the services as prescribed in financial document are given separately in the financial bid.
- IV. Reproduced / re-word-processed formats or Bidder own formats for the price bids will disqualify the tender. However, the Bidder can reproduce exactly the same format for clarity in filling due to shortage of space.
- V. The rates quoted are applicable up to period of contract from the date of opening of bid. The validity can be extended with mutual agreement.
- VI. No Advance payment shall be made. Payments shall be made as per payments terms.
- VII. Bid duly filled and signed is enclosed with this tender form with Terms & Conditions in token of acceptance along with duly filled letter of undertaking/declaration.

Signature:

Name:

Designation:

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

Tech-1: Technical Proposal Submission Form

(ON THE LETTER HEAD OF THE BIDDER)

To

EdCIL (India) Limited
EdCIL House, 18 A, Sector-16 A, NOIDA – 201301 (U.P.), India

Sir,

Subject: Request for proposal for selection of an agency for providing canteen & catering services in the EdCIL, Noida

This bears reference to NIT No. **EdCIL/Admin/Canteen Services/2026** dated _____ **2026**. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid Document.

We hereby certify that no terms and conditions have been stipulated by us in the Financial Bid.

We warrant that the services do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall not prevent EDCIL from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

The above document is executed on _____ 2026 at (place) and we accept that if anything out of the information provided by us is found wrong, our tender/ work order shall be liable for rejection.

Thanking you, Yours faithfully,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

Insolvency / Non-Blacklisting Declaration
(On non-judicial stamp paper of INR 100)

To,

CGM (HR&A)
EdCIL (India) Limited
EdCIL House, 18 A, Sector-16 A
NOIDA – 201301 (U.P.), India

Sub: Declaration regarding Insolvency/Liquidation Proceedings

Sir,

In response to the **Bid Ref. No. EdCIL/Admin/Canteen Services/2026** dated _____ 2026 for hiring of CANTEEN Agencies I/We hereby declare that presently our Company _____ do hereby solemnly affirm and declare that:

1. The Company/Firm is not currently under any Insolvency Resolution Process or Liquidation or Bankruptcy proceedings under the Insolvency and Bankruptcy Code, 2016 (IBC) or any other applicable laws.
2. No petition has been admitted against the company by the National Company Law Tribunal (NCLT) or any other Adjudicating Authority.
3. The Company is having unblemished record and is not declared ineligible or black listed for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body or any Regulatory Authority on the date of bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the bid, if any, to the extent accepted may be cancelled.

Thanking you,

For [Name of the Company]
(Signature and Seal)

Name: _____
Designation: _____
Date: _____
Place: _____

Power of Attorney

Know all men by these presents, we..... (name of service provider and address of the registered office) do hereby constitute, nominate appoint and authorize Mr./Ms..... son/daughter/wife of and presently residing at....., who is presently employed with /retained by us and holding position of.....as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things are as necessary or required in connection with or incidental to submission of our proposal for and selection as the <project title> for the <name of the client>.....project, proposed to be developed by

..... (the “client”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information /responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project /or upon award thereof to us till the entering into of the Agreement with the client.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawful done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this power and Attorney and that all acts, and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE.....THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF2026. For (Name and registered address of client)

(Signature, name, designation, and address) Witness:

- 1. (Signature, name and address)
- 2. (Signature, name and address)

Notarized
Accepted

..... (Signature, name, designation, and address of the attorney) Notes:

- 1. The mode of the execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
- 2. Wherever required, the applicant should submit for verification the extract of the charter documents and other documents such as a resolution/Power of Attorney in favour of the person executing this Power of Attorney for delegation of power hereunder on behalf of the applicant.
- 3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power and Attorney is being issued. However, the Power of Attorney provided by the applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy it is carries a conforming Apostille certificate.

Details of Past Experience

S.No	Description of assignment	LOA/Work Order No. and date	Address & Phone no. of Client.	Value of Contract/work order	Date of commencement	Scheduled Completion date	Actual Completion Date	Reason for delay in execution, if any

(Authorized Signatory)

Date:

Place:

Business Address:

Name:

Designation:

Seal:

FINANCIAL BID

The Tender will be Two-bid System i.e. Technical Bid and Financial Bid. Financial Bids of those agencies will be opened who qualify in the Technical Parameters.

Sl.	Particulars	Monthly Amount exc. of GST (INR)
1.	Wages Per month [The agency is required to pay at least Minimum Wages (Wages+ VDA) to the Manpower deputed at EdCIL including Statutory Payments like PF, ESI, Bonus etc as per the Notification issued by Ministry of Labour, Government of India from time to time].	Will be paid as per the Govt of India norms and will not be considered for the evaluation of the L1 bidder
(a)	Supervisor (Skilled) - 1 No - PF, ESI, Bonus to be included	
(b)	Cook (Skilled) - 2 No. - PF, ESI, Bonus to be included	
(c)	Helper / Waiter/ Cleaner –(Unskilled) - 7 Nos - PF, ESI, Bonus to be included	
2.	Cost towards uniform (Amount to be calculated on Monthly Basis for 10 Number of manpower and quoted accordingly. <ul style="list-style-type: none"> • Summer - Two number of Trousers and Two Full Sleeve Shirts for Men and Two sets of Salwar and Kameez for Women (if engaged). • Winter - Two number Sweaters for Men and Two Cardigans for Women (if engaged)/ • One pair of Shoes male/female manpower to be engaged with two pair of socks. However, gears like cooking cap, hand gloves, apron etc are to be provided in all seasons.	
3.	Subsidy Amount - Subsidy or Compensation to be quoted on lump-sum basis (Amount to be calculated on monthly basis and quoted accordingly). <p>Subsidy/Compensation comprising of following:</p> <ul style="list-style-type: none"> • Complimentary Tea twice a day for about 175 persons - (Total 350 complimentary tea per day) • Complimentary (<i>Nimboo pani / Chaach- Summers , Soup- Winters</i>) for about 175 persons once a day • Subsidized Breakfast once a day for about 50 persons • Subsidized Lunch once a day for about 100 persons • Subsidized Evening snacks once a day for about 70 persons (Please refer Appendix-I to Appendix-II Menu: Breakfast/Lunch/Snacks etc.) and Subsidized Rates to be charged by the Agency from the employees are given at Chapter-5 Scope of Work (Clause-17 to 20).	

Special lunch: (refer 'clause 23 : Special Lunch' of Scope of Work)

Particulars	Amount exc. of GST (INR)
Rate for special Lunch per person	
Rate for any additional Dal/Gravy/Vegetable	
Rate for any additional Paneer item	
Rate for any additional Sweet	

- **The rate quoted for special lunch will not be considered during the evaluation of the L1 bidder**
- **GST will be paid as per Government Notification issued from time to time**

Name of the Bank: -----

To

EdCIL (India) Limited
EdCIL House, Plot 18 A Sector 16A, Noida
UP – 201301
INDIA

PERFORMANCE BANK GUARANTEE FORMAT

In consideration of the Chairman and Managing Director EdCIL acting through (designation & address of Contract Signing Authority), (hereinafter called “The EdCIL (India) Ltd”) having agreed under the terms and conditions of agreement/Contract Acceptance letter No.----- dt.----- made between..... (Designation & address of contract signing Authority) and

..... (here in after called “the said Service Provider” for the work..... (here in after called “the said agreement”) having agreed for submission of an irrevocable Bank Guarantee Bond for INRonly) as a performance security Guarantee from the Service Provider for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We.....(indicate the name of the Bank) hereinafter referred to as the Bank, undertake to pay to the EdCIL (India) Ltd an amount not exceeding (.....only) on demand by the EdCIL (India) Ltd.
2. We..... (indicate the name of the bank, further agree that (and promise) to pay the amounts due and payable under this guarantee without any demur merely on a demand from the EdCIL (India) Ltd through the General Manager, EdCIL (India) Ltd, Noida or ----- (Designation & Address of contract signing authority), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the EdCIL (India) Ltd by reason of any breach by the said Service Provider of any of the terms of conditions contained in the said agreement or by reason of the Service Provider failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding (.....Only).
3. (a) We (indicate the name of Bank) further undertake to pay to the EdCIL (India) Ltd any money so demanded notwithstanding any dispute or dispute raised by the Service Provider in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.
(b) The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us for making such payment.
4. We,, (indicate the name of bank) to further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the EdCIL (India) Ltd under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by.....(Designation & Address of contract signing authority) on behalf of the EdCIL (India) Ltd, certify that the terms and conditions of the said

agreement have been fully and properly carried out by the said Service provider and accordingly discharges this guarantee.

5. (a) Notwithstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the EdCIL (India) Ltd or until (date of validity/ extended validity) whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the EdCIL (India) Ltd within validity/ extended period of validity of guarantee from the date aforesaid.
(b) Provided always that we..... (indicate the name of the Bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of the guarantee, as the case may be on being called upon to do so by the EdCIL (India) Ltd. If the guarantee is not renewed or the period extended on demand, we (indicate the name of the Bank) shall pay the EdCIL (India) Ltd the full amount of guarantee on demand and without demur.
6. We, (indicate the name of Bank) further agree with the EdCIL (India) Ltd that the EdCIL (India) Ltd shall have the fullest liberty without our consent and without effecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to the powers exercisable by the EdCIL (India) Ltd against the said service provider and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider for any aberrance act or omission on the part of the EdCIL (India) Ltd or any indulgence by the EdCIL (India) Ltd to the said service provider for by any such matter or thing whatsoever under the law relating to sureties for the said reservation would relive us from the liability.
7. This guarantee will not be discharged by any change in the constitution of the Bank or the Service Provider.
8. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the EdCIL (India) Ltd inwriting.
9. This guarantee shall be valid up to (Date of Completion plus Handholding Period). Unless extended on demand by EdCIL (India) Ltd. Notwithstanding anything to the contrary contained hereinbefore, our liability under this guarantee is restricted to Rs.....only) unless a demand under this guarantee is made on us in writing on or before..... We shall be discharged from our liabilities under this guarantee thereafter.

Dated:

For (indicate the name of bank)

Signature of Banks Authorized official Designation with Code No. -----

Witness:

1. Name _____ & Full Address _____

2. Name _____ & Full Address _____

PROFORMA PRE CONTRACT INTEGRITY PACT

GENERAL

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on ___ day of the month of 2026, between, on one hand, acting through Shri/Smt. _____, Designation, EdCIL (India) Limited (hereinafter called the “BUYER”/ “EdCIL” interchangeably, which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part

And

M/s _____ represented by Shri _____, Chief Executive Officer (hereinafter called the “BIDDER/Seller” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence / prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:

Enabling the EdCIL to obtain the desired services as referred to in the Bid documents No. _____ dated2026 at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the EdCIL will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

1. Commitments of the EdCIL

- 1.1 The EdCIL undertakes that no official of the EdCIL, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3 All the officials of the EdCIL will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

- 1.4 In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the EdCIL with full and verifiable facts and the same is prima facie found to be correct by the EdCIL, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the EdCIL and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the EdCIL the proceedings under the contract would not be stalled.

2. Commitments of Bidders

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

- 2.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the EdCIL, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 2.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the EdCIL or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Government.
- 2.3 Bidders shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
- 2.4 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.
- 2.5 The BIDDER further declares to the EdCIL that the BIDDER is the original manufacturer/integrator/authorized government sponsored export entity and has not engaged any individual or service provider or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the EdCIL or any of its functionaries, whether officially or unofficially to the award to the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, service provider or company in respect of any such intercession, facilitation or recommendation, as the case may be for satisfactory performance of the proposed terms of Bid.
- 2.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the EdCIL or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 2.7 The BIDDER will not collude with other parties interested in the contract to impair the

transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

- 2.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 2.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the EdCIL as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier.
- 2.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 2.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 2.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the EdCIL, or alternatively, if any relative of an officer of the EdCIL has financial interest / stake in the BIDDER's service provider, the same shall be disclosed by the BIDDER at the time of filing of Bid.
- 2.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the EdCIL.

3. **PREVIOUS TRANSGRESSION**

- 3.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this integrity pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the bid process.
- 3.2 The BIDDER agrees that if it makes incorrect statement on this subject. BIDDER can be disqualified from the Bid process or the contract, if already awarded, can be terminated for such reason.

4. **EARNEST MONEY DEPOSIT/PERFORMANCE SECURITY**

- 4.1 The instrument for PBG made shall be valid up to the specified period and the bidder shall be liable to keep the said instrument valid for such extended period as the case may be for satisfactory performance of the terms of Bid above referred till the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the EdCIL, including warranty period, whichever is later.
- 4.2 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining of Performance Bond in the corresponding Contract governing such agreement that the provisions of Sanctions for Violation shall be applicable for encashment of Performance Bank Guarantee deposited towards forfeiture of said amount in case of a decision by the EdCIL to forfeit the same without assigning any reason for imposing such sanction.

4.3 No interest shall be payable by the EdCIL to the BIDDER on Earnest Money Deposit for the period of its currency.

5. **SANCTIONS FOR VIOLATIONS**

5.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the EdCIL to take all or any one of the following actions, wherever required:

5.2 To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

5.3 To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

5.4 To recover all sums already paid by the EdCIL, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR as the case may be. If any outstanding payment is due to the BIDDER from the EdCIL in connection with any other contract for any other stores or on any account whatsoever and by whatsoever name called, such outstanding payment could also be utilized to recover the aforesaid sum and interest thereto.

5.5 To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the EdCIL, along with interest.

5.6 To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the EdCIL resulting from such cancellation/rescission and the EdCIL shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

5.7 To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the EdCIL.

5.8 To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

5.9 In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the EdCIL with the BIDDER, the same shall not be opened.

5.10 Forfeiture by way of encashment of Performance Bond in case of a decision by the EdCIL to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.11 The EdCIL will be entitled to take all or any of the actions mentioned above of this Pact and also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of any offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

5.12 The decision of the EdCIL to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, an Independent Monitor(s) shall be appointed by EdCIL, in case of breach of the provisions of the pact.

6. INDEPENDENT MONITORS

An Independent monitor (s) shall be appointed by EdCIL, in case of breach of the provisions of the pact.

The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

Both the parties accept that the Monitors have the right to access all the documents relating to the project / procurement, including minutes of meetings.

As soon as the Monitor notices, or has reason to believe, a *violation* of this Pact, he will so inform the Authority designated by the EdCIL.

The BIDDER(s) accept that the Monitor has the right to access without restriction to all Project documentation of the EdCIL including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-bidders. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Sub-bidder(s) with confidentiality.

The EdCIL will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

The Monitor will submit a written report to the designated Authority of BUYER/Secretary in the Department/within 8 to 10 weeks from the date of reference or intimation to him by the EdCIL / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

7. FACILITATION OF INVESTIGATION

In case of any allegation of violation of any provisions of this Pact or payment of commission, the EdCIL or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

8. LAW AND PLACE OF JURISDICTION

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the EdCIL.

9. **OTHER LEGAL ACTIONS**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

10. **VALIDITY**

10.1 The validity of this Integrity Pact shall be governed by the terms of the Bid Document towards complete execution of the contract to the satisfaction of both the EdCIL and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract awarding the bid with successful bidder.

10.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

The parties hereby sign this Integrity Pact at _____ on _____.

EdCIL (India) Limited
NAME OF THE OFFICER
Designation

BIDDER
CHIEFEXECUTIVE OFFICER

Witness

Witness

1.
2.

1.
2.

(The Pre Contract Integrity Pact shall be modified based in line with the conditions of the Bid Documents).

FORM OF AGREEMENT

(TO BE EXECUTED ON A RS.100/-NON JUDICIAL STAMP PAPER)

Name of the work:

This agreement is made on the ---day of ----- between EdCIL herein after called “the Employer” of the one part and M/s-----herein after called “the contractor” of the other part.

Whereas the Employer is desirous that the work of “Herein after called the “works” and has accepted a Bid by the contractor for the execution and completion of such works.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract herein after referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz.
 - a) Letter of Acceptance (LOA).
 - b) Notice Inviting Bid.
 - c) Check List for Documents to be submitted.
 - d) Instructions to Bidders.
 - e) General Conditions of Contract.
 - f) Scope of Work.
 - g) Special Conditions of Contract.
 - h) Financial Bid.
 - i) Corrigendum/Addendums if any.
 - j) Successful Tenderer’s Submittal.
 - k) All Bid Forms & Annexure.
 - l) The Bidder’s undertaking.
 - m) Documents to be submitted as per Check Sheet not covered in Successful Tenderer’s Submittal/Any Other Relevant Document.
3. In consideration of the payment to be made by the Employer to the Contractor as herein after mentioned, the Contractor hereby covenants with the Employer to execute and complete the works by-----and remedy any defects therein in conformity in all respects with the provisions of the contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein. The Contract price of Rs.----- ----being the sum stated in the Letter of Acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times and in the manner prescribed by the contract.

5. OBLIGATION OF THE CONTRACTOR:

The Contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The Contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

6. JURISDICTION OF COURT:

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all the disputes arising out of this agreement between the parties.

IN WITNESS WHERE OF the parties hereto have caused their respective Common Seals to be hereunto affixed/ (or have hereunto set their respective hands and seals) the day and year first above written.

For and On Behalf of the Contractor
Employer Signature of the Authorized Official

For and On Behalf of the
Signature of the
Authorized Official

Name of the Official

Name of the official

Stamp/Seal of the Contractor
SIGNED, SEALED AND DELIVERED
By the Said

Stamp/Seal of the Employer
By the Said

.....Name

.....Name

.....

.....

On Behalf of the Contractor in the
the

On Behalf of the Contractor in

Presence of

Presence of

Witness.....

Witness.....

Name.....

Name.....

Address.....

Address.....

Note:

*to be made out by the Employer at the time of finalization of the Form of Agreement**blanks to be filled by the Employer at the time of finalization of the Form of Agreement

***TO BE DELETED IF NOT APPLICABLE

Pre-Qualification Criteria

S.No.	Eligibility Criteria	Documents to be submitted
1	The Bidder should be a registered company / partnership firm /society in India existing for the past 5 years as on 31st December 2025	Self-attested relevant documents / certificate / agreement
2	The bidder must have an average turnover of more than Rs. 3 crores during the last 3 financial years (2022-23, 2023-24,2024-25)	Self-attested copies of audited balance sheet and P&L Statement
3	The Bidder should be a profit-making Company in each of the last 3 financial years i.e. (2022-23, 2023-24,2024-25)	Certificate from Chartered Accountant to be attached
4	The bidder is required to pay minimum wages strictly in accordance with the notifications issued by the Ministry of Labour & Employment, Government of India, as applicable from time to time	Paysheet/Salary sheet of the manpower
5	The Bidder should be registered with FSSAI	Self- attested Certificate / License
6	The Bidder should be registered for ESI, EPF and Contract Labour (Regulation and Abolition) Act, 1970	Self- attested Certificates / Licenses
7	The Bidder must be possessing GST Registration Number, PAN Card	Self- attested copies of GST and PAN card
8	The bidder must have a work order of providing canteen services with an annual billing of more than Rs. 50 lacs in any of the three financial years i.e. (2022-23, 2023-24, 2024-25)	Self-attested Work order with contract Value/ Billing documents
9	The Bidder should not be under declaration of ineligibility for corrupt or fraudulent practices with any Government department/ agencies / ministries or PSU's and should not have been black listed at the time of submission of bid	Affidavit as per Annexure 3
10	The Bidder should have at least 15 manpower in their payroll	Paysheet/Salary sheet/ EPF/ ECR Challan of the manpower

Annexure 12

Technical Evaluation Criteria

S.No.	Bid Components	Maximum Marks	Supporting documents
1.	The Bidder should have experience in providing canteen services in Central Government / State Government/ Public Sector Undertaking/ Autonomous bodies of Government of India in the past 5 years as on 31 st December 2025 (5 Marks for each client)	25	<ul style="list-style-type: none"> Self-Attested relevant LOA/ Work order/ Agreement issued to the bidder
2.	The Bidder should have a work order of providing canteen services with an annual billing of more than 50 Lakhs in any of the three financial years i.e. (2022-23, 2023-24, 2024-25) 5 Marks for each project	25	<ul style="list-style-type: none"> Self-Attested relevant LOA/ Work order/ Agreement issued to the bidder
3.	The Bidder should have an average turnover of more than INR 3 crore during the last 3 financial years (i.e. 2022-23, 2023-24, 2024-25) iv) For turnover greater than INR 3 crores but less than INR 4 crores = 10 Marks v) For turnover greater than or equal to INR 4 crores but less than INR 5 crores = 20 Marks vi) For turnover greater than or equal to INR 5 crores = 25 Marks	25	<ul style="list-style-type: none"> Statutory auditor's/ CA's certificate Copy of profit and loss accounts
4.	The Bidder should have at least 15 manpower in their payroll. 15= <No. of Manpower<20 : 10 Marks 20= <No. of Manpower<25 : 20 Marks No. of Manpower>=25 : 25 Marks	25	Paysheet/Salary sheet/ EPF/ ECR Challan of the manpower
	TOTAL	100	

List of Scheduled Public sector banks:

1. Bank of Baroda
2. Bank of India
3. Bank of Maharashtra
4. Canara Bank
5. Central Bank of India
6. Indian Bank
7. Indian Overseas Bank
8. Punjab & Sind Bank
9. Punjab National Bank
10. State Bank of India
11. UCO Bank
12. Union Bank of India

List of Scheduled Private sector banks:

1. HDFC Bank
2. ICICI Bank
3. Axis Bank
4. Kotak Mahindra Bank Ltd
5. IndusInd Bank Ltd

TURNOVER STATEMENT**FORMAT FROM CHARTERED ACCOUNTANT FOR FINANCIAL CAPABILITY OF AGENCY**

S.No	Financial Year	Annual Turnover of bidder	Net Profit
1.	2022-23		
2.	2023-24		
3	2024-25		