

MSME-TECHNOLOGY DEVELOPMENT CENTRE

(Process Cum Product Development Centre), Meerut

An Autonomous Organisation

Under

Ministry of Micro Small and Medium Enterprises

Govt. of India

NOTICE INVITING e-TENDER

MSME - Technology Development Centre, Ministry of MSME, Government of India, invites online bids under the Two-Bid System (Technical Bid and Financial Bid) for the Supply of Catering Services on a Per-Packet Basis. The e-Bid shall be submitted online on **Government e Marketplace (i.e GeM Portal - <https://gem.gov.in>)**. The Tender is also available on www.ppdcm Meerut.com. No hard copy of Bids shall be accepted in the office.

All prospective Bidders may visit **Government e Marketplace (i.e GeM Portal - <https://gem.gov.in>)** (Bidder's manual kit) before online submission of e-Bid.

1. DETAILS OF e-BID

Sl. No	Particulars	Details
a.	Bid Reference	Tender No: PPD CM/7(1)/2026-27/ dated 09.09.2026
b.	Date for Prebid meeting	12 th , Sep 2026
c.	Last date and Time of submitting of e-Bid	21 st September 2026 by 16: 00 hrs. on Government e Marketplace (i.e GeM Portal - https://gem.gov.in)
d.	Date and Time for Opening of Technical e-Bid	22 nd September 2026 by 16: 00 hrs.
e.	Place of receiving the bid/communication	MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road, Meerut- 250002, Uttar Pradesh.
f.	Date of Financial e- Bid Opening	shall be decided after finalization of technical bid and will be communicated to eligible bidders.
g.	Estimated period of Supply	28.09.2026 to 27.09.2027
h.	Estimated Bid Value	Rs. 11,25,000/-
i.	Estimated Quantity	4500 Packets

Tender Inviting Authority	Contact Person(s) /Tender Dealing Officer(s)
Principal Director , MSME Technology Development Centre (PPDC) Meerut. (Mail: pd@ppdcmeerut.com)	Mr. V.K. Singh, Asst. Manager (R/P)/ In-Charge Training, MSME Technology Development Centre (PPDC) Meerut. (Email- vksingh@ppdcmeerut.com)
	9410269600

1. Pre-bid Meeting:

A Pre-Bid Meeting, if applicable, shall be held at the office of the Tender Inviting Authority on the date, time, and venue specified in the Notice Inviting Tender (NIT).

The purpose of the meeting is to clarify the provisions of the bidding document and address queries from prospective bidders. Attendance at the Pre-Bid Meeting is optional, and non-attendance shall not be ground for disqualification or extension of the bid submission deadline.

The Minutes of the Pre-Bid Meeting and any corrigendum/addendum issued by the Tender Inviting Authority shall form an integral part of the bidding document and shall be binding on all prospective bidders.

2. Clarification of Bid:

Bidders may seek clarification online within the period specified in the NIT. The Tender Inviting Authority shall, to the extent practicable, respond to the relevant queries. corrigendum/addendum issued w.r.t clarifications shall form an integral part of the bidding document and shall be binding on all bidders.

3. Submission of Bid:

- a. All bids shall be submitted online through the GeM Portal. No offline bid shall be accepted unless expressly permitted in the Notice Inviting Tender (NIT).
- b. The bidder shall unconditionally accept all the terms and conditions of the Notice Inviting Tender (NIT), including the General Conditions of Contract (GCC), and other provisions, if any. The bidder shall also furnish the required online declarations regarding the authenticity of the information and documents submitted. Conditional bids shall be treated as non-responsive and liable to rejection.

c. General Technical Evaluation (GTE) and Other Important Documents:

- The bidder shall submit unconditional acceptance of the General Technical Evaluation (GTE) requirements as specified in **Annexure-I**. The duly signed acceptance shall be uploaded along with the Technical Bid.
- The bidder shall submit unconditional acceptance of the terms and conditions and other documents specified in **Annexure-II** and **Annexure-III**. The duly signed acceptance shall be uploaded along with the Technical Bid.

4. Eligibility Criteria:

A. The bidder shall satisfy the following eligibility criteria and submit documentary evidence in support thereof:

- The bidder shall be registered on the Government e-Marketplace (GeM) Portal in the name of the bidding entity and shall be eligible to participate in the bidding process.
- The bidder shall be a proprietorship firm, partnership firm, LLP, company, cooperative society, or any other legal entity registered under the applicable laws of India.
- Preference shall be given to bidders having prior experience in providing catering/food supply services to Government Departments, Public Sector Undertakings (PSUs), Autonomous Bodies, Educational Institutions, Corporate Organizations, or other similar establishments.
- The bidder shall submit a declaration of financial capability to execute the contract. The Tender Inviting Authority may seek supporting documents, if required.

B. Statutory Registrations

- Valid PAN.
- Valid GST Registration, wherever applicable.
- Valid FSSAI Certificate for prepared food /supply of food.

- Any other statutory registration/Licence required under applicable laws for providing catering services.

5. Earnest Money Deposit (EMD):

Every bidder shall furnish an Earnest Money Deposit (EMD) of **₹25000 (Rupees Twenty-Five Thousand only)** along with the bid.

The EMD shall be submitted in the form of a **Demand Draft (DD), Banker's Cheque, Fixed Deposit Receipt (FDR), Bank Guarantee (BG), or through online payment**, drawn in favour of **MSME Technology Development Centre (PPDC), Meerut**, payable at **Meerut**, or through any other mode permitted under the prevailing **General Financial Rules (GFR), Government of India**, and the **Government e-Marketplace (GeM) procurement guidelines**, as amended from time to time.

For submission of EMD through online bank transfer, the following bank details of MSME Technology Development Centre (PPDC), Meerut may be used:

Bank Name: Punjab National Bank
 Branch: Sports Goods complex, Delhi Road, Meerut
 Account Name: Process cum Product Development Centre, Meerut
 Account Number: 2159002100003175
 IFSC Code: PUNB0215900

The EMD shall remain valid for a period of **60 days beyond the validity of the bid**. Bids not accompanied by the prescribed EMD, wherever applicable, shall be summarily rejected as **non-responsive**.

Bidders claiming exemption from submission of EMD under the prevailing Government of India procurement policies (such as eligible Micro and Small Enterprises (MSEs), DPIIT-recognized Startups, or other notified categories) shall upload valid documentary evidence in support of their claim. Failure to furnish the required documentary proof shall render the bid liable for rejection.

6. Preference for Local Service Provider

The Service Provider shall preferably be a locally established catering agency having its registered office, branch office, kitchen, or operational base within the Urban Local Body (ULB) limits of Meerut, so as to ensure timely supply of freshly prepared food and prompt response during official programmes. The bidder shall furnish documentary evidence in support of the operational establishment.

7. Food Quality, Hygiene and Transportation

- The Service Provider shall ensure that all food supplied is **freshly prepared on the day of service** using wholesome and good-quality ingredients.
- Cooking oil shall be used strictly in accordance with applicable **FSSAI** standards and shall **not be reused beyond the prescribed limits**. All packaged food items, beverages, condiments, and ingredients shall be within their **valid expiry dates** at the time of supply. Safe and potable **RO-treated drinking water** shall be provided wherever specified.
- The food shall be transported under hygienic conditions in **clean, food-grade, insulated containers** to maintain the required temperature, freshness, and quality until delivery.
- The Service Provider shall comply with all applicable food safety, hygiene, and sanitation standards prescribed by the **Food Safety and Standards Authority of India (FSSAI)** and any other relevant statutory authorities.

8. Food Preparation at PPDC Premises:

Wherever / whenever food items are required to be prepared, cooked, packed, or served within the premises of MSME Technology Development Centre (PPDC), Meerut, the Service Provider shall mandatorily comply with such requirement. The Service Provider shall arrange all necessary manpower, raw materials, cooking equipment, utensils, fuel, consumables, safety equipment, and other required resources at the said premises.

9. Modification of Menu:

The Tender Inviting Authority reserves the right to modify, substitute, or customize the menu to suit the requirements of **VIP visits, seminars, workshops, official meetings, training programmes, conferences, or any other official events**. The Service Provider shall comply with such modifications, provided that the overall scope and category of catering services remain substantially unchanged. Such modifications shall be carried out **without any change in the quoted rates**, wherever applicable.

In case there arrives the requirement for additional items or a substantially different menu beyond the agreed scope, the rates for such items shall be mutually agreed upon or shall be governed by the applicable contractual provisions.

10. Price Bid:

The bidder shall quote the **unit rate per food packet**, inclusive of Goods and Services Tax (GST), if applicable, and all other taxes, duties, levies, transportation, packaging, loading/unloading, labour, and incidental charges required for complete execution of the contract in accordance with the Scope of Work and the provisions of the Tender Document. No additional payment shall be admissible on any account other than the accepted unit rate.

Note: The bidder shall upload the duly filled **Price Break-up** in the format prescribed at **Annexure-IV** under the "**Financial Document Indicating Price Break-up Required**" section at the time of submission of the Financial Bid. Failure to upload the prescribed Price Break-up may render the bid liable for rejection.

11. Provision of Disposable Items/Crockery & Cutlery

The quoted rates shall be inclusive of GST, transportation, packaging, disposable paper/plastic serving items, crockery, cutlery, serving accessories, labour, loading/unloading, waste disposal, and all other incidental charges required for complete execution of the catering services on FOR destination basis.

12. Bid Validity:

The bid shall remain valid for **180 (One Hundred Eighty) days** from the last date of submission of bids.

In exceptional circumstances, the Tender Inviting Authority may request bidders to extend the validity period of their bids. Such request and the bidder's response shall be made in writing through the GeM Portal or other official means. A bidder may decline the request without prejudice. A bidder agreeing to the extension shall not be permitted to modify its bid during the extended validity period.

13. Opening of Technical and Financial Bids

The Technical Bid and Financial Bid shall be opened online on the GeM Portal on the date and time specified in the Notice Inviting Tender (NIT). The Financial Bids of only those bidders who qualify in the Technical Evaluation shall be opened.

14. Contract Period and Extension:

The contract shall initially remain valid for a period of **one (01) year** from the date of commencement of services. Based on the **satisfactory performance** of the Service Provider, continued operational requirement, and subject to **mutual consent of both parties**, the contract may be extended initially to one year, extendable for one additional year on the same terms, conditions, and rates, unless otherwise mutually agreed. The Service Provider shall have no automatic right or claim for such extension, and the decision of tendering authority in this regard shall be final and binding.

15. One Bid per Bidder.

Each bidder shall submit only one bid in its own name. A bidder submitting more than one bid for the same tender shall be liable for rejection of all such bids.

16. Conflict of Interest

A bidder shall be considered to have a conflict of interest if it:

- has common ownership, management, or controlling interest with another bidder;
- has the same legal representative or authorized signatory as another bidder for this tender;
- has a relationship with another bidder that could influence or compromise the fairness of the bidding process;
- has participated, directly or through an affiliate, in the preparation of the tender specifications or bidding documents for this procurement; or
- is a subsidiary, sister concern, or affiliate of another bidder participating in the same tender under common ownership or management.

Bidders shall disclose any actual or potential conflict of interest. The Tender Inviting Authority reserves the right to reject the bid of any bidder found to have a conflict of interest that may affect fair competition or the integrity of the procurement process.

17. Site Visit

Prospective bidders are encouraged to visit the premises at their own cost and have responsibility to familiarize themselves with the location, access, service conditions, delivery arrangements, available facilities, and other factors relevant to the supply of catering services.

Submission of the bid shall be deemed to constitute that the bidder has inspected the site or otherwise satisfied itself regarding all conditions that may affect the performance of the contract and has taken the same into account while quoting the rates. No claim arising out of failure to inspect the site or lack of knowledge of local conditions shall be entertained after submission of the bid.

18. Quantity and Place of Supply:

The quantity of the items and the place of supply/service indicated in the tender are tentative and may vary depending upon the Buyer's actual requirements. Orders shall be placed as and when required, and the Service Provider shall

supply the specified quantity at the designated location(s) within the stipulated time. The Buyer does not guarantee any minimum quantity or value of work during the contract period, and the Service Provider shall have no claim on this account.

19. Taxes and Duties:

The rates quoted by the bidder shall be inclusive of all applicable taxes, duties, levies, transportation, packaging, loading/unloading, labour charges, and all other incidental expenses required for the satisfactory supply of catering services, otherwise specified in the bid. Goods and Services Tax (GST), wherever applicable, shall be quoted separately on the GeM Portal and shall be payable in accordance with the applicable GST laws and GeM provisions.

20. Housekeeping and Restoration of Premises:

The Service provider shall ensure that the premises used for preparation, serving and distribution of food are kept clean and hygienic during and after service. All waste, disposable items, and other generated refuse shall be removed and disposed of by the Service provider in accordance with applicable laws and the instructions of the Tender Inviting Authority. The premises shall be restored to a clean and orderly condition after completion of each catering service at no additional cost.

21. Deployment of Manpower and Equipment:

The Service provider shall deploy adequate numbers of experienced and competent personnel, along with the necessary kitchen equipment, utensils, serving accessories, and transport vehicles, as required for the timely, hygienic, and satisfactory supply of catering services in accordance with the terms and conditions of the contract. The Service provider shall ensure that all deployed personnel comply with applicable labour, health, and food safety regulations.

22. Technical Specifications:

The bidder shall carefully examine the technical specifications, scope of work, quality standards, menu requirements, and other provisions of the Tender document before submitting the bid. Submission of the bid shall be deemed to constitute acceptance of and compliance with all such requirements.

23. Currencies of Bid and Payment:

The bidder shall quote all rates and prices in **Indian Rupees (INR)** only. All payments under the contract shall also be made in Indian Rupees (INR).

24. Change in Constitution of the Contracting Agency:

The Service provider shall not make any change in its legal status, ownership, constitution, or management that materially affects the performance of the contract without the prior written approval of the Tender Inviting Authority. Any unauthorized change may be treated as a breach of contract.

25. Canvassing:

Canvassing in any form in connection with this tender is strictly prohibited. Any bid submitted by a bidder found to have resorted to canvassing shall be liable for rejection.

26. Subletting of Contract:

The Service provider shall not assign, transfer, or sublet the contract, in whole or in part, without the prior written approval of the Tender Inviting Authority. Any

approved subcontracting shall not relieve the Service provider of its obligations, responsibilities, or liabilities under the contract. The Service provider shall remain solely responsible for the due performance of the contract.

27. Splitting of Work:

The **MSME Technology Development Centre (PPDC), Meerut** reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason, and to accept the bid in whole or in part or split the work among one or more bidders, if considered necessary in the interest of the Centre and in accordance with the applicable provisions of the GeM Portal.

28. Modification and Withdrawal of Bids:

Modification and withdrawal of bids shall be governed by the prevailing provisions of the GeM Portal and the applicable General Terms and Conditions (GTC) of GeM.

29. Postponement of Scheduled Dates:

The Tender Inviting Authority reserves the right to extend, postpone, or modify any critical date of the bidding process, or to cancel the tender at any stage without assigning any reason. Any such change shall be notified through the GeM Portal and shall be binding on all bidders.

30. Prohibition of Child Labour

The Service provider shall not employ or engage any child labour in connection with the execution of the contract and shall comply with the provisions of the **Child and Adolescent Labour (Prohibition and Regulation) Act, 1986**, as amended from time to time, and all other applicable labour laws.

31. Settlement of Disputes & Legal Jurisdiction

Any dispute or difference arising out of or in connection with this tender or the contract awarded pursuant thereto shall be governed by the dispute resolution and arbitration provisions contained in the prevailing **General Terms and Conditions (GTC) of the GeM Portal**, as amended from time to time.

Any dispute arising out of or in connection with this tender or the contract shall be subject to the exclusive jurisdiction at **Meerut, Uttar Pradesh**.

32. Corrigendum

Any corrigendum, addendum, clarification, or extension of the bid submission schedule shall be published only on the **GeM Portal**. Bidders are advised to regularly visit the GeM Portal for updates. No separate communication shall be issued.

33. Bid Evaluation:

The **Lowest (L1) Bidder** shall be determined on the basis of the **total evaluated price** quoted by the bidder for the **complete menu/package**, as evaluated through the **GeM Financial Bid**. The evaluation shall be carried out on the aggregate amount of all items specified in the Financial Bid format.

Item-wise, lowest rates shall not be considered for determining the successful bidder. The bidder quoting the **lowest total evaluated price** and meeting all the eligibility, technical, and contractual requirements of the tender shall be declared

the **L1 bidder** and considered for award of the contract.

34. Letter of Acceptance (LOA)/Work Order/Agreement:

The successful bidder will be notified through the GeM Portal by issuance of Work Order, or Contract, as applicable, before the expiry of the bid validity period. The successful bidder shall acknowledge and accept the Work Order/Contract through a letter of acceptance(LoA) and execute the agreement, if required, within the stipulated time. Failure to do so may result in cancellation of the award and such other action as may be permissible under the GeM provisions and the terms of the Tender Document.

The award of the contract shall also be reflected on the successful bidder's GeM dashboard.

35. Payment Terms

- The Service Provider shall submit bills for the catering services actually provided, along with all supporting documents as required by the Buyer.
- Payment shall be made against a valid invoice/bill or other applicable document, as prescribed under the prevailing GST laws. GST-registered bidders shall submit a valid GST-compliant Tax Invoice, wherever applicable. Bidders who are not required to obtain GST registration or are otherwise exempted from GST registration under the applicable provisions of law may submit the appropriate invoice/bill without charging GST, along with a self-declaration regarding their GST registration status/exemption, wherever required.
- Payment shall be processed subject to verification of the services rendered. In respect of catering services availed by the Institute from its own funds, payment shall ordinarily be released on a monthly basis. In respect of catering services provided under projects, schemes, or programmes sponsored by any Government Department, Ministry, Agency, or other Sponsoring Authority, payment shall be released on an 'as and when funds are received from the Sponsoring Agency' basis.
- No advance payment shall be made unless specifically provided for in the Contract.
- All applicable taxes and statutory deductions, including **TDS and TDS under GST**, shall be deducted at source as per the prevailing Government rules and regulations.
- No claim for interest or compensation on account of any delay in payment due to non-receipt of funds from the sponsoring Agency shall be entertained

Principal Director
MSME Technology Development Centre (PPDC)
Meerut

ANNEXURE-I

GENERAL TECHNICAL EVALUATION SHEET

(**To Be Uploaded** by bidder (on their letter head) as enrolled online on GeM Portal along with against **"Certificate (Requested in ATC)"** section).

i. **Name of work: "Supply of Catering Service on per packet basis"**

ii. **Bid Notice No.: PPDCEM/7(1)/2026-27/ dated 09.09.2026**

iii) **GeM Bid Number:**

Sl. No.	Particulars	Mandatory (To Be Filled & Uploaded By bidder) (Yes/No)
1	Does the Bidder possess a valid license issued by Food Safety & Standard Authority of India (FSSAI), State Govt./ Central Govt.	
2	Does the Bidder possess document for Legal Status i.e. Affidavit/Undertaking (Individual/ Proprietorship), Partnership Deed (Partnership Firm), MoA and Article of Association with Certificate of Incorporation (Company) as per NIT Format.	
3	Does the Bidder possess required document(s) as enlisted in NIT with respect to Goods and Services Tax (GST) status of bidder.	
4	Does the Bidder possess supporting document(s) as enlisted in NIT with respect to Permanent Account Number(PAN).	

Signature of the Bidder with seal.

Date.....

Other Important Documents

TECHNICAL SPECIFICATIONS OF ITEMS of e-BID

Name of work: "Supply of Catering Service per packet basis

Bid Reference No.: PPDCM/7(1)/2026-27/ dated 09.09.2026

GeM Bid Number:

MSME- Technology Development Centre (PPDC), Meerut, required following Technical Specifications of Supply of Catering Service per packet basis.

Description

The scope of the service includes the deployment of adequate service personnel for food serving and venue setup, along with the provision of all necessary packaging materials, crockery, cutlery, utensils, dispensers, hot and cold buffet chafing dishes, tablecloths, table mats, and any other equipment required to ensure hygienic and efficient food service of the desired quality.

The service shall also include all post-event activities, such as clearing and cleaning of the dining area, collection and disposal of waste and garbage in accordance with applicable regulations, provision of safe potable drinking water, and supply of all other consumables and ancillary materials necessary for the satisfactory execution of the catering services.

Technical Specifications of Supply of Catering Service on per packet basis:

A. Breakfast Menu:

Type/ Package Size	Description	Packing Type	Qty
Small 1	Samosa / Kachori / bread pakodas /Veg Cutlet / Patties (Anyone)	Packet	50-60 g
	Tea / Coffee/ frooti/Lahori Zira (Anyone)	Cup	150 ml
Small-2	Samosa / Kachori / bread pakodas /Veg Cutlet / Patties (Anyone)	Packet	50-60 g
	Tea / Coffee/ frooti/Lahori Zira (Anyone)	Cup	150 ml
	Packaged Biscuit / Namkeen	Pack	25-30 g
	Water Bottle (Optional)	Bottle	250 ml
Medium	Stuffed Sandwich / Samosa / bread pakodas / Veg Cutlet / Patties (anyone)	Packet	50-60 g
	Tea / Coffee/ frooti/Lahori Zira (Anyone)	Cup	150 ml
	Packaged Biscuit / Namkeen	Pack	25-30 g
	Sweet Item (Laddu/Gulab Jamun/Pastry (Anyone)	Piece /Pack	40-50g
	Water Bottle	Bottle	250 ml
Large	Stuffed Sandwich / Samosa / bread pakodas / Veg Cutlet / Patties (anyone)	Packet	50-60 g
	Tea / Coffee / Tetra pack Juice / frooti/Lahori Zira (Anyone)	Cup/Pack	150 ml
	Banana / Seasonal Fruit	Nos.	1
	Packaged Biscuit / Namkeen	Pack	25-30 g
	Sweet Item (Laddu/Gulab Jamun/Pastry/Fruit Custard) (Anyone)	Piece /Pack	40-50g
	Water Bottle	Bottle	250 ml

B. Lunch / Dinner Menu

Type of Thali	Description	Packing Type	Qty
Normal Thali	Chapati (Tawa/Tandoori)	Packed Thali	04 No.
	Plain Rice		150 g
	Dal (Arhar/Chana/Mix Dal/Rajma etc.)		120 g
	Seasonal Dry Vegetable		80-100g
	Green Salad & Pickle		30-40g
	Water Bottle		250 ml
Standard Thali	Chapati (Tawa/Tandoori)	Packed Thali	04 No.
	Plain Rice / Jeera Rice		150 g
	Dal (Arhar/Chana/Mix Dal/Rajma etc.)		120 g
	Paneer / Seasonal Curry		80-100
	Seasonal Dry Vegetable		80-100g
	Green Salad & Pickle		30-40g
	Sweet Item (Laddu/Gulab Jamun/Kheer/Custard) (Anyone)		40-50g
	Water Bottle		250 ml

Notes

- The menu items mentioned under each category are indicative. The Purchaser may select any one combination from the listed items while placing the order.
- The Service provider shall ensure that all food items are freshly prepared using good quality ingredients and hygienically packed.
- The quoted rates shall be **inclusive of GST, packing, transportation, loading/unloading, serving accessories (where applicable), and all incidental charges on FOR destination basis.**
- The quantity and place of supply shall be communicated through individual work orders as and when required.
- Equivalent food items of similar quality and value may be substituted with the prior approval of the Purchaser, subject to seasonal availability.

Signature of the Bidder with seal.

Date.....

OTHER IMPORTANT DOCUMENTS

(To Be Uploaded by bidder (on their letter head) as enrolled online on GeM Portal)

SERVICE PROVIDER'S OBLIGATION

Service Provider's obligations will include the following-

1. The service provider shall be responsible for ensuring compliance with the provisions related to of all Applicable laws including Labour Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act, Food Safety and Standards Act, 2006, etc. as applicable from time to time.
2. Service Provider shall ensure the timely delivery with the agreed standards and quantity of required services to the Buyer.
3. The Service Provider shall provide catering services in the dining area and/ or administrative building premises and/ or any other local premise designated by the Buyer as per the service request and for the number of people mentioned by the Buyer.
4. The Service Provider shall be well equipped to undertake Hygiene audit, and reports shall be submitted to the Buyer bi-annually.
5. All the staff deployed by Service Provider at Buyer's premise/ designated premise shall adhere to the Buyer's policies for office timings/ other guidelines.
6. Service Provider should provide uniforms, identity card, name badges and safety items/ kits, shoes etc. to its staff working in the Buyer's premise. Staff should also ensure wearing gloves and hair covers while cooking and serving food.
7. Service Provider shall inform about the non-availability/ shortage of any item/ dish in advance in appropriate time along with the alternate options for non-available items.
8. The Service Provider shall follow the service delivery instructions from the Buyer's Catering Committee/ SPOC, Service Provider shall get all the details of service i.e. packet/ catering arrangement, quality, quantity of the eatables, other arrangements etc. in advance from Catering Committee / SPOC to avoid last minute issues. The Service Provider shall also provide varieties in Menu/Cuisine in consultation with Buyer Department within the selected meal package.
9. Taking protective measures to protect the property and persons and prevent accidents shall be the Service Provider's responsibility during the contract period.
10. The Service Provider shall not deploy or shall discontinue deploying the person(s), if desired by the Buyer and must ensure prompt replacement of the personnel without any additional cost to the Buyer. The personnel being deployed shall ordinarily be continued and should not be changed without written intimation and consultation with Buyer.
11. The Service Provider shall arrange for any special type of equipment and machines if required for during catering service at his own cost.
12. The Service Provider shall maintain its gadgets and equipment etc. in good working conditions with all safety measures at its own cost and expenses.
13. The Service Provider shall be responsible for maintaining hygiene and safety of cooking/ serving area and the catering staff deployed at the premise where food is being prepared/ served.

Signature of the Bidder with seal.

Date.....

MSME-TECHNOLOGY DEVELOPMENT CENTRE

(Process Cum Product Development Centre, Meerut)

ANNEXURE-IV**FINANCIAL e-BID**

- I. Name of work: "Supply of Catering Service per packet basis
- II. Bid Notice No.: **PPDCM/7(1)/2026-27/ dated 09.09.2026**
- III. GeM Bid Number:

Technical Specifications of Supply of Catering Service on per packet basis:**B. Breakfast Menu:**

Type/ Package Size	Description	Packing Type	Qty	Rate per Packed Thali (Inclusive of GST, Transportation & all charges)
Small 1	Samosa / Kachori / bread pakodas /Veg Cutlet / Patties (Anyone)	Packet	50-60 g	
	Tea / Coffee/ frooti/Lahori Zira (Anyone)	Cup	150 ml	
Small-2	Samosa / Kachori / bread pakodas /Veg Cutlet / Patties (Anyone)	Packet	50-60 g	
	Tea / Coffee/ frooti/Lahori Zira (Anyone)	Cup	150 ml	
	Packaged Biscuit / Namkeen	Pack	25-30 g	
	Water Bottle (Optional)	Bottle	250 ml	
Medium	Stuffed Sandwich / Samosa / bread pakodas / Veg Cutlet / Patties (anyone)	Packet	50-60 g	
	Tea / Coffee/ frooti/Lahori Zira (Anyone)	Cup	150 ml	
	Packaged Biscuit / Namkeen	Pack	25-30 g	
	Sweet Item (Laddu/Gulab Jamun/Pastry (Anyone)	Piece /Pack	40-50g	
	Water Bottle	Bottle	250 ml	
Large	Stuffed Sandwich / Samosa / bread pakodas / Veg Cutlet / Patties (anyone)	Packet	50-60 g	
	Tea / Coffee / Tetra pack Juice / frooti/Lahori Zira (Anyone)	Cup/Pack	150 ml	
	Banana / Seasonal Fruit	Nos.	1	
	Packaged Biscuit / Namkeen	Pack	25-30 g	
	Sweet Item (Laddu/Gulab Jamun/Pastry/Fruit Custard) (Anyone)	Piece /Pack	40-50g	
	Water Bottle	Bottle	250 ml	

C. Lunch / Dinner Menu

Type of Thali	Description	Packing Type	Qty	Rate per Packed Thali (Inclusive of GST, Transportation & all charges)
Normal Thali	Chapati (Tawa/Tandoori)	Packed Thali	04 No.	
	Plain Rice		150 g	
	Dal (Arhar/Chana/Mix Dal/Rajma etc.)		120 g	
	Seasonal Dry Vegetable		80-100g	
	Green Salad & Pickle		30-40g	
	Water Bottle		250 ml	
Standard Thali	Chapati (Tawa/Tandoori)	Packed Thali	04 No.	
	Plain Rice / Jeera Rice		150 g	
	Dal (Arhar/Chana/Mix Dal/Rajma etc.)		120 g	
	Paneer / Seasonal Curry		80-100	
	Seasonal Dry Vegetable		80-100g	
	Green Salad & Pickle		30-40g	
	Sweet Item (Laddu/Gulab Jamun/ Kheer/Custard) (Anyone)		40-50g	
	Water Bottle		250 ml	

Signature of the Bidder with seal.

Date.....

-END OF DOCUMENT-