

TENDER DOCUMENT

Single Stage - Two Part Bid

Tender No. HSCC/ADMIN/2026/002

Date of Tender Publishing : 03/09/2026

Last date for submission of Tender : 24/09/2026 by 11:30 hrs

Opening of Technical Tender : 24/09/2026 12:30 hrs

Opening of Price Bid : Will be communicated

Name of Bidder: _____

Address: _____

Telephone no: _____

Email Id _____

Instructions to the Bidders

1. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or authentic documentation required by the Bidding Document may result in rejection of the Bid.
2. The Bid shall comprise of two envelopes (one containing the Technical Bid and the other the Financial or Price Bid) to be submitted simultaneously under one main envelope.
3. The Bidder shall submit the Technical Bid and Financial Bid using the appropriate Bid Submission Format provided in Bidding/ Tender document or as requested in Bid document. The forms/ formats must be completed without any alterations to their format, and no substitutes shall be accepted.
4. Tender bid can be sent by post/ courier or submitted by hand at our office at E-6(A), sector-1, Noida by time as specified in tender notice. Tenders received late will be rejected.
5. Bid can be submitted by hand or by post/ courier. For bids submitted by post or Courier, it is bidder's responsibility that bid reaches our office on or before the scheduled time and date.
6. To establish their eligibility, Bidders shall complete the eligibility criteria specified /requested in the Bid/ Tender document.
7. Any attempt by a Bidder to influence the Procuring Entity "HSCC (India) Ltd.", in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its Bid, in addition to the legal action which may be taken by the Procuring Entity under the Act and the Rules.
8. Information relating to the examination, evaluation, comparison, and post-qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to L1 Bidder.
9. To assist in the examination, evaluation, comparison and qualification of the Technical or Financial Bids, the Bid evaluation committee may, at its discretion, ask any Bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the Bidder shall be in writing.
10. Any clarification submitted by a Bidder with regard to his Bid that is not in response to a request by the Bid evaluation committee shall not be considered.
11. The determination of qualification of a Bidder in evaluation of Technical Bids shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder and in accordance with the qualification criteria indicated in Qualification and Evaluation Criteria. Factors not included in Qualification and Evaluation Criteria shall not be used in the evaluation of the Bidder's qualification.

12. HSCC reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract award without assigning any reasons thereof and without thereby incurring any liability to the Bidders.

13. HSCC shall award the contract to the Bidder whose offer has been determined to be the lowest in accordance with the evaluation criteria set out in Evaluation and Qualification Criteria and if the Bidder has been determined to be qualified to perform the contract satisfactorily.

Eligible Bidders :

This invitation for Bids is open to all bidders who meets the minimum eligibility criteria, if any, as specified in this bidding document.

Bidding Document

1. The Bidder shall bear all costs associated with the preparation and submission of its bid, and The HSCC (India) Ltd Ltd. will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
2. Interested eligible bidders may obtain further information from HSCC (India) Ltd, E-6(A), Sector-1, Noida.

Downloading the Document

1. The bid documents will also be available in the website at <http://www.hsccltd.co.in> and can be downloaded.
2. If any change/additions/ deletions/alterations are found to be made by them in the tender and the same is subsequently noticed at any stage, even after award of the contract, the bidders are liable for all consequences thereof and HSCC shall be free to take suitable action as deemed necessary.
3. Content of Bidding Documents

The Bidding Document includes:

- a) Invitation for Bids;
- b) Instruction to Bidders;
- c) Terms & conditions of the Contract;
- d) Technical Specifications & Scope of work;
- e) Form of Bid;
- f) Deviation statement;
- g) Acceptable form of Bank Guarantees

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify HSCC in writing or email. HSCC will respond in writing to any request for clarification of the Bidding Documents, which it receives prior to the deadline for the submission of bids. Bidders should preferably forward their queries earlier than 2 days prior to the bid submission date. Written copies of HSCC's response will be sent to the respective Bidder. Also, corrigendum, if necessary, will be uploaded in the HSCC's website without identifying the source of the inquiry.

Amendment of Bidding Documents

At any time prior to the deadline for the submission of bids, HSCC may modify the bidding document by the issuance of amendment. The amendment will be uploaded on HSCC website and will be binding on them. HSCC may also at its own discretion, extend the deadline for submission of bids. Before submission of the bid, the bidder should check the HSCC website for any Corrigendum/additional information on the bidding document, if any.

Preparation of Bid

The Bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language.

Submission of bid

The bidders, who downloaded the bidding documents, are eligible for submission of bids in their names only. All the bidders should submit their bids in Part I – Technical Bid and Part II – Price Bid. The Technical bid (Part I) shall contain all the details EXCEPT THE PRICE. The complete bidding document duly signed and sealed should be submitted without any modifications/alternations, as a token of their acceptance towards the scope of work, terms and conditions of the bid unconditionally. All conditional bids will be rejected without any further reference to the bidders. Full details of materials including the manufacturer's name, model no. must be submitted in the portal along with Technical Bid (Part I), wherever requested. Bids must be submitted by the bidder at the given address not later than the time specified for receipt of the bids in the Invitation for Bids.

The Bidder cannot modify or withdraw its bid after the last date & time of bid's submission. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval may result in the forfeiture of Bidder's EMD. The bidders must have One year experience. Must possess FSSAI license. In case of MSME/Start-up agencies the relaxation will be available as per rules.

Period of Validity of Bids

The Bids shall remain valid for 120 days from the date of bid opening prescribed by the HSCC. A bid valid for a shorter period shall be rejected by HSCC as non-responsive.

Earnest Money Deposit:

All bids must be accompanied by EMD and the same should be in the form of Demand Draft.

In case of EMD submitted in the form of DD: The EMD in the form of DD [in original] should be delivered latest by 11:00 am on the date of submission of bids to communication address of HSCC.

in following format

With tender reference _____ as subject line. The bidder is also required to submit the successful transaction details along with technical bid as given below:

Name of the bidder

EMD Amount Paid in Rs.

Ref. No. DD No. with Bank Details Transaction date

The EMD may be forfeited:

- a) If a bidder withdraws or modifies its bid during the period of bid validity
- OR

b) In the case of the successful bidder, if the bidder fails to sign the Contract (i.e., return the signed copy of duplicate Purchase order, and furnish Performance Security, if asked for), deliver the goods as per contract. Unsuccessful bidder's bid security will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of the bid validity of 120 days from the date of bid opening. The successful Bidder's EMD will be discharged upon the Bidders executing the Contract i.e., return the signed copy of duplicate Purchase Order, and furnish the Performance Security, if asked for.

The EMD will be forfeited in following cases:

- a) If the bidder withdraws its tender before the finalization of tendering process/contract.
- b) If the bidder fails to accept the order based on his offer (bid) and within the prescribed time. c) If the performance during the contract period is found unsatisfactory d) The Tender is liable to be rejected in case EMD at prescribed rate is not furnished along with the tender.

Price:

The bidder shall indicate on the Price Bid as per Format the final unit prices (after considering discount, if any) including applicable GST for the goods/ services it proposes to deliver under the contract. Prices indicated in the Price Bid shall be entered in the following manner a. The item wise quoted price of goods to be supplied shall be indicated in the field "Unit Rate (in Rs.)" and shall include the charges for packing and forwarding, transportation, transit insurance, unloading and all other local costs incidental for delivery to their final destination, storage insurance (if asked for) and safe custody at recipient's place (If asked for).

Fixed Price:

Price quoted by the Bidder shall be fixed during the bidder's performance of the Contract/Supply and not subject to variation on any account. A bid submitted with an adjustable price quotation for such goods and services will be treated as non-responsive and rejected. Payment of differential amount due to price variation on account of change in applicable taxes and duties on the invoiced items/ services shall be payable only if, the details of the taxes and duties included in the prices is furnished in the Technical bid (Part – I). If any altogether new tax and duty is imposed on such contract after the bid opening date, the same shall be considered for payment/ reimbursement upon documentary evidence. Similarly, the differential amount shall be recovered, if the rates of taxes and duties are revised downward.

Bid Form:

- i) The Bidder shall complete the Bid Form furnished in the Bidding Document and submitted in the HSCC Office.
- ii) All the required documents, duly signed, should be submitted on or before the specified date and time.

Opening of Bids Technical bids of those bidders whose EMD in the form of Original DD have reached the office of HSCC as mentioned in the document, shall be opened in the presence of bidder on the date and time specified in the tender document. HSCC will open the technical bids on the time and date stated in the document. Bidders can present at the time of opening of the bids. Price/Commercial bids will be opened only those bidders whose Technical Bid (Part-I) is found to be acceptable by HSCC. Such eligible bidders will be intimated the date of opening of Commercial Bid (Part II) separately.

Evaluation of bids

1. Preliminary Evaluation HSCC will examine the technical bids to determine whether they are complete, whether required EMD and supporting documents have been furnished, and whether the bids are generally in order. Where the bidder has quoted and the bid security furnished is inadequate, the bid will be treated as non-responsive. HSCC will also examine whether the bid is complete. Prior to the detailed evaluation, HSCC will determine the substantial responsiveness to the bidding document. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations. A material deviation is one which affects in any substantial way the functionality, scope, quality or performance of the deliveries or which limits in any substantial way

inconsistent with the bidding documents, HSCC's rights or the bidder's obligations under the contract and the rectifications of which deviations would affect unfairly the competitive position of other bidders presenting substantially responsive bids. HSCC's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. No post-bid clarification at the initiative of the bidder shall be entertained. For evaluation and comparison of bids, the purchaser may, at its discretion, ask the bidder for clarification on the bid. The shortfall information / documents shall be sought only in case of historical documents which pre-existed at the time of tender opening and which have not undergone change since then. So far as the submission of the documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents shall be asked for and considered.

In case the required clarification are not received by the Purchaser in time, the Technical bid may be treated as incomplete and non-responsive. A bid determined as not substantially responsive will be rejected by HSCC and will not subsequently be made responsive by the Bidder by correction of the non-conformity.

2. Evaluation and Comparison of Bids The Evaluation and comparison of bid will be done on the basis of quoted price for the items listed in the Price/Commercial Bid at Sl. No. 1 to Sl. No. 3 only for Annual Contract for Providing Canteen Services.

3. Currency of Bid All bid prices shall be in Indian Rupees only.

Award Criteria

HSCC will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has quoted the lowest price.

HSCC may award one single contract or more than one contract to the successful bidder at HSCC's discretion.

Signing of Contract

Within 30 days from the receipt of the Purchase Order, the successful bidder shall return the duplicate copy of the Purchase Order, duly signed and sealed, Performance Security, wherever applicable. Failure of the successful Bidder to comply with this Clause shall constitute sufficient grounds for the annulment of the award and forfeiture of the Earnest Money Deposit.

Rights Reserved by HSCC

HSCC does not bind itself to accept the lowest bid. HSCC reserves the right to award the job either in part or full. HSCC at its sole discretion and without assigning any reason thereof, also reserves the right to accept any/or reject any or all bids.

Note: i. Deviations in commercial terms and conditions of the bid may be rejected

ii. GST TDS will be deducted, if applicable as per relevant section of CGST Act.

GENERAL TERMS & CONDITION:

1. The tenderer needs to fulfil its complete detail as requested in the prescribed format enclosed as "Tenderers'/Bidders' Profile".
2. The Technical details/ specification of items mentioned/required is enclosed.
3. The tenderer needs to quote the rate for the item(s)/ material(s) as per the format enclosed as "Price/Commercial/Financial Bid".
4. All entries in the 'Tender Form' should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Price Bid Form Price/Commercial/Financial Bid). In such cases, the tender shall be summarily rejected.
5. The tenderer must furnish full details and information as required in this bid document.
6. Based on the evaluation of the proposal submitted by the tenderer, one of the bidders will be selected.
7. Award of the bid/order is at the sole discretion of HSCC.
8. In case canteen operator fails to serve as per the contract agreement/terms & conditions, the above security deposit shall be forfeited by HSCC
- 9.If the canteen operator fails to deliver vacant and peaceful possession on expiry of the agreement or earlier determination, the canteen operator will be liable to pay Rs. 2000/- per day from the date of expiry of the agreement/termination of the contract by way of Liquidated Damages to HSCC till the canteen space is vacated.
- 10.The Canteen operator at the end of their term of contract of one (1) year, peacefully surrender and yield up to the Admin Department /HSCC the space and goods in good initial/usable state and condition in all respect.
- 11.Any money found recoverable shall be recovered under the public Demand Recovery Act without prejudice to any other mode of recovery.

OTHER TERMS & CONDITION:

1. The Canteen operator is allowed to serve foods to the visitors, only after the consent of respective department Heads or Administration department of HSCC, on the approved price list as agreed and approved by HSCC. The Price List shall be on display in the canteen
2. The rate and items served by canteen operator shall be approved by competent authority of HSCC. All milk and milk products to be used by canteen operator shall be of High Quality.
3. The contractor shall sell items in the canteen against coupon/cash/UPI payment.

4. The Canteen operator shall bear and pay the cost of repairs and maintenance of the canteen space together with any improvement as would be deemed necessary and be made by the canteen operator with the approval of Competent Authority of HSCC. The Canteen operator shall keep the canteen space in good and usable conditions. If any damage caused by the canteen operator shall be repaired at its own cost. The canteen operator shall not do any act of nuisance or annoyance or inconvenience to the other occupiers in the building, or neighbours.
5. The Canteen operator shall not store or allowed to be storing any inflammable or obnoxious article in the canteen space excepting those as may be required for the use of the canteen operator which is covered by any lawful license.
6. Administration Department of HSCC will have the right to inspect the entire canteen space and shall also test the sample of food items for quality checking.
7. If there is any complaint on the hygiene aspect or quality of food, which will appear justified by the HSCC, the contract is liable to be terminated after a hearing.
8. The Canteen operator shall be allowed to use water, urinal and toilet on common usage basis.
9. The Canteen operator shall obtain all the necessary licenses including FSSAI and approvals including all insurance covers for running its business in the canteen at HSCC
10. Canteen space shall not be used for catering services.
11. No liquor would be served in the Canteen.
12. Number of canteen staff to be decided in consultation with the Admin Dept of HSCC. All staff engaged by the agency shall have photo identity cards with construe signature of the competent authority of HSCC.
13. The canteen operator shall run the canteen in all days including public holidays.
14. The Canteen operator shall use the premises ONLY for which it has been given by HSCC under the contract. The use of the premises for other purposes will lead to the suspension/termination of the contract.
15. HSCC reserves the right to accept or reject any or all the offers without assigning any reason thereof. For all legal matters & dispute Delhi court shall be our Jurisdiction.
16. The Canteen operator shall serve foods-packets/ snacks etc. on special occasions/ as and when required basis only with the consent of Administration department of HSCC.

TENDERERS' PROFILE

1 Name of Vendor/ Tenderer :

2 Address of Registered Office :

3 Address :

4 Name of Contact Person :

5 Contact Nos. :

6 Year of Establishment :

7 G.S.T. No & Reg. Date :

8 PAN No & Date :

9 Turn Over Of last 3 Year :

10 If You have maintained any quality standard (Pl. Specify)

11 Name of Clients (Pl. Specify in separate sheet)

12 Min. Lead Time Required (Days)

13 Bank Details Name of Bank : Branch Address: Account No. : IFSC Code :

14 Documents to Be Attached 1. Copy of Registration + PAN Copy + GST Regn. + MSME Certificate/Startup 2. Fin. Statements with self attestation.

Document for providing Canteen Services at HSCC

Technical Details

Name of the Firm (As per Registration Certificate)

Communication Address of the Firm (As per Registration Certificate)

Year of commencement of business

Name, Designation and tel. No(s) of Authorized person with email address

Type of Business Involved in:

Statutory details (self attested photocopy to be attached)

a. Registration No. of the Firm

b. PAN

c. ESI Reg. No.

d. GST Reg. No.

e. EPF Registration No.

f. ESI Registration No.

g. Food Safety Reg. No. (FSSAI)

Income Tax Assessment Completion Certificate for last three financial years duly certified by CA Certificate.

ISO 22000:2005 (copy to be attached) if available

List of present and past clients (Please use separate sheet for each).

Date____/____/2026

Signature of Bidder_____

DECLARATION

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER. (To be executed & attested by Public Notary on Rs. 50/- non judicial Stamp paper by the bidder)

I / We _____ Manufacture / Partner(s)/ Authorized Distributor /agent of M/S. _____ hereby declare that the firm/company namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India. Or I / We _____ Manufacture / Partner(s)/ Authorized Distributor / agent of M/s. _____ hereby declare that the Firm / company namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I / we are fully aware that the tender / contract will be rejected / cancelled by HSCC and EMD / SD shall be forfeited.

In addition to the above, HSCC, will not be responsible to pay the bills for any completed / partially completed work.

Name _____ Address _____ Attested:
(Public Notary)

FINANCIAL/PRICE BID

Ref. No. _____

Dt. ____/____/2026

Price Schedule of Items to be sold in HSCC (The prices to be quoted by bidders should be inclusive of GST)

Sl. No.	Items	Unit	Rate (in Rs.) (inclusive of GST)
1	Tea	Cup 100 ml	
2	Special Tea	Cup 100 ml	
3	Coffee	Cup 100 ml	
4	Biscuits/Chips*	Packet	

) Can not be sold at more than the MRP. Discount, if any, may be indicated as % on MRP. If the bidder wishes to offer no discount on MRP then "On MRP" must be written against Sl. No. 4

Signature of Bidder _____