

**“Providing Catering Services to the International Hostel
Mess (IHM) at CSIR-CFTRI, MYSURU.”**

महत्वपूर्ण दिन एवं समय / CRITICAL DATES AND TIME

क्रम सं. Sl. No.	विवरण / Particulars	दिनांक Date	समय Time
1.	Publication Date	11.06.2026	4 pm
2.	Bid Submission Start Date and time	11.06.2026	6 pm
3.	Bid Submission End Date and time	24.06.2026	3 pm
4.	Technical Bid opening date and time	25.06.2026	11 am
5.	Financial Bid opening date and time	To be intimated later	

Note:

- 1. CSIR-CFTRI may at its discretion, extend/change the schedule of any activity and intimate the bidders.**
- 2. In case the date of opening of tenders is declared a Govt. Holiday then the date of opening of the tender will be the next working day at the same time.**

Tender ID (<https://etenders.gov.in/eprocure/app> Portal): **2026_CFTRI_280576_1**



CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE

[Council of Scientific & Industrial Research]

MYSURU – 570 020, INDIA

Telephone: 0821-2510775, Email: soe7.cftri@csir.res.in

NOTICE INVITING e-TENDER (NIT)

CSIR-Central Food Technological Research Institute, Mysuru, is a premier R&D Institute and a constituent unit of Council of Scientific & Industrial Research (An Autonomous Organization under the Ministry of Science & Technology, Government of India) invite bids from renowned, experienced, well established and registered agencies/organizations for providing catering service to the inmates of Students Hostel located in **CSIR-CFTRI campus, Mysuru** and Providing catering services (Tea/Refreshments/Lunch/Dinner) within the campus in the areas identified by CSIR-CFTRI officials for occasions such as meetings / seminar / symposium / conferences etc. as per requirement. Bidder should have executed (Started and completed) similar works satisfactorily during the **last five financial years (From 1st April 2021 to 31st March 2026)** either in CSIR/ Govt. Depts./ Semi Govt. Depts./ Autonomous Bodies, PSUs, R&D Institutions/Academic Institutions/Corporate Houses /Other established Organizations with requisite experience as stipulated in the eligibility criteria through eProcurement System under **Two Bids Systems (Technical Bid and Financial Bid)**. The hostel inmates are students of academic programmes offered by CSIR-CFTRI, Mysuru. Besides, Ph.D. Research Scholars, Project Fellows, participants of training programmes, staff members and a few distinguished guests and invitees visiting the Institute are other entities dining at the IHM. In all, there is a demand to cater to **approximately 100 persons per day at IHM (Numbers may vary time to time)**. **The estimated value of contract is Rs. 1.2 crore for 2 years, which may vary depending on additional orders, if any.**

The scope of contract with other relevant details is as under:

Details	Place	Validity of the contract	EMD
Managing the entire activity of catering services including maintenance, cleanliness & hygiene in and around the mess area and providing Tea/Refreshments/Lunch/Dinner within the campus in the areas identified by CSIR-CFTRI officials for occasions such as meetings, seminars, symposium, conferences etc.	International Hostel Mess, IFTTC Hostel Complex, CSIR-CFTRI Campus, Mysuru 570 020	The contract will be awarded initially for a period of One-year (the first three (3) months are on trial period), with a provision for extension. Tenure of Contract will be for <u>maximum of three years</u> subject to satisfactory Annual performance review.	Rs. 2,40,000/- (Rupees Two Lakh Forty Thousand only).

NOTE: Earnest Money Deposit (EMD) shall be submitted in the form of NEFT/RTGS/DD/FDR drawn in favour of Director, CSIR-CFTRI, Mysuru. Scanned copy of the proof of EMD should be uploaded during submission of tender. Duly signed EMD must be valid for 90 days from date of publication of NIT. Bidders seeking exemption from EMD must upload a **valid NSIC/MSME certificate** covering the relevant category of work.

Since the bids are to be submitted online, the original EMD in the form of Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks must be uploaded in the portal or sent by post so as to reach this office before the bid submission closing time, or it may be physically dropped in the tender box kept at Establishment-VII, CSIR-CFTRI, Mysuru. Tenders submitted without the EMD and incomplete tenders are liable to be rejected. The Institute shall not be responsible for any postal delays.

NOTE:

1. Director, CSIR-CFTRI reserves the right to reject any or all the tenders or to accept them in part or to reject lowest tender without assigning any reason whatsoever. Director, CSIR-CFTRI also reserves the right to call off tender process at any stage without assigning any reason.
2. Director, CSIR-CFTRI reserves the right to reject an agency whose performance at completed/ongoing project(s) is/was below par and unusually poor and has been issued letter of restrain/Temporary/Permanent debar by any department.
3. Director, CSIR-CFTRI reserves the right to verify the credentials submitted by the firm at any stage (before or after the award of work). If at any stage, any information/documents submitted by the applicant is



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found to be incorrect/false or have some discrepancy which disqualifies the firm, then CSIR-CFTRI shall take action as approved by competent authority, including the forfeiture of the full said Earnest Money Deposit (EMD)/Security Deposit absolutely.

Any information(s) furnished by the Caterer is/are found to be incorrect/invalid at a later stage; he/she shall be liable to be debarred/blacklisted from tendering as per approval of competent authority. The Tender document can be downloaded from the Institute's website <https://www.cftri.res.in> and <https://etenders.gov.in/eprocure/app>. Please keep visiting the institute's website for any corrigendum/amendment and submit the bids accordingly. Contractors are requested to go through FAQs and help files. In case of any difficulty, CONTRACTORS may contact the help desk numbers and email IDs provided by the portal.

Bidders may, if they so desire, make a presentation on their agency/company before the closing date of tender submission. Further, bidders may attend the technical and financial bid opening, as scheduled by the Institute, if required.

Eligibility criteria:

1. Should upload Name and Details of the AGENCY/CONTRACTOR/Firm/Company as per **Annexure-5**
2. Should upload Valid Establishment Registration/ Incorporation Certificate under Co-Operative Societies Act/Shops and Commercial Establishment Act- 1961/Indian Companies Act of the AGENCY/CONTRACTOR.
3. Should upload Valid Registration Certificate with Labour Commissioner/Licensing Officer.
4. Should upload Registration details with local Corporation/Municipal Health Authorities and FSSAI.
5. Should upload EMD for **₹2,40,000/-** in the form of FDR/DD/Banker's cheque from a Commercial / Scheduled Bank OR upload Valid MSME/NSIC Registration Certificate for getting EMD Exemption, if any. [Exemption is applicable for EMD purpose only]
6. Should upload Local Address Proof – Address proof of Full Fledged Head Office/Branch Office located in Mysuru in the name of the firm OR An undertaking to open an office within one month of award of the Contract at Mysuru.
7. Should upload Permanent Account Number (PAN) and Goods & Service Tax (GST) Registration certificates.
8. Should upload Employees Provident Fund (EPF) Registration and Employees State Insurance Corporation (ESIC) Registration certificates.
9. Should upload Copies of: Annual Turnover, Income Tax Returns & Balance Sheet for last three Financial Years – 2023-24, 2024-25 & 2025-26.
10. Should upload Bank Solvency Certificate of an amount not less than **Rs.10.00 Lakhs** issued by a Nationalized/Scheduled Bank within last six months as on the date of NIT.
11. Should upload Experience details of last five financial years (From 1st April 2021 to 31st March 2026) in the Format as per **Annexure – 6**
12. Should upload Tender Acceptance letter in the Format as per **Annexure - 7**
13. Should upload Affidavit on stamp paper of Rs. 200/- value as per **Annexure - 8**
14. Should upload Declaration of Relationship as per **Annexure - 9**
15. Should upload Undertaking of the AGENCY/CONTRACTOR as per **Annexure – 10**
16. Should upload Land Border sharing certificate as per **Annexure-11**
17. Should upload **Annexure -13** after reading it thoroughly and signing it. (Fixed Rates for the Guests and Training participants over and above the corresponding Students Mess Menu)

Caterers meeting the above requirements may visit IHM during the tendering process from 10 AM to 5 PM on all working days, to acquaint themselves with the available infrastructure and requirements.

Contact person: Shri P Satheesh (Mb: 9886172808)

Sd/-
Sr. Controller of Administration



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SCOPE OF WORK

The AGENCY/CONTRACTOR shall provide Catering & related Services at the International Hostel Mess (IHM), having a dining hall which can accommodate almost 75-80 persons at a given time and is being used only for catering service to the hostel inmates and Guests/non-inmates/non-boarders . The service to be provided at IHM is as follows:

Morning Tea:	6.15 am to 6.45 am
Breakfast:	7.45 am to 8.45 am (On holidays up to 9.15 am, Full-unlimited)
Lunch:	12.30 pm to 2.00 pm (Full-unlimited)
Evening Snacks &Tea:	5.30 pm to 6.30 pm
Dinner:	7.45 pm to 9.00 pm (Full-unlimited)

Additionally, Guests/non-inmates/non-boarders and participants of training programmes staying in CSIR-CFTRI Guest House/Hostel are also to be served with the food as required. The employees of the institute will be permitted to avail catering facility at IHM on a payment basis (cash).

Also, a VIP Dining Hall is under the service of IHM, wherein special catering service is to be provided to distinguished dignitaries, special invitees & guests, national and international delegations visiting the Institute for any other specified programmes with prior approval of the Authorities.

The Agency/Contractor should also provide Tea/Refreshments/Lunch/Dinner within the campus in the areas identified by CSIR-CFTRI officials for occasions such as meetings, seminars, symposium, conferences, etc. The Agency/contractor shall not deny/delay catering services to any guests/non-inmates/non-boarders or Official parties or Training participants.

The IHM would provide the only basic infrastructural facilities i.e. well organized kitchen with requisite gadgets (**cooking fuel excluded**) for preparation of food, furnished dining hall, a separate wash area and store room, potable drinking water, free water supply, free electrical power for **Lighting, freezer, cooler, steriliser etc. ONLY** and the infrastructure (electricity) for any form of cooking purpose shall not be provided by CSIR-CFTRI (Details are given in "Responsibility of IHM/ Institute").

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