

**F. No. D.21013/105/2021-DC**  
**Government of India**  
**Ministry of Health & Welfare**  
**Central Drugs Standard Control Organization**

**FDA Bhawan, Kotla Road,**  
**New Delhi dated the 11<sup>th</sup> August, 2021**

**Short and Limited Tender Notice**

**Subject:- Tender relating to ARC for supply of refreshment/working lunch/dinner to officers staff/non official experts and foreign delegates on official account in CDSCO(HQ).**

CDSCO(HQ) located in FDA Bhawan at Kotla Road, New Delhi is headed by Drugs Controller General (India) (DCG(I)). The CDSCO is the National Regulator in the matter of Drugs, Vaccines and Medical Devices. In view of its status and the functions performed by it, CDSCO(HQ) is visited by foreign delegates from various countries from time to time round the year. In addition, there are a lot of Expert Committees which meet very frequently throughout the year to deliberate on various matters/issues of technical nature to advise DCG(I). The meetings of DCC/DTABs are also conducted by CDSCO. In addition, being the National Regulator as stated above, WHO carries out periodical NRA Assessment to see if the CDSCO in its working meets various parameters as per global requirement. With the spread of Covid-19 pandemic, various Expert Committees have also been constituted to look into the matters relating to vaccines against Covid-19 and make recommendations for approval or otherwise to the same to DCG(I). In the current pandemic, most of these meetings are held in virtual mode. However, as soon as, the situation improves, physical meetings will be held as usual and requirement of the items as per the above subject will be required on need basis.

2. For the reasons mentioned above, the experts/ foreign delegates/ Officers/Staff of CDSCO are to be served refreshment, lunch, dinner because the meetings in question normally start in the morning and continue till late in the evening. For doing various preparatory work connected with these events, the CDSCO officers/staff are also detained till late in the evening and are also called to work on Saturdays/Sundays/Holidays. Thus, they have also to be served refreshment /lunch /dinner as per requirement. **The items in question are not available on GeM.**

3. In the above circumstances, Annual Rate Contract is required to be entered into between CDSCO and a firm doing this sort of catering which is to be selected through tender. **Bids are accordingly invited by 25.08.2021 (by 2:00PM)** from reputed catering firms which could provide suitable quality of refreshment /lunch /dinner to CDSCO as and when required. The rates may be quoted as per items mentioned below:-

Sl. No.	Particulars	Rates (in Rs.)
1.	Normal refreshment in box packing containing Veg Sandwich, 01 Namkin (Pakora/Cutlet/Samosa), One Sweet, served with Tea/Coffee (once), Purified drinking water in glass Tumbler.	
2.	Refreshment for foreign delegates –box containing one Burger or Sandwich, Roasted Cashews and Almond (50 gm). One Indian Sweet or One Chocolate, 02 Biscuits, Packed separately, One Coke or Pepsi Can and Tea/Green Tea/Coffee, separate Sugar cube/Milk Sachets, Purified Drinking water in glass tumblers or glass bottles.	
3.	Tea/ Coffee with Bakery biscuits, Purified Drinking water in glass tumblers or glass bottles.	
4.	Lunch/Dinner –Normal Thali containing North/South Indian dishes, Purified Drinking water in glass tumblers or glass bottles.	

5.	Lunch/Dinner for foreign delegates - box containing continental food of specific country (as per requirement), Purified Drinking water in glass tumbler.	
6.	Buffet lunch/dinner (Veg) One Soup, One Paneer Dish, One Dal, Two seasonal Vegetables/Raita/Salad, Papad, Achar, Chutney, assorted breads, Rice. Two Dessert- 01 Ice Cream, 01 Halwa and provision of counters and other arrangements like cutlery, water, tea/coffee, etc.	
7.	Buffet lunch/dinner for foreign delegations including continental food items in addition to the items mentioned in Column 6 above i.e.: (i) Continental - (ii) Non-Vegetarian -	

4. The items mentioned above should be of standard quality. Further, the bid should be for the items stated above duly priced **including taxes**. The taxes are either stated separately or if it is not mentioned then it will be assumed to be inclusive of taxes.
5. The bidders have to deposit the Earnest money deposit of Rs. 10,000/- in the form of Demand Draft drawn in favour of "Pay and Accounts Officer, DGHS" payable at New Delhi.
6. **The bids will be opened on 25.08.2021 at 3.30 PM** by a Committee/ LPC as decided by CDSCO.
7. The CDSCO reserves the right to award the contract to any bidder or cancel the bid of any firm without explaining the reason for it. The decision of the office shall be final.
8. Performance security of 3% to 5 % of total work value will be deposited in the favour of "Pay and Accounts Officer, DGHS" payable at New Delhi by the awardee firm.
9. EMD will be returned after finalization of the tender.
10. Selected bidder will be required to intimate the name & telephone number of the contact person who will be responsible for executing the work order.
11. The rates finalised through this tender shall remain valid for one year from the date of award letter. The same may also be extended by another year provided the work of the vendor is found to be satisfactory.

*Amit Kumar*  
(Amit Kumar)

Dy. Director Admn.(D)

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