



भा.कृ.अनु.प.-भारतीय सरसों अनुसंधान संस्थान
सेवर, भरतपुर-321 303 (राजस्थान)
ICAR-Indian Institute of Rapeseed-Mustard Research
(Formerly-Directorate of Rapeseed Mustard Research)
Sewar, Bharatpur – 321 303 (Rajasthan)
(Indian Council of Agricultural Research)
(An ISO 9001-2008 Certified Organization)



F.No.4-17/SP/GH/25

Dated : 18.11.2025

To,

Dear Sir,

On behalf of the Director, ICAR-IIRMR, Bharatpur quotations are invited for running of Mess/Catering services in Guest House of ICAR-IIRMR, Bharatpur as detailed in the **schedule** attached herewith. The terms and conditions of the contract which will govern any contract applicable to the contracts placed by the IIRMR the special conditions detailed in the Tender Form and those attached here with. Please submit your quotation if you are in a position to run Mess/Catering services in Guest House of ICAR-Indian Institute of Rapeseed-Mustard Research, Sewar, Bharatpur in accordance with the requirement stated in the attached schedule.

2. PREPARATION OF TENDERS: -

- The schedule to the tender form should be returned in fact whether you are quoting or not page should not be detached but when items are not being tendered for the corresponding space should be defected by some such words as "Not quoting".
- In the event of space on the schedule form being insufficient for the required purpose for this additional pages may be added. Each such additional page must be numbered consequently bear the tender number and the signed in full by you. In case reference to the additional pages must be made in the tender. Overwriting in rates to be quoted by you will not be allowed otherwise the tender will be rejected.
- If any modification of the schedule is considered necessary. You should communicate the same by mean of separate letter sent with the tender.

3. SIGNING OF TENDER: -

- The tender is liable to be ignored if complete information as required are not given there in or if the particulars and date (if any) asked for in the schedule of the tender are not fully filled in.
- Individual signing the tender or other documents connected with a contract may specify whether he signs it in the capacity of a sole proprietor of the firm or constitute attorney of such sole proprietor.

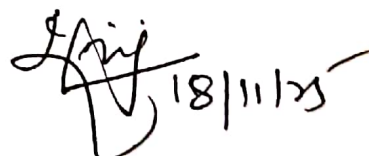
[Handwritten signature] 18/11/25

c) A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership either by virtue of the partnership agreement of attorney.

4. Each page of the tender schedule to tender and annexure. If any should be signed in full by the tenderer and however the same in sealed cover to the Committee.
5. **Period for which the offer will remain open:** Firms tendering should note it is desired that their offers remain open for acceptance for 90 days from the date of submission of tender.
6. **Opening of tender:** The tenders will be opened by the Committee on the same day i.e on 28.11.2025 at 02.00 PM in the Chamber of Sr.Admin.Officer of this Institute. You are at liberty to be present at the time of opening of the tender.
7. **Price:** The prices of all the items indicated in the schedule must be quoted in net/unit prices clearly. Hence it is decided to ask for any other charges as extra, the same must be specifically stated. In the absence of any such stipulation no claim for the same will be entertained.
8. **The period of Contract:** The successfully firm will be required to do the work for the period of **two years** from the date of award of contract. ICAR-IIRMR shall have right to terminate the arrangements at any time without assigning any reason thereof.
9. The successfully tender will be required to furnish a **"Security Deposit"** of Rs. 10,000/- The Security money will be accepted in the shape of DD/Banker's cheque/FDR which will be refundable after three months from the date of the expiry of the contract. The security money will be forfeited during the period of contract service if found to be unsatisfactory in any respect No interest will be paid on the security money deposited with the Institute.
10. **Right of acceptance:** This office does not pledge itself the lowest or any tender and also Reserves the right of accepting the whole or any part of the tender or portion Conditional tenders are liable to be rejected.

11. **TERMS AND CONDITIONS OF AWARING THE MESS/CATERING SERVICES CONTRACT**

- j) Will supply quality meals (Breakfast, Lunch & Dinner)/Tea/Coffee//Soft drinks, Fast foods and other specialized foods as per demand of clientele at reasonable and market rates.
- k) This Institute will not provide any manpower to the contractor for preparing food and serving the food items.
- l) The contractor will bound to provide food services even in case demand of single person.
- m) Biscuits, Chips, Cold drinks and pkts/food items etc. will not be sold above MRP Rates of other items will be reviewed by the Competent Authority from time to time.
- n) Has to maintain high standards of cleanliness and hygiene as enjoined upon under the Municipal regulations for any breach of the rules the responsibility shall lie on the contractor.
- o) The contract is initially for a period of **two years** from the date of award of contract and can be extended for another term.

 18/11/25

- p) The Incharge Guest House can visit the mess and survey the quality of items supplied by the contractor any time.
- q) Smoking & drinking is not allowed in the canteen of this Institute.
- r) Outsiders are not allowed to be entertained by Mess contractor.

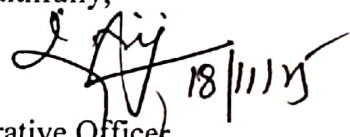
12. IIRMR will provide:

- c. This Institute will provide Refrigerator, Deep Freezer, Furniture, Acs, TV, Tube lights, Fans, Cooking and serving utensils, Crockery, without any charge.
- d. Electricity and Water will be supplied without any charge.

- 13. The timing of the Mess shall be 06.00 AM to 10.00 PM on all days.
- 14. The rates of meals, refreshment and eatables sold in the Mess will be displayed on a board.
- 15. Rates once fixed as above shall not be increased without the approval of the Director, ICAR-IIRMR, Bharatpur.
- 16. IIRMR will not undertake the responsibility for recovery of any outstanding dues in case the contractor sells material on credit.
- 17. The Mess staff will be neat and clean, free from any communicable disease and responsible to the contractor and the IIRMR undertakes absolutely no responsibility with regard to any terms and conditions of their services.
- 18. Mess shall function within the suitable limits of discipline. Cases of indiscipline on the part of any employees or guests with the Mess staff or vice-versa shall be brought to the notice of the Incharge Guest House in writing. All the Mess staff shall behave courteously with guests and the contractor shall be responsible for proper personnel personation and ensuring their good behavior.
- 19. No alcoholic drinks/ smoking items will be stored or sold in Mess.
- 20. Performance of Contractor will be reviewed every three months.
- 21. Any damage to the above property of the IIRMR shall be made good by the contractor.
- 22. The contract shall be terminated at notice of one month on the part of the contractor. Director, ICAR-IIRMR, Bharatpur reserves the right to terminate the contract without any notice or without assigning any reason.
- 23. The contractor has to sign a regular agreement on stamp paper of appropriate value incorporating all terms mentioned above.
- 24. The Mess will not be used for residential purpose.
- 25. For any legal proceedings, the jurisdiction will be Bharatpur.
- 26. In case, the successful tenders fails to work within stipulated period/time, and in accordance with entire satisfaction to the Competent Authority, necessary action for debarment and forfeiting of security money will be initiated.

Encl.:- As above

Yours faithfully,


18/11/15
Sr. Administrative Officer

SCHEDULE

Sr. No.	Name of the items	Amount (Rs.)
I	Breakfast: -	
a.	Parantha(Aalu) – 2 piece (Standard size) Dahi - 100gm., Achar, Tomato Sauce	
b.	Tea (70ml)	
II	Special breakfast: -	
a.	Parantha(Aalu) – 2 piece (Standard size) Dahi - 100gm., Achar, Tomato Sauce	
b.	Tea (70ml)	
c.	Bread – 6 piece/Sandwhich – 2piece	
d.	Milk – 250g and Cornflex/Poha-Namkin	
III	Simple meal: -	
a.	Chapatti/Poori, Rice, Dal, Seasonal Sabji, Salad, Rayata/Dahi, Papad, Achar	
IV	Delux meal: -	
a.	Chapatti(ghee coated)/Poori, Pulav, Dal, Seasonal Sabji, Salad, Rayata/Dahi, Papad, Achar Delux Sabji (Chole/Rajma/Vasan gatta)	
V	Special meal: -	
a.	Chapatti (ghee coated)/Poori, Green rice, Dal, Seasonal Sabji, Salad, Rayata/Dahi/Soup, Papad, Achar Special Sabji (Chole/Rajma/Vasan gatta/Paneer), Amul Butter -20g., Sweets/Ice-cream	
VI	Additional meal item Simple tea 70ml, Simple milk 250g, Coffee 70ml, Soup 70ml	

Note: -

- The above price must be included all charges such as GST, freight charges and any other charges but should not include any hidden charges.