

Ref No. CTR/LDH/1810/Mach/2025-436/2026-27

Dated: 01/08.2026

Subject: CALL FOR QUOTATION

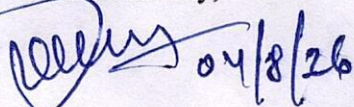
Dear Sir/Sirs,

Quotations for the following service is invited, which should reach in Purchase Department, Central Tool Room, A-5, Phase-V, Focal Point, Dhandari Kalan, Ludhiana-141010 not later than-

Last date of receipt of Quotations: 07.08.2026

Sr. No.	Description of Service	Qty.
1.	Hiring of Service Provider for Supply of Refreshment Items as per Scope of Work attached herewith as Annexure – 'A' .	5000 Nos. (Location: Punjab, Haryana, Himachal Pradesh, Rajasthan)

Yours faithfully,



(Jagdeep Singh)
HOD/Purchase

Terms and Conditions-

1. The rate shall be quoted as per Scope of Work attached herewith as **Annexure – A**.
2. GST and other Govt. levies, if applicable, should be mentioned clearly
3. GSTIN should be clearly mention in quotation.
4. The Quotation shall be valid for 45 days from date of opening.
5. Any other charges should be quoted extra.
6. The Purchase Committee reserves the right to accept or reject any or all quotation without assigning any reason.

Copies to: 1. CTR Website
2. Notice Board

CENTRAL TOOL ROOM, LUDHIANA

(To be given on Company Letter Head)

FORM- I

TENDER/CONDITIONS ACCEPTANCE LETTER

Date: -----

To

The General Manager

Central Tool Room

Ludhiana

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Tender Name:

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the CTR, Ludhiana website- www.ctrludhiana.org as per your advertisement, given in the above-mentioned website.

2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirely.

5. In case any provisions of this tender are found to be violated, the organization shall have the absolute right to reject this tender/bid, including the forfeiture of the full earnest money deposit. We shall have no claim or right against the organization in this regard.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

CENTRAL TOOL ROOM, LUDHIANA

TERMS & CONDITIONS FOR HIRING OF SERVICE PROVIDER FOR SUPPLY OF REFRESHMENT ITEMS AT VARIOUS LOCATIONS OF PUNJAB, HARYANA, HIMACHAL PRADESH & RAJASTHAN REGION

We are in the process of selecting a service provider for refreshment items at various locations of Punjab, Haryana, Himachal Pradesh & Rajasthan region. The important terms and conditions are listed below:

Terms and Conditions

1. The following refreshment items required from the Service Provider:

Sr. No.	Refreshment Item	Quality Specification	Standard Size / Quantity
(i)	Sandwich	Freshly prepared with quality bread and fresh vegetable / paneer filling.	100-120 g (1 piece)
(ii)	Juice	Fresh or branded FSSAI-approved juice, served chilled.	200 ml
(iii)	Milk Cake (Sweet)	Fresh, soft, prepared from pure milk and quality ingredients.	50 g (1 piece)
(iv)	Gulab Jamun / Barfi	Fresh, hygienically prepared, soft, and good quality.	1 pieces (50–60 g total)
(v)	Samosa	Fresh, crispy, hygienically prepared with potato (aloo), green peas (mutter), and paneer stuffing, served warm with tomato sauce.	1 piece (80–100 g)
(vi)	Tea	Freshly brewed with quality tea, milk, and potable water; served hot.	250 ml
(vii)	Bread Toast	Fresh bread, evenly toasted, crispy, hygienically prepared with potato (aloo), green peas (mutter), and paneer stuffing, served warm with tomato sauce	2 slices
(viii)	Dhokla	Fresh, soft, spongy, and hygienically prepared.	100 g (1–2 pieces)
(ix)	Imarti	Freshly prepared with desi ghee, crisp, and made with quality ingredients.	1 piece (50–60 g)
(x)	Water Bottles	Packaged potable drinking water (IS 14543/FSSAI compliant), sealed bottle.	200 ml per bottle
(xi)	Thali Lunch	Freshly cooked, hygienic, and served hot with all specified items.	Approx. 700–800 g per thali comprising Dal Makhani (150 ml), Kadhahi Paneer (150 g), Chana Masala (100 g), Mix Veg. (100 g), Kheer (100 ml), Pulao (150 g), 2 Lachha Paranthas, Pickle (20 g) and one sweet dish (Kheer/Gulab Jamun/Barfi/Milk Cake), and salad

2. The service provider shall supply and serve the approved refreshment items at the designated venues in the States of Punjab, Haryana, Himachal Pradesh, and Rajasthan on the scheduled date and time without fail.
3. The venue location and the number of meals shall be intimated to the service provider one day prior to the programme. The service provider shall supply only those refreshment items mentioned at Sr. No. (i) to (ix), as selected and communicated by the authorized official for each

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programme and designated venue. The service provider shall ensure that only the approved items are supplied on the day of the programme at the designated location for trainees and faculty and issue the invoice accordingly.

4. The distribution of food items shall be the sole responsibility of the service provider.
5. The service provider shall arrange for proper cleanliness and disposal of waste after food distribution.
6. The service provider shall ensure that all food items are freshly prepared, hygienic, and comply with all applicable Food Safety and Standards Authority of India (FSSAI) regulations. The service provider will submit valid FSSAI registration certificate and the same will be part of Technical Evaluation of bid.
7. A refundable interest free Bank Guarantee of 5% of the total annual contract value from a schedule nationalized bank would be required from the service provider.
8. The approximate supply of meals will be 5000 numbers for entire contract period, which may increase or decrease as per the requirement of CTR.
9. The contract will be evaluated and awarded based on the lowest value as per the following formula mentioned at S.No.'B' at Form III:

$\text{Total rate for meal items (inc. of GST)} \times 5000 \text{ (no. of meals)} = \text{Final Contract value (Inc. of GST)}$

10. The service provider shall be fully responsible for procurement of raw materials, preparation, packaging, transportation, distribution, and serving of all food items.
11. The service provider shall be fully responsible for providing disposable plates, spoons, bowls, napkins, etc., at no additional cost to the Institute.
12. All food items must be prepared on the same day of supply and shall not be stale, reused, or reheated from previous days.
13. Ingredients used such as cooking oil, milk, spices, vegetables, and other consumables should be of premium quality, fresh, and within their validity period.
14. In case any food item is found to be stale, contaminated, substandard, or containing foreign matter (such as insects, dust, etc.), a penalty of ₹10,000/- per incident shall be imposed, and the Institute reserves the right to terminate the contract immediately.
15. Delay in supply or service beyond the scheduled time shall attract a penalty of ₹5,000/- per instance.
16. Any rejected or unfit food item shall be replaced immediately by the service provider at no additional cost to the Institute.
17. The service provider shall maintain strict cleanliness and hygiene at the preparation, transportation, and serving areas and shall ensure proper disposal of all waste after service completion.
18. The Institute reserves the right to inspect, at any time, the quality, quantity, hygiene, and overall service standards. The decision of the competent authority regarding acceptance or rejection of food items shall be final and binding.
19. The service provider shall ensure proper serving temperature of food items (hot items hot and cold items chilled) and maintain consistent taste and quality throughout the contract period.
20. Packaging shall be food-grade, hygienic, leak-proof, and environment-friendly wherever applicable.
21. The contract shall be valid for a period of three (03) months or up to **30 September 2026**, whichever is earlier, and may be extended based on performance and requirement.
22. The Institute shall not be responsible for any loss, damage, or injury caused due to negligence or substandard service by the service provider.
23. The decision of the Institute regarding interpretation of these terms and conditions, quality assessment, and imposition of penalties shall be final and binding on the service provider.
24. Payment shall be made after satisfactory service on submission of bill within stipulated time / Proforma Invoice within stipulated time.. No advance payment will be made. Penalties, if any,

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will be deducted from the bill. Payment will be released through PFMS directly to the service provider's bank account.

25. The service provider will prepare separate invoice as per meals served at each location.
26. In the interest of the Institute, the Competent Authority reserves the right to revise, amend, add, or delete any of the Tender Terms and Conditions at any time without prior consent of the contractor, and such changes shall be binding on the contractor.
27. CTR would be free to terminate the contract at any time after giving advance notice of one week in writing.
28. The service provider would give minimum one-month notice if he wishes to quit the contract for any reason.
29. The service provider should have registered office in Punjab, Haryana, Himachal Pradesh & Rajasthan for smooth execution of services.
30. The income tax shall be deducted as per rules from invoice received from service provider.
31. CTR will not be responsible for any compensation or for any other liability for whatever reason may be.
32. In case the service provider is unable to meet the terms and conditions, the Bank Guarantee amount will be forfeited and CTR reserves the right to take suitable legal or other action deemed fit.
33. The contractor will give acceptance of all the terms & conditions mentioned above along with quote of bid.

Note: Bidders must meet all the following conditions to be considered technically qualified:

1. Experience in catering/refreshment services to Government organisations with demonstrated capability to supply in multiple states including Punjab, Haryana, Himachal Pradesh, and Rajasthan etc. with ability to supply at least 5000 numbers of refreshment items simultaneously across these states, and submission of at least one past work order for similar nature of work is mandatory.
2. The bidder must have a PFMS-enabled bank account for direct transfer of payments.
3. The bidder should have adequate financial capacity and turnover to execute the contract efficiently without disruption.
4. The bidder shall not have been blacklisted or debarred by any Central/State Government Department or PSU at the time of submission of bid.
5. The service provider will submit valid FSSAI registration certificate with validity as on 31.12.2026.

(Signature and Seal of the Bidder)

Place: _____

Date: _____

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FORM- III

Commercial Bid

A. Rates Quoted for all items:

S No.	Description	Rate in figures (Rs.)	Rate in words (Rs.)
1	Sandwich*		
2	Juice*		
3	Milk Cake (Sweet) *		
4	Gulab Jamun / Barfi*		
5	Samosa*		
6	Tea*		
7	Bread Toast*		
8	Dhokla*		
9	Imarti*		
10	Water Bottles*		
11	Thali Lunch*		
12	Total rate including all taxes**		

*The description of item will be as mentioned in terms & conditions of tender document.

**These prices include all kind of material cost and profit margin of contractor.

B. Final contract value *including GST* to be calculated using:

Total rate for meal items (inc. of GST) × 5000 (no. of meals) = Final Contract value (Inc. of GST)

(In Rs.): In Figure.....

In Words:

(Signature and Stamp of the Bidder)