



ICSI-WIRC, 13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai- 400 021

WIRC/Admin/Catering/2025

14 October 2025

M/s.

Dear Sir,

Sub: Empanelment of Caterers for RATE CONTRACT for Providing Catering Services at ICSI-WIRC, 13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai- 400 021

Greetings from the Institute of Company Secretaries of India -Western India Regional Council (ICSI-WIRC).

The Institute of Company Secretaries of India (ICSI) is a statutory body constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 (**herein after referred as ICSI / Institute**). ICSI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India and having its head office at 22, Institutional Area, Lodi Road, New Delhi. The Institute has other offices at C-36 & C-37, Sector – 62, Noida – 201 309. ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India. The Western India Regional Office of the Institute is located at **ICSI-WIRC, 13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai- 400 021**

The Institute of Company Secretaries of India, **ICSI-WIRC having its office at 13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai- 400 021** is proposing to empanel of caterers for providing catering services at its premises for various training programmes for the students and members of the Institute. The annual outlay of catering services is 15 lakh per annum (appx).

The sealed quotations are invited from reputed catering vendors (sole proprietor/partnership/company (Pvt. Ltd or Ltd.) having their supply of food point within 05 kms radius of this office (Nariman Point) on their company letterhead for empanelment & rate contract as caterers for providing catering services at ICSI-WIRC for a period of **three years** which shall be renewable on year-to-year basis based on performance for providing catering services so as to reach to **ICSI-WIRC, 13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai- 400 021 by hand/speed post/courier latest by 24 October 2025 at 01:00 p.m.**

The details of the tender documents are given below:

1 Scope of the work:

SI No.	Items	Rate Per Pax (Rs.)	GST @	Total Amount (Rs)
A	Regular Thali consists of: . Dry/Gravy Vegetable (01 no) . Dal/ Dal Fry/Dal Tadka . Rice . Chapati (02 nos) . Papad . Sweet . Salad			
B	Premium Thali consists of: . Gravy vegetable (01 no) . Dry vegetable (01 no) . Rice . Dal/ Dal Fry/Dal Tadka . Chapati (03 nos) . Papad (01 no) . Sweet . Salad			
C	Buffet (Unlimited) consists of: Soup, Vegetable (01 Gravy & 01 Dry), Dal, Rice (Plain or jeera), Chapati, Sweet or ice cream, Raita, Green Salad, Pickle.			
D	South Indian dishes: a) Masala Dosa and its equivalent b) Idli Sambhar/Wada Sambhar (per Plate)			
E	Others: a) Veg Grill Sandwich b) Pav Bhaji (Unlimited) c) Missal Pav (Unlimited)			

- 1.1 To Cater to the requirements of students attending classes/ training programs and members attending workshops/seminars at WIRC premises. The caterer serves snacks, lunch in day-to-day functioning and high tea, lunch/dinner in various official meetings, programmes, seminars and functions/training programs organized by the WIRC-ICSI from time to time as per the requirements of the office.

2 Eligibility Criteria (Mandatory Requirements):

Sl. No.	Eligibility Criteria	Documents to be submitted
1	The bidder shall either be a company or LLP or partnership firm registered under the Indian companies Act, 1956 / 2013 or Indian Partnership Act, 1932 or registered as LLP or a Proprietor / partnership having registration of trade license from the local authority specifically for operating food business as the case may be and must have their registered office or business office at Mumbai.	Self-attested copy of certificate of incorporation, MoA and Articles of Association in case of a company or LLP registration certificate or partnership registration deed or trade license as the case may be.
2	Bidder must have GST registration and PAN.	Enclose self-attested photocopy of the documents
3	Submission of copy of valid registration with NSIC/MSME. (if applicable)	NSIC/MSME registration certificate
4	Bidder must have at least 5 years' experience of providing Catering service in reputed organisations/establishments with full satisfaction of the client ended as on tender date. (Please enclose certificates / work orders from the previous or existing clients).	Copy of order/ agreement and/or Performance certificate of the work.
5	Average Annual Turnover in immediately preceding three consecutive financial years ended as on 31.03.2025 must not be less than Rs. 10.00 lakh per annum.	self-attested copy of Audited P&L accounts of the bidding firm in support of the bidder's submission
6	There shall not be any case or charge under investigation / enquiry / trial against the bidder, nor convicted in a Court of Law nor suspended/ blacklisted by Government Department /Ministry/ Organization/ PSUs/ Autonomous bodies/Statutory bodies etc..	Self-attested undertaking
7	FSSAI License number	Attach a copy
8	Distance from the point of supply of food to ICSI-WIRC, Nariman Point, Mumbai-21	In kms

3 Salient Features of the tender:

- 3.1 The Quotation should be submitted on the letterhead with signed and stamp of authorized signatory of your firm in a **Sealed Envelope** addressed to “**Director, ICSI - WIRC**” duly mentioned on the Envelope “**Empanelment of Caterers for RATE CONTRACT for Providing Catering Services at “ICSI-WIRC”** so as to reach latest by **1.00 PM on 24 October 2025 at 13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai- 400 021** either by post or in person.
- 3.2 Quotations received after the due date & time for any reason shall not be entertained.
- 3.3 The quotations shall be opened on **25 October 2025 at 03:00 PM** at **ICSI-WIRC, 13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai- 400 021** in the presence of bidder(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for ICSI-WIRC / Central Government offices, the due date for opening of the bids will be the following working day at the appointed time and venue.
- 3.4 No corrections in the quotation will be accepted. Any correction shall be signed by the authorized person of the organisation.
- 3.5 ICSI-WIRC reserves the right to select or reject any quotation, increase or decrease the quantity, and award the work to any vendor without assigning any reason, thereof.

4 Periodicity

- 4.1 The contract will be initially for a period of three years which may be extended further as per quoted rates, terms and conditions, as mutually agreed upon. The contract would be renewable on yearly basis based on the performance of the vendor.
- 4.2 The rates quoted should be valid for a minimum of one (01) year from the last date of the quotation.

5 Payment Terms:

- 5.1 Generally, payment shall be made on monthly basis within 14 working days after submission of bills, after verification by the office.
- 5.2 The bill shall be paid in terms of the actual consumption and the same must be verified by the authorized officer of the WIRC-ICSI. If there is any variation, payment shall not be released. Any supply of food items without proper authorization by the designated authority of WIRC-ICSI shall not be paid.
- 5.3 The agency shall submit the bill with the desired description in time to **ICSI-WIRC, 13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai- 400 021**

- 5.4 The Pan No. and GST No. shall be printed on the bill. The party shall provide their ECS mandate for the release of the payment.
- 5.5 The WIRC-ICSI will deduct Income Tax (TDS) at source under section 194-C of the Income Tax Act 1961 from the agency of such sum as income tax on the income comprised therein.
- 5.6 In the event of delay of payment due to any query, objection, or dispute with regard to any bill or a part thereof, the Caterer shall not be entitled to any interest to be paid by the WIRC-ICSI for delayed payment due to the same.
- 5.7 The rates quoted should be inclusive of supply of food, transportation, any other cost etc. including GST. The GST number of your firm should be clearly mentioned on the quotation.
- 5.8 The rates quoted by you will be mentioned in the work order. **However, the payment will be made based on actual number of meals served to actual number of pax.**

6 Timings of the Catering Services:

- 6.1 Generally, lunch time shall be from 13:30 hrs. to 14:30 hrs. The meal should reach the venue 15-30 minutes before the scheduled time. Any deviation in timings will be informed well in advance. Timings and requirements for other catering services like breakfast, lunch, dinner, hi-tea etc. will be intimated as and when requirement arises.

7 Statutory Obligations of the Vendor:

- 7.1 The Caterer shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing good Catering services in WIRC-ICSI.
- 7.2 The employees of the Caterer should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- 7.3 The Caterer shall be responsible for timely payment of wages to his/ her workers for smooth function of service.
- 7.4 The Caterer shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
- 7.5 Employment of child labour is strictly prohibited under the law. The Caterer shall not employ any child.
- 7.6 In the event of violation of any contractual or statutory obligations by the Caterer, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the WIRC-ICSI by any individual, agency or government authority due to acts of the Caterer, the Caterer shall be liable to make good/compensate such claims or damages to the WIRC-ICSI. As a result of the acts of the Caterer, if the WIRC-ICSI is required to pay any damages to any individual, agency or government authority, the Caterer shall be required to reimburse such amount to the ICSI-WIRC.

- 7.7 The Caterer shall not appoint any sub-Caterer to carry out his obligations under the contract.
- 7.8 The WIRC-ICSI reserves the right to appoint officers/officials to inspect the quality of food and other items prepared. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Caterer.
- 7.9 The Caterer shall get the prices of all extra items approved by the ICSI-WIRC and no changes, what-so-ever shall be made without prior written approval of the WIRC-ICSI.

Other Obligations of the Vendor:

- 8.1 The Caterer shall use only branded raw material for preparation of eatables.
- 8.2 Supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the WIRC-ICSI's campus. Any breach of such restrictions by the Catering Caterer shall attract deterrent action against the Caterer as per statutory norms.
- 8.3 No minimum guarantee shall be furnished to the Caterer towards consumption of food items.
- 8.4 The waiters or manpower deployed by the Caterer shall be directly under the supervision, control and employment of the Caterer and they shall have no connection what-so-ever with WIRC-ICSI. WIRC-ICSI shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against ICSI-WIRC for employment or regularization of their services by virtue of being employed by the Caterer, against any temporary or permanent posts in ICSI-WIRC.
- 8.5 The Caterer shall bring his own tools, good quality crockery, hot boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the Catering services in addition to what is provided for by WIRC-ICSI.
- 8.6 On 2nd & 4th Saturdays, Sundays and Holidays if required due to official exigencies, the Caterer shall have to provide the catering services on receipt of information from the WIRO officials.

9 Termination of the Contract:

- 9.1 Either party may terminate the contract without assigning any cause by giving **one month notice** in writing. However, the notice period may be extended by mutual agreement till alternate arrangements are made. Further, any pending or unresolved service, function, task, performance, unpaid fees and any other remedies shall continue by both the parties during the period of termination notice and the same must be satisfied before this agreement is terminated.

- 9.2 The Contract in whole or part can be terminated at the option of the ICSI-WIRC by giving notice of one month in writing of the fact with reason to the Caterer, who shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived from the execution of the contract full.
- 9.3 The ICSI-WIRC without prejudice to any other remedy, reserves the right to terminate the Tender/Contract in whole or in part and also to blacklist the Caterer for a suitable period without giving any notice in case he fails to honour his bid or contract without sufficient grounds or found guilty for breach of condition /s of the tender or contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by such Caterer or by its staff. ICSI-WIRC's decision in such a situation shall be final and shall be accepted by the Caterer without any objection or resistance.

10 Penalty

- 10.1 The ICSI-WIRC reserves the right to impose a penalty (to be decided by the ICSI-WIRC authorities) on the Caterer for any serious lapse in maintaining the quality and the services wilfully or otherwise by the Caterer or his staff or for any adulteration.
- 10.2 If the ICSI-WIRC is not satisfied with the quality of eatables served, services provided or behaviour of the Caterer or his/her employees, the Caterer shall be served with 24-hour notice to improve or rectify the defect(s), failing which the ICSI-WIRC shall be at liberty to take appropriate necessary steps as deemed fit.

11 Arbitration

- 11.1 In case of any dispute, difference, claims and demands arising in relation or pursuant or touching to the meaning or interpretation of this tender and contract, the authorised official of the ICSI-WIRC and the Bidders will address the disputes/differences for mutual resolution and failing which the matter shall be referred to the sole arbitrator appointed by mutual consent of the parties. The provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force shall be applicable to the arbitration proceedings. The venue of the arbitration shall be at Mumbai. The cost of the Arbitration proceedings shall be shared equally by both the parties. The decision / award of the arbitrator shall be final and binding. The proceedings of arbitration shall be in English language.

12 Force Majeure

12.1 For the purpose of this Article, Force "Majeure" means any cause, which is beyond the successful bidder control or that of the Institute, as the case may be, which both could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the order, such as:-

- War / hostilities
- Riot or civil commotion
- Earth Quake, Flood, Fire, Tempest, Epidemics, Lightning or other natural physical Disaster, Quarantine restricts and Freight embargoes
- Restrictions imposed by the Government or other statutory bodies, which is beyond the successful bidder control or of the Institute, which prevent or delay the execution of the order either by the successful bidder or by the Institute.

12.2 If a Force Majeure situation arises, the empanelled bidders are required to promptly notify ICSI-WIRC in writing of such conditions and the cause thereof within a period of three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by the ICSI in writing, the successful bidder will continue to perform its obligations under this order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.

13 Jurisdiction:

13.1 Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Mumbai courts only.

14 Annexures I & II are to be submitted along with the tender document duly filled.

For any details / clarifications, **Ms. Bhavna Rakte** may be contacted **at 022-61307918**.
email id: bhavna.rakte@icsi.edu

Dated: 14 October 2025

Regional Director
ICSI-WIRC

14 October 2025**SUB: Tender for Empanelment of Vendors (Rate Contract) for Catering Services at ICSI-WIRC,
13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai- 400021****Form I: PARTICULARS OF BIDDER
(ALL COLUMNS ARE TO BE FILLED IN BLOCK LETTERS)**

No.	Particulars	
01	Name of the bidder	
	a) Trade Name	
	b) Status of bidder (Proprietor/Partnership firm/Limited Co./Pvt. Ltd./LLP) (Enclose self-attested copy of document)	
	c) Name CEO/Directors/Partners/Proprietor	
02	Postal Address	
03	Telephone No./Mobile No. of communication	
04	a) E-mail address (Mandatory)	
	b) Website address (If available)	
05	Bank Draft No. Date, Bank Name and amount (if applicable)/ MSME or NSIC Regn. No.	
	a) MSME/NSIC Regn. No. (if applicable) & its validity period (Enclose self-attested certificate photocopy)	
06	Name of Banker, Branch Name, A/c No. & IFS Code (for e-payment purpose)	
07	PAN (Enclose self-attested photocopy)	
08	GSTIN Code (Enclose self-attested photocopy)	
09	Trade License/Business License/CIN (If applicable) (Enclose self-attested photocopy)	
10	Lab. License/ EPF/ESIC Regn. No. (If applicable)	
11	Any other relevant information e.g. number of Years of Experience in similar line of business/Turnover for last financial year)	
12	FSSAI License number (attach copy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No._____. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for "_____ (name of the work or supply)"

Signature _____
(Authorized signatory of the agency)

Name of the bidder _____

Date _____

Official seal of bidder _____

- NOTE: Please submit all supporting documents (self-attested photocopy) wherever applicable in support of the information furnished above with seal and signature of the bidder's authorized representative.

To be printed on Company's letterhead

14 October 2025

**SUB: Tender for Empanelment of Vendors (Rate Contract) for Catering Services at ICSI-WIRC,
13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai- 400021**

Form II: Eligibility Criteria Details

S. No.	Particulars	Documents to be submitted	Response Yes/No	Supporting Document Reference with Page No.
1.	The bidder shall either be a company/LLP/ partnership firm registered under the Indian companies Act, 1956 / 2013 or Indian Partnership Act, 1932 or registered as LLP or a Proprietor having registration of trade license from the local authority specifically for operating food business as the case may be and must have their registered office or business office in Delhi/ NCR.	self-attested copy of certificate of incorporation, MoA and Articles of Association or LLP registration certificate or partnership registration deed or trade license as the case may be.		
2.	Bidder must have GST registration and PAN.	enclose self-attested photocopy of the documents		
3.	Submission of the copy of valid registration with NSIC/MSME.(if Applicable)	NSIC/MSME registration certificate		
4.	Bidder must have at least 5 years' experience of providing Catering service in reputed establishments with full satisfaction of the client ended as on tender date. (Please enclose certificates / work orders from the previous or existing clients).	Copy of order/ agreement and/or Performance certificate of the work.		
5.	Average Annual Turnover in immediately preceding three consecutive financial years ended as on 31.03.2025 must not be less than Rs. 10.00 lakh per annum.	self-attested copy of Audited P&L accounts of the bidding firm in support of the bidder's submission		
6.	There shall not be any case or charge under investigation / enquiry / trial against the bidder, nor convicted in a Court of Law nor suspended / blacklisted by Government Department/Ministry/ Organization/PSUs/Autonomous bodies/Statutory bodies etc..	Self-attested undertaking		
7.	FSSAI License Number	Attach a copy		
8.	Distance from the point of supply of food to ICSI-WIRC, Nariman Point, Mumbai-21			

NOTE:- The conditional bids will be summarily rejected.

Name and Signature of Bidder

with official Seal