



अन्तर्राष्ट्रीय सूचना पद्धति एवं
लेखा परीक्षा केन्द्र (आईसीसा)
भारत के नियंत्रक एवं महालेखा परीक्षक
का अन्तर्राष्ट्रीय प्रशिक्षण केंद्र
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Tender Notice for hiring of catering services for Welcome / Farewell dinner on contract basis for use of iCISA, A-52, Sector – 62, Institutional Area, Phase – II, Noida – 201309, U.P.

Ref. No. 91/Trg-ITP0DDD/2/2018-ITP (Comp. No. 1205)

Dated: 14.07.2025

Name of the Work	Issue of Blank Tender Document	Last Date of Tender Submission
Hiring of catering services for welcome /farewell dinner on contract basis for use of iCISA, NOIDA	From 15.07.2025 to 18.07.2025 up to 03:00 PM	19.07.2025 up to 05:00 PM

1. Blank tender documents (Non-transferable) for above work shall be issued from 15.07.2025 to 18.07.2025 up to 03:00 PM on working days from office of the Director General, iCISA, A-52, Sector-62, Institutional Area, Phase - II, Noida – 201 309, Uttar Pradesh. The bidders can also download the complete tender document available on the Web Site: www.icisa.cag.gov.in and submit the same along with the supporting documents on or before the due date and time of submission.
2. Bidders should have valid registration with appropriate authorities for statutory taxes as applicable.
3. The tender documents duly completed may be submitted at the office of the Director General, iCISA, A-52, Sector – 62, Institutional Area, Phase – II, Noida – 201 309, Uttar Pradesh till 19.07.2025 at 05:00 PM. Technical bid followed by financial bids of technically qualified bidders shall be opened on 21.07.2025 at 11:00 AM.
4. Two bid system would be followed. Sealed bid containing two separate envelopes for Technical and Financial bid may be submitted. The envelope may be superscribed as Technical bid and Financial bid.
5. iCISA reserves the right to reject any or all the tenders without assigning any reason thereof.
6. Tenders in which any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.

Yours sincerely,

Sr. Administrative Officer (Hostel)
iCISA, A – 52, Sector – 62,
Institutional Areal, Noida - 201 309

Ref. No. 91/Trg-ITP0DDD/2/2018-ITP (Comp. No. 1205)

Dated: .07.2025

M/s.
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Subject: Hiring of catering services for Welcome / Farewell dinner on contract basis for use of iCISA, A-52, sector 62, Institutional Phase-II, Noida 201309, UP.

Sir,

Tender document in respect of the above mentioned works are being forwarded herewith

Please note that tender is to be delivered in the office of the Director General, iCISA, A-52, Sector-62, Institutional Area, Phase-II, Noida-201309, Uttar Pradesh on or before 19.07.2025 up to 05:00 P.M.

The Tender should be signed on each page, dated and witnessed in all places provided for in the documents with all papers bearing initial of the authorized person.

The person, signing the tender on behalf of company/firm or on behalf of another person shall attach with tender a certified copy of proper authority/power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/firm and must state specifically that he has authority to sign such tenders for and on behalf of such person or company/firm as the case may be, and in all matters pertaining to the contract.

This letter shall form part of the "CONTRACT" and must be signed and returned along with the tender documents.

Enclosed: Tender Notice along with T&C for Hiring of catering services.

Signature of the bidder

Terms & Conditions for Hiring of catering services

INTRODUCTION-

iCISA, the buyer, intends to hire catering services as per defined scope of work in this document. The services can be hired for following duration: -

Period from 19th July 2025 to 31st March 2026 (10 Welcome / Farewell Dinners would be expected during the period).

SCOPE

Service provider shall render the services under the scope defined in this section. Accordingly, catering services on hiring of catering services are required on the following basis:

iCISA, A-52, Sector – 62, Noida - 201309 For iCISA in-house dinner party catering services.

All-inclusive rates for: -

Sl. No.	Description	Quantity/ Measurement	Unit Rate (₹) with taxes as applicable if any.
1	Carpet	4000 Sq ft.	
2	Bar Counter Setup 12" x 12" (Approx)	1	
3	Banquet Chair with Covers	120	
4	Round Table with underlay & overlay	15	
5	Bistro Table with underlay & overlay	4	
6	Food Stall setup 26" x 12" (Approx)	NA	
7	Sweet Stall Setup small	NA	
8	Photo Booth Selfie point	1	
9	Entry Setup with Welcome Board	1	
10	Rice light Canopy work at entry	NA	
11	Flower work at Entrance, Stalls & Tables	NA	
12	Buffet Table with covers	20	
13	Rice light	50	
14	LED Par light	25	
15	White Flashlights	10	
16	DJ / Sound Systems	01 Set	
17	Cooling Fans/Heater	8	

iCISA's Obligations

- iCISA shall inform the service provider of any schedule change at least 3 days in advance.
- Bills submitted by the service provider will be accepted/rejected/modified within 7 days.

Service Provider's Obligations

- Provide quality services as per contract terms.
- Ensure presence of a representative during events; delay may lead to alternative arrangements by iCISA.
- Timely delivery and setup of items at the designated location is mandatory.
- Obtain necessary permits for city entry.
- In case of failure in service delivery/removal of items post-event, alternate arrangements at provider's cost are required; non-compliance may lead to penalties or termination.
- Sub-letting of contract is not allowed; provider may act as aggregator but is solely responsible to iCISA.
- Only best quality, functional, undamaged items to be provided.
- Ensure all services meet quality standards.

Service-Specific Terms (Welcome/Farewell Dinners)

- L1 provider must confirm order within 24 hours.
- No transportation cost shall be paid to reach the reporting point.
- Quoted rates must be inclusive of GST and other taxes.
- Cancellation with one day's notice incurs no liability.
- All charges, including consumables, installation, and licensing, are to be included in quoted rates.
- Provider must hold valid Registration Certificate and applicable licenses throughout the contract.

Staff Deployment

- Staff must not be intoxicated during duty; violations may lead to termination and legal action.
- Maintain professional behaviour with all.
- Staff must carry a working mobile and valid ID (Aadhaar, Voter ID, DL, etc.).
- Any change in contact number must be informed immediately.
- Complaints about staff behaviour will be taken seriously.

Statutory Compliance

- Provider is solely responsible for any third-party claims, property damage, or legal violations.
- Must comply with all applicable laws including labour laws (Minimum Wages, PF, ESI, Bonus, Contract Labour Act, etc.).
- Provider is liable for any staff misconduct, theft, or disobedience.
- Seized or detained equipment must be replaced by equivalent or better items at no extra cost.
- Catering items must not transport unauthorized persons.
- Maintain and submit duty slips, bills (in triplicate), and supporting documents for payment.
- Payment will be made via ECS/RTGS within 3 weeks of valid invoice receipt, subject to deductions.

Termination for Convenience

- Either party may terminate the contract with 2 months' prior notice, without penalties or extra payments beyond pending invoices including notice period dues.

Payment Terms

- Payment shall be made within 3 weeks of invoice receipt.
- Quoted rates must include:
 - Transportation
 - Installation
 - Rental and night charges (if applicable)
 - GST and all other applicable taxes

Contract Breach (Immediate Termination Triggers)

- Invalid service registration or government license.
- Forgery of service-related documents.

FORM-1
TECHNICAL BID

Bidder profile for providing Catering services

Sl. No.	Detail of Catering Services Agency
1.	Name of Service Provider Agency
2.	Registration Number
3.	PAN Number
4.	GST Registration Number:
5.	Address of the Agency at Noida/NCR (along with phone/mobile number/email)
6.	List of Clients (present and previous) i.e. experience of the services in years

Note- Hard copy of Sl. no.1 to 6 should be enclosed.

Declaration:

This is to certify that I/We before signing this letter have read and fully understood the terms and conditions contained herein and undertake myself/ourselves to abide by them

Date:

Place:

Signature of the Bidder
Name and Address (with seal)

FORM-2
FINANCIAL BID

Hiring of Catering Services for Office of the Director General, iCISA, Noida, U.P.

(In Rs.)

Quoted price	Other Taxes, if Applicable	Total Quoted price inclusive of taxes (1+2)
1	2	3

Date:
Place:

Signature of the Bidder
Name and Address (with seal)