



HAJ COMMITTEE OF INDIA

(Statutory body constituted under the Act of Parliament No. 35 of 2002)

Ministry of Minority Affairs, Government of India

Haj House, 7-A, M. R. A. Marg (Palton Road), Mumbai – 400 001

E-TENDER NOTICE

Tender No. HCoI/2025/Dated: 16.07.2025

Tenders in Two Bid System (Technical & Financial) are invited from Registered Catering Service Providers through the Government e-Market Place (GeM Portal) for providing on subsidized rate catering/cafeteria services to the students of Haj House Residential Coaching Institute (HHRCI) for Combined Services at Haj House, 7-A, M.R.A. Marg (Palton Road), Mumbai – 400 001, under the aegis of Haj Committee of India (HCoI), Mumbai.

1	Description of work	Providing Catering Services to 100 and above Students of HHRC at 17 th floor Mess, Haj House, 7-A, M.R.A. Marg, (Palton Road), Mumbai – 400 001 under the aegis of Haj Committee of India (HCoI) Mumbai
2	Location of Work	17 th Floor, Haj House, 7-A, M.R.A. Marg, Mumbai – 400 001.
3	Earnest Money Deposit (EMD)	Rs.10,000/-
4	Security Deposit	Rs.1,50,000/-
5	Number of students	100 or above
6	Period of contract	Tentatively for a period of One (01) Year w.e.f 15.08.2025.
7	Downloading tender document from GeM Portal cqr Haj Committee of India website: www.hajcommittee.gov.in	16.07.2025 (16:00 Hrs. IST) To 26.07.2025 (16:00 Hrs. IST)
8	Last date & time for submission of tender online	Upto 16:00 Hrs. IST 26.07.2025
9	Bid opening date & time	At 15:00 Hrs. IST on 28.07.2025
10	Mode of bid Submission	Through GeM Portal
11	Pre-Bid Meeting	21.07.2025 at 15:00 hrs.

Sd/-

Chief Executive Officer
Haj Committee of India
Mumbai

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Bait-ul-Hujjaj (Haj House), 7-A, M. R. A. Marg (Palton Road), Mumbai – 400 001.

Haj House Residential Coaching Institute (HHRCI), Mumbai.

Catering Tender Form 2025-26 for Coaching & Guidance Cell (C&GC)

Tender Notice / Terms & Conditions

Tenders in Two Bids System (Technical & Financial) are invited from Registered Catering Service Provider from Mumbai for providing catering/cafeteria services to the students of Haj House Residential Coaching Institute (HHRCI) for Combined Services at Haj House, 7-A, M.R.A. Marg (Palton Road), Mumbai – 400 001, under the aegis of Haj Committee of India (HCoI), Mumbai.

1. The bidder has to submit Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only) separately in the form of Demand Drafts drawn on any Nationalized Bank in favour of “Haj Committee of India”. No bid shall be entertained without Tender Fee / EMD. A scanned copy of demand drafts must be uploaded alongwith the tender as well.
2. **Introduction of Haj Committee of India:**

Haj Committee of India is a statutory body constituted **under the Act of Parliament No.35 of 2002, working under the administrative control of Ministry of Minority Affairs, Govt. of India, New Delhi** and is associated with arrangements for Indian Haj Pilgrims at Haj House Building, before they proceed to Saudi Arabia and on their return to India. Haj Committee of India is entirely financed by contributions made by pilgrims annually. It is, therefore, not a commercial / profit making entity. Moreover, this office is a services-oriented organization working for Noble Cause of Haj Pilgrims.

3. The tender is to be submitted on GeM Portal

Eligibility Criteria for participating in bidding:

Sr. No.	Criteria Details	Supporting Documents by Bidders
1.	The bidder must be a Firm / Proprietary / Partnership / Company / LLP registered under Companies Act, 1956 with an experience of minimum 02 years in the field of Catering services as on 30.06.2025.	<ul style="list-style-type: none">• In case of Proprietorship concerns copy of Shop License/Registration and the GST Registration certificate.• In case of partnership firms, Copy of the firm registration certificate, partnership deed and PAN / GST Registration Certificate.• In case of company, copy of Certificate of Incorporation issued by Registrar of Companies and full address of the registered office plus PAN / GST registration certificates.• In case of LLP company, copy of certificate of incorporation, LLP Agreement, PAN / GST registration certificates

2.	<p>The tenderer should have running contract of providing catering service in, Government Financial Institutions, Government Educational Institutions, Central and State, at least 2 (two) Public Sector Banks Govt. departments/organizations, Public Sector Undertakings having strength of at least 100 staff members, among which <u>at least 1 organization must be based in Mumbai</u></p>	<p>Copy of the work order and work completion certificates issued by the Principal Employers specifying following information relating to the works carried out during last 2 years ending on 30.06.2025:</p> <ol style="list-style-type: none"> 1. Scope of work. 2. Contract value. 3. Period of the contract. 4. Date of commencement of the contract 5. Date of completion of the contract 6. Satisfactory Report
3.	<p>Last three financial years turnover The bidder should have a minimum average annual turnover of ₹80.00 Lakh for the last 3 financial years.</p>	<p>Copy of Audited Balance Sheet for the financial years. In case audited financial statement for latest year is not available, a copy of provisional accounts statement duly certified by Chartered Accountant.</p>
4.	<p>The bidder must have “Similar Completed Work” carried out during last 3 years ending on 30.07.2025 either of the following:</p> <ul style="list-style-type: none"> • One similar completed work having Annual Bill Value not less than INR. 60 Lakhs. <p>OR</p> <p>Two similar completed works each one having Annual Bill Value not less than INR. 30 Lakhs.</p> <p>OR</p> <p>Three similar completed works each one having Annual Contract Value not less than INR. 20 Lakhs.</p>	<p>Copy of the work order and work completion certificates issued by the Principal Employers</p>
5.	<p>The bidder should have office at Mumbai.</p>	<p>Agreement/Establishment Certificate from Competent Authority to be submitted as Address Proof</p>

6.	<p>The bidder should have applicable and valid registrations with statutory authorities, viz.</p> <ul style="list-style-type: none"> • Food C Drug (FSSAI) • Health License • NOC from Fire Department • Maharashtra Labour Welfare • Income Tax (PAN) / TAN, • Goods C Service Tax (GST), • Labour License • EPF Certificate • ESI Certificate. 	Valid Certified copies of supporting documents to be attached.
7.	<p>The bidder should not have been disqualified / debarred / terminated/ blacklisted during last 3 years from any Governments, Semi-governments, PSUs, Banks including any of the Offices / Branch of Bank of Baroda Pan India, Multi-National Corporations or involved in any illegal activity or financial frauds.</p>	Suitable declaration to this effect to be submitted on the Letter Head of the bidder duly signed by the Authorised Signatory only
8.	<p>The Bidder should not have been penalized by law enforcing agencies such as labour department for non-conformation of labour laws during last 3 years of service provided</p>	Suitable declaration to this effect to be submitted on the Letter Head of the bidder duly signed by the Authorised Signatory only
9.	Pan Card	Copy
10.	Catering Management Certificate	Self-Attested Certificate Copy
11.	Proof of Registration Certificate in appropriate class of contractor, issued by the Competent Authority	Self-Attested Certificate Copy

“Similar Completed Work” under this clause shall mean successful completion of catering services work for Government Educational Institutions, Government Financial Institutions, Public Sector Banks, Central and State Govt. departments/organizations, Public Sector Undertakings based in Mumbai etc.

Only Bidders that fulfil all the eligibility criteria as mentioned above are eligible to participate in this Bid. The Bidder should submit their responses along with documentary evidence and self- declaration, as required for the above eligibility criteria. Proposals of those Bidders, who do not fulfil any of the eligibility criteria as stated in full, will be summarily rejected.

Following weekly Menu is to be served to the students enrolled with Haj House Residential Coaching Institute (HHRCI).

WEEKLY FOOD MENU:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Rate /day /student
Breakfast: 8.00 am to 9.30 am 100 ml Milk Tea / Coffee	Egg Bhurji with Pav + 100 ml Milk + One slice of Watermelon	Idli + Sambhar + Chutney + 100 ml Milk + One slice of Papaya	Puri Bhaji + Butter + Jam + 100 ml Milk + One slice of Muskmelon	Omlet + Aloo Parata + Sambhar + Chutney + 100 ml Milk + One Banana	Chana Masala + Poha with bread + 100 ml Milk + One slice of Watermelon	Chhole +Bhatura + 100 ml Milk + One slice of Papaya	Masala Dosa with Chutney+ 100ml Milk + One slice of Muskmelon	
Lunch: 1.00 p.m. to 3.00 p.m.	Nauratan Korma with Papad + Dal + Rice + 2/3 Chapatis + Pickle	Egg Curry + Dal + Rice + 2/3 Chapatis + Pickle	Chicken / Beef Dal Ghost + Rice + 2/3 Chapatis + Pickle	Bhindi Masala + Dal + Rice + 2/3 Chapatis + Pickle	Chicken Biryani with Dahi Rabdi Kachumbar + Dudhi / Gajar Halwa or Kheer + Pickle	Soyabee n + + Dal + Rice + 2/3 Chapatis + Pickle	Dal Makhani + Rice + 2/3 Chapatis + Pickle	
Evening Tea/Snacks: 4.00 pm to 5.30 p.m.	Tea with Biscuit	Tea with Vada Pau	Tea with Chicken Cutlet	Tea with Chicken Spring Roll	Tea with Toast / Khari Biscuit	Tea with Chicken Kabab	Tea with Veg. Samosa /Bread Pakoda	
Dinner: 8.00 p.m. to 10.30 p.m.	Chicken Korma + Dal + Rice + 2/3 Chapatis + Salad + Pickle	Chicken Schezwan Shahi Paneer Fried Rice / Bhajia Curry Khichdi+Da l + Rice + 2/3 chapatis + Pickle	Turai / Alu Parwal + Dal + Rice + 2/3 Chapatis + Salad + Pickle	Panner Tikka Masala + Dal + Rice + 2/3 Chapatis + Pickle	Alu Flower / Watana Mix Bhaji + Dal + Rice + 2/3 Chapatis + Pickle	Chicken Khima / Fish Gravy + Dal Rice + 2/3 Chapatis + Salad + Pic kle	Chicken Pulao / Paneer /Chicken Hyderabad i Tahri with Dahi Salad + Pickle	
Total Rate per Day Rs. =								
Total Rate per Day x 30 Days Rs.=								

Note: All materials/items/ingredients used for cooking should be of standard quality. Only Agmark Refined Oil will be used for Cooking.

Sd/-
Chief Executive Officer
Haj Committee of India
Mumbai

4. The contractor should execute a Security Deposit of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand Only) in the form of Bank Draft from any Nationalized Bank in favour of Haj Committee of India.

5. Contractor shall furnish declaration that he has not been debarred/ blacklisted from tendering by any authority / agency.

6. The Police Clearance Certificate (PCC) is to be produced by the successful bidder within one month in respect of the staff who are likely to be deputed at canteen.

7. The Caterer will provide catering services only to the students staying at Haj House, Haj Committee of India, Mumbai and should not provide catering service to any other outsider.

8. The caterer should ensure prohibition& consumption of Liquor, Cigarettes, and Narcotic Drugs & Psychotropic Substances etc. in the Haj House premises.

9. Applicable TDS will be deducted from the caterers' bill as per rules of the Government

10. Haj Committee of India reserves the right to accept or reject any tender without assigning any reason.

11.If the quality of an eatable prepared in a canteen is found to be sub-standard by any of the inspection authorities or beneficiaries, the whole quantity of that eatable will be destroyed and penalty will be imposed and suitable disciplinary action will be initiated against the defaulting canteen contractor/employees. Repeated penalties will result into the termination of the contract.

12.If the weight of an individual dish prepared is lesser or if lesser quantity of raw-material has been used than the reasonably prescribed limit by the Haj Committee of India, penalty will be imposed.

13. Ensure that all persons employed by him, for the purpose of rendering the catering services required by the Haj Committee of India under Haj Committee of India, are insured with Government of India recognized insurance companies, for which no extra payment will be made by the Haj Committee of India. The contractor shall be solely responsible for any injury or damages to any persons, animals or any other things.

14. Ensure that his employees, while in the premises of the Haj Committee of India or while carrying out their obligations to observe the standards of cleanliness, decorum, safety, good behaviour and general discipline laid down by the Haj Committee of India shall be the sole judge as to whether or not the contractor and/ or his employees have observed the same.

15. Personally, and exclusively supervise the work of his employees to ensure that the services rendered under Haj Committee of India are carried out to the satisfaction of the Haj Committee of India.

16. Ensure that no employees of the contractor will enter or remain on the Haj Committee of India premises beyond the specified time limits unless and necessary for fulfilling contractor's obligations.

17. Be liable for any damages/losses caused to the Haj Committee of India by way of damages to the Haj Committee of India premises or any part thereof or to any fixtures or fittings thereof or any property of the Haj Committee of India and therein by any act, omission, default or negligence of the contractor or his employees or agents

18. Supply and provide identity cards to his / her employees or agents who shall be doing the subject job at the Haj Committee of India premises at their own cost. All the employees and agents should always bear the identity card, while they are working in the Haj Committee of India premises.

19. The Contractor shall obtain license, if any, required under the Maharashtra State Government Law or Central Government Law as applicable in case of the services covered under this contract.

20. The Service Provider shall not subcontract or permit anyone.

21. The employees engaged by the contractor shall be trained and experienced people having good health, character; well behaved, obedient and skillful in their tasks. The Contractor shall not engage 'Minors' for catering service in the Bank.

22. The canteen premises and precincts thereto shall be cleaned and washed regularly with disinfectants by the contractor at his own cost. The Contractor will be responsible for proper pest-control of the canteen premises. The victuals in the canteen shall be covered under fly proof and rat proof receptacles which shall always remain functional and shall be replaced from time to time whenever required as directed by the Bank.

23. The Contractor shall take all precautionary measures to ensure the safety of the workmen employed by the contractor and the Haj Committee of India shall not be responsible in case of any eventuality.

24. The Contractor shall not engage any staff with criminal background against whom there is any complaint registered with the law enforcement.

25. The scope of work mentioned in this tender is minimum indicative. It shall, however, be sole responsibility of the contractor to ensure services to the utmost satisfaction of the Haj Committee of India without any extra charge but within the accepted tender amount only.

26. The contractor shall provide New Uniform (with Company's name badge) including Shoes, Seasonal Outfit, Apron, Hand gloves etc. to all its employees deployed in the premises within the quoted rate(s) and no extra payment shall be made to contractor on this account.

27. The food must be served fresh, warm / hot as the case may be. No leftover cooked food shall be served in any subsequent meal. No artificial colouring agent shall be added to any of the food items.

28. Vegetables, fruits, other perishables, dry foods and other raw materials should be of high quality C fresh and be procured from reputed dealers / shops. The contractor shall arrange for their purchases on his own and shall bear all expenses in connection with such purchases including its transportation to the place of delivery.

29. The perishable items like vegetables, milk products, sweet, meats, etc. should normally be purchased on the day required. These may, at the most, be purchased on the previous evening only to the extent they can be stored in the refrigerator. Non-vegetarian items procured a day in advance must be stored at suitable temperatures in the deep freezes.

30. Both Veg and Non-veg. items shall be served in the canteen. However, Veg. Food as well as Non-Veg. shall be prepared in separate utensils and utmost care shall be taken by the contractor to ensure that separate utensils are utilized and they do not get mixed up.

31. All employees engaged by the Service Provider shall be in sole employment of the Service Provider and the Service Provider shall be solely responsible for their salaries, wages, statutory payments etc. That under no circumstances shall Haj Committee of India be liable for any payment or claim or compensation (including but not limited to compensation on account of injury/death/termination) of any nature to the employees and personnel of the Service Provider.

32. Shall be the responsibility of the service provider for all negotiations with personnel relating to salaries and benefits, and shall be responsible for assessments and monitoring of performance and for all disciplinary matters.

33. Shall at all times use all reasonable efforts to maintain discipline and good order amongst its personnel.

34. Shall not exercise any lien on any of the assets, documents, instruments or material belonging to Haj Committee of India and in the custody of the Service Provider for any amount due or claimed to be due by the Service Provider from Haj Committee of India.

35. Shall be responsible for compliance of all laws, rules, regulations and ordinances applicable in respect of its employees, sub-contractors and agents (including but not limited to code of Wages Act, Provident Fund laws, Workmen's Compensation Act) and shall establish and maintain all proper records.

36. Shall not violate any proprietary and intellectual property rights of Haj Committee of India or any third party, including without limitation, confidential relationships, patent, trade secrets, copyright and any other proprietary rights in course of providing services hereunder.

37. Shall ensure that the quality and standards of materials and services to be delivered or rendered hereunder, will be of the kind, quality and timeliness as designated by the Haj Committee of India and communicated to the Service Provider from time to time.

38. Shall not work in a manner which, in the reasonable opinion of Haj Committee of India, may be detrimental to the interests of Haj Committee of India and which may adversely affect the role, duties, functions and obligations of the Service Provider as contemplated by this Agreement.

39. Shall be liable to Haj Committee of India for any and all losses of any nature whatsoever arisen directly or indirectly by negligence, dishonest, criminal or fraudulent act of any of the representatives and employees of the Service Provider while providing the services to the Haj Committee of India.

Sd/-

**Chief Executive Officer
Haj Committee of India
Mumbai**

Declaration by the Bidder

I/We solemnly hereby declare that:

- The firm/company is not involved in illegal activities or financial frauds. There are no cases with the Police/ Court/ Regulatory authorities against the bidder.
- The firm/company has not been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
- The firm/company has not been suspended / delisted / blacklisted by any organization including any Office of Haj Committee of India, on any grounds.
- The firm/company has not rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract. The firm/company shall give details of all disputes it had with its clients and furnish the status thereof.

Signature of the authorized person: _____

Name of the signatory: (_____)

(In block capital letters)

Status of the signatory i.e. proprietor / partner/director: _____

Date: _____

The Bidder undertakes that it will not cancel the Bid Security referred to above till the Bidder is returned the Bid Security from Haj Committee of India in accordance with the foregoing conditions.

Annexure I

The Bidder represents and warrants that the Bidder has obtained all necessary approvals, permissions and consents and has full power and authority to issue this Bid Security and perform its obligations hereunder, and the Bidder has taken all corporate, legal and other actions necessary or advisable to authorize the execution, delivery and performance of this Bid Security.

The absence or deficiency of authority or power on the part of the Bidder to issue this Bid Security or any irregularity in exercise of such powers shall not affect the liability of the Bidder under this Bid Security.

Dated this.....day

of.....

Place:

Date:

Seal and signature of the Bidder

HAJ COMMITTEE OF INDIA

(Statutory body constituted under the Act of Parliament No. 35 of 2002)

Ministry of Minority Affairs, Government of India

Haj House Residential Coaching Institute (HHRCI), Mumbai.

Financial Bid

Tender Form 2025-26 for Haj House Residential Coaching Institute (HHRCI)

**The Chief Executive Officer,
Haj Committee of India,
Mumbai – 400 001.**

Name of the Bidder:- _____

Address :- _____

Contact No. :- _____

SCHEDULE "A" (Food Menu)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Rate /day /student
Breakfast: 8.00 am to 9.30 am 100 ml Milk Tea / Coffee	Egg Bhurji with Pav + 100 ml Milk + One slice of Watermelon	Idli + Sambhar + Chutney + 100 ml Milk + One slice of Papaya	Puri Bhaji + Butter + Jam + 100 ml Milk + One slice of Muskmelon	Omlet + Aloo Parata + Sambhar + Chutney + 100 ml Milk + One Banana	Chana Masala + Poha with bread + 100 ml Milk + One slice of Watermelon	Chhole +Bhatura + 100 ml Milk + One slice of Papaya	Masala Dosa with Chutney+ 100ml Milk + One slice of Muskmelon	
Lunch: 1.00 p.m. to 3.00 p.m.	Nauratan Korma with Papad + Dal + Rice + 2/3 Chapatis + Pickle	Egg Curry + Dal + Rice + 2/3 Chapatis + Pickle	Chicken / Beef Dal Ghost + Rice + 2/3 Chapatis + Pickle	Bhindi Masala + Dal + Rice + 2/3 Chapatis + Pickle	Chicken Biryani with Dahi Rabdi Kachumbar + Dudhi / Gajar Halwa or Kheer + Pickle	Soyabee n + + Dal + Rice + 2/3 Chapatis + Pickle	Dal Makhani + Rice + 2/3 Chapatis + Papad + Pickle	
Evening Tea/Snacks: 4.00 pm to 5.30 p.m.	Tea with Biscuit	Tea with Vada Pau	Tea with Chicken Cutlet	Tea with Chicken Spring Roll	Tea with Toast / Khari Biscuit	Tea with Chicken Kabab	Tea with Veg. Samosa /Bread Pakoda	
Dinner: 8.00 p.m. to 10.30 p.m.	Chicken Korma + Dal + Rice + 2/3 Chapatis + Salad + Pickle	Chicken Schezwan Shahi Paneer Fried Rice / Bhajia Curry Khichdi+Da l + Rice + 2/3 chapatis + Pickle	Turai / Alu Parwal + Dal + Rice + 2/3 Chapatis + Salad + Pickle	Panner Tikka Masala + Dal + Rice + 2/3 Chapatis + Pickle	Alu Flower / Watana Mix Bhaji + Dal + Rice + 2/3 Chapatis + Pickle	Chicken Khima / Fish Gravy + Dal Rice + 2/3 Chapatis + Salad + Pickle	Chicken Pulao / Paneer /Chicken Hyderabadi Tahri with Dahi Salad + Pickle	
Total Rate per Day Rs. =								
Total Rate per Day x 30 Days Rs.=								

Note: All materials/items/ingredients used for cooking should be of standard quality.
Only Agmark Refined Oil will be used for Cooking.

SCHEDULE (Bidding Price)

I, _____ S/o. _____ known by the firm called _____, have gone through the terms and conditions by the Tender Notice, the items to be used for cooking, and weekly Menu, and after going through all these, I Quote the following rate per student per day as Rs. _____, (Rupees _____). Kindly consider my quotation rate and give me an opportunity to serve.

Date: _____

Signature & Seal of the bidder