

LIMITED TENDER ENQUIRY

Last date: 30.07.2025 at 04:00 P.M.

Sealed quotations are invited from bidders qualifying the eligibility criteria and other terms and conditions mentioned hereunder for providing Meals and Refreshment services for Income Tax Departmental Examination for Ministerial Staff -2025.

SCOPE OF WORK:

The Scope of the work with regard to providing Meals and Refreshment services during Income Tax Departmental Ministerial Staff Examination 2025 scheduled to be held from 01.09.2025 to 03.09.2025 is as follows:

HIRING OF MEALS AND REFRESHMENT SERVICES

Day/Date	Item Required	Time of Delivery	Qty.*	Venues
<u>Monday</u> <u>01.09.2025</u>	-Breakfast -Lunch -Tea -Water Bottles 500ml -Water Jar 20 Lts.	Breakfast-8:30 A.M Lunch-12:30 P.M Tea- 3:00 P.M Water Bottles-8:30 AM Water Jar-8:30 AM	110 110 110 120 20	The Income Tax Office, Kautilya Bhavan, G Block, Bandra Kurla Complex, Mumbai – 400051
<u>Tuesday</u> <u>02.09.2025</u>	- Breakfast -Lunch -Tea -Water Bottles 500ml -Water Jar 20 Lts.	Breakfast-8:30 A.M Lunch-12:30 P.M Tea- 3:00 P.M Water Bottles-8:30 AM Water Jar-8:30 AM	110 110 50 120 15	
<u>Wednesday</u> <u>03.09.2025</u>	- Breakfast -Lunch -Water Bottles 500ml -Water Jar 20 Lts.	Breakfast-8:30 A.M Lunch-12:30 P.M Water Bottles-8:30 AM Water Jar-8:30 AM	110 110 120 10	

***The quantities cited above are only tentative and subject to an increase or decrease of 15 to 20% over the mentioned figures.**

2. REQUIREMENTS:

- The Meals should be vegetarian and the vendor should ensure the utmost quality and hygiene of food.
- The vendor should arrange for transportation of food to the venue on time at their own expense.
- The vendor should also ensure to provide sufficient trained staff for serving the food.
- The dispenser needed for mineral water jar and basket below the mineral water jar to avoid spilling of water on the floor should be provided by vendor.
- 400 medium size Paper glasses per day to drink water should be provided by vendor.
- Proper management and disposal of empty food boxes shall be the responsibility of the vendor.
- The menu of food for each day should contain different items. This figure of 110 is only tentative and there could 15-20% increase or decrease, which will be intimated one day prior to delivery.

The suggested menu for meals and refreshment items is mentioned below:

Breakfast:

- Beverage**-Tea/Coffee
- Breakfast item**- 1 Breakfast item e.g., Idli/Poha/Dosa/ Upma.
- Dessert**- One Dessert e.g., Sheera/Cookies/Fruit

Lunch : Veg. Box containing:

- Salad**
- Papad/Pickle**
- Main Course** - 1 Vegetable
 - 1 Dal
 - 2 Roti
 - Rice

Tea : -**Beverage**- Tea/Coffee/Fruit Juice
-**Snacks**- Cookies

viii. The vendor may visit the venue beforehand to understand the condition to ensure proper hygiene and cleanliness at the place.

The bidder is advised to visit the site at The Income Tax Office, Kautilya Bhavan, G Block, Bandra Kurla Complex, Mumbai - 400051 before quoting bid for the tender. The bidder should co-ordinate with Shri Sandip Phutak, Caretaker of Kautilya Bhavan (Mobile No. 9969233473/8928851316) for site visit. Bidder shall be responsible for above mentioned scope of services and shall be the Single Point of responsibility for the end user.

It shall be the responsibility of the bidder to ensure highest standards of hygiene at the venue, where the food is handled/served.

Damages, if any, caused to office property shall be recovered from the performance guarantee prior to settlement of the final bill for services.

3. PAYMENT:

- i. No advance payment would be made in any case. Payment shall be made after completion of the entire work and after submission of "Certificate of Satisfactory Services" which shall be obtained from Authorized Officer i.e. Dy. Commissioner of Income Tax (HQ) Personnel, Mumbai.
- ii. The Vendor will not have any legal right to proceed against the Department in the event of late payment due to unforeseen reasons.
- iii. No demand for revision of rate on any account shall be entertained during the contract period.

4. **ELIGIBILITY CRITERIA:**

- i. The bidder must have an experience of minimum 3 years in providing the aforementioned services in the government Department or PSUs.
- ii. The bidder must have a minimum annual turnover of Rs.10 lakhs from supply of goods and services in relation to providing refreshment services in the last 3 financial years i.e. 2022-23, 2023-24 and 2024-25.
- iii. The bidder should have experience of such contract with the contract value of minimum Rs 3,00,000 in any Government Organization or in any PSUs during the last three years
- iv. The bidder should have head office/branch office in Mumbai. In this regard, documentary evidence of address in the form of any registered document has to be submitted.
- v. Necessary documentary proof and details should be submitted with the quotation documents in respect of item numbers (i), (ii), (iii) and (iv) mentioned above.

5. **OTHER TERMS & CONDITION OF THE CONTRACT:**

- i. **The bid should be submitted in a big sealed envelope marked as "Tender - Providing Meals and Refreshment services for Departmental Examination for Ministerial Staff - 2025 containing two small envelopes marked as "Technical Bid" and the other "Financial Bid". If Technical Bid and Financial Bid are not submitted in separate closed envelopes, the application may be rejected at the discretion of the Income Tax Department.**
- ii. The technical bid must be accompanied by copies of Return of Income filed for A.Y. 2022-23, 2023-24 and 2024-25 and proof of turnover in these years (Return of Income and all other financial documents).
- iii. The bids will be **valid for a period of 60 days** from the date of opening of tender.
- iv. Rates quoted should be all inclusive of applicable taxes.
- v. It should be ensured that complete information is provided in the Technical Bid in respect of all the points mentioned in proforma.
- vi. The successful bidder should complete the work within time as mentioned above for the said contract.
- vii. The bidder will have to fulfill the safety rules, security rules as governed by the applicable rules/laws, for the representatives of the vendor, prevailing from time to time.
- viii. The bidder's Supervisor shall be responsible to supervise the job in person and his presence at site during the work shall be deemed compulsory.
- ix. **The successful bidder will be required to execute a Performance Guarantee of Rs.30,000/- through crossed cheque drawn in favour of "ZAO, CBDT, Mumbai", payable at Mumbai, as security for due fulfillment of the contract within 2 days of awarding the contract. This security shall be liable to forfeiture in the event of any**

breach or non - observance of the terms of the contract by the contractor or premature termination of the contract on the part of the contractor for any reason. The cheque shall be returned back on satisfactory completion of the contract.

- x. The tenders are to be submitted in office of the Joint CIT (HQ)(Pers.), Room No.383, 3rd floor, Aayakar Bhavan, M.K. Road, Mumbai-400020 on or before 04:00 P.M. on 30.07.2025. No bids will be accepted thereafter.**
- xi. The tenders will be opened at 04:00 p.m. on 31.07.2025 in chamber of Joint CIT (HQ) (Pers.), Room no.340, 3rd floor, Aayakar Bhavan, M.K. Road, Mumbai-400020.**
- xii. The Income Tax Department reserves the right to reject any or all bids without assigning any reason. The decision of the Income Tax Department, Mumbai shall be final in all matters of selection of the contractor for providing Meals and refreshment services.

The bidders can contact the office of Joint CIT (HQ) Personnel, Mumbai in Room No.383, Third Floor, Aayakar Bhavan, M.K. Road, Mumbai – 400020 for further details or clarifications, if any, on any working day between 3.00 p.m. to 5.00 p.m.

Annexure “A”

(To be submitted in separate sealed envelope)

**PROFORMA FOR TECHNICAL BID FOR PROVIDING REFRESHMENT SERVICES FOR INCOME
TAX DEPARTMENTAL EXAMINATION FOR MINISTERIAL STAFF 2025**

S.No.	Details of the Bidder	
1	Name & Address of the Bidder	
2	Contact Number of Bidder	
3	PAN	
4	Existing Clients of the Bidder (List to be attached for the last 3 A.Y.)	
6	Annual Turnover (Last 3 years)	
8	Details regarding experience in the field, if any (Proof to be attached)	Name of the organization: Contract Period:
9	GST No. & Registration Certificate (Copy to be attached)	
10	Any other information applicant wants to offer:-	

DECLARATION

I/We hereby certify that the information furnished above is true & complete to the best of my/our knowledge and belief. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be disqualified and if the contract is entered, it will be terminated and will not have any dealing with the Department in future.

[Name & Signature of Authorized Signatory with date]

Annexure “B”

PROFORMA FOR FINANCIAL BID

(To be submitted in separate sealed envelope)

**Subject: Tender for providing Refreshment services for Income Tax
Department Exam for Ministerial Staff – Mumbai 2025**

I/ We offer the refreshment services for Income Tax Department Exam-2025 Mumbai as per following details:

S.No.	Details of the Bidder	
1	Name of the Bidder	
2	Address	
3	Mobile No.	
4	Landline No.	
5	Email	
6	Rate of items (Excluding Taxes) (In Rupees)	Rs. (In Fig.) _____ (In words)_____
7	GST (If applicable)	
	Total Amount	

(Name & Signature of the Authorized Signatory)