

**TENDER FOR PROVIDING CATERING
SERVICES AT IDBI TRUSTEESHIP SERVICES
LIMITED, FORT MUMBAI**

Date of Tender	Date of Submission	Date of Opening	Date of Financial Bid Opening
August 24, 2026	(Within 21 days)	September 16, 2026	September 18, 2026



Requirements:

The Tenderer shall procure, heat, mix, arrange and cater fresh food and beverages every day immediately before its service and to serve the same to the employees/ participants/ guests at the "ITSL" premises/within the station, the details of which are stated herein below.

The Contractor shall serve the following items of food & beverages as per the "ITSL" choice to the available participants/ guests:

1. Tea/ Coffee - 3 times a day morning, mid afternoon and evening for employees and for clients and guests and auditors as and when ordered).
2. Snacks - Breakfast in the mornings and beverages in the evening.
3. Lunch - (Vegetarian on all days and non-vegetarian twice a week on Wednesday and Friday)
4. Salads / Raita and Koshimbir
5. Pickle
6. Papad
7. Dahi / Chhas
8. Dry Sabji (seasonal vegetables) / Gravy
9. Gravy Sabji (seasonal vegetables)
10. Dal (different varieties)
11. Chapati / Roti / Paratha / Bhakri / Tandoori Roti / Puri
12. Rice: (Steam Rice / Masale Bhat / Pulav / Biryani / Fried Rice)
13. Sweet Dish – Gulab Jamun, Ras Gulla, Ras Malai, Malai Sandwich, Kala Jamun, Dry Fruit Sweet, Kaju Katli, Son papdi, Mysore pak, Barfi
14. Mixed Fruit Plate / Sweet dish

Only packed and sealed ingredients, spices, sauces, condiments with Agmark / Food Quality Certified to be used viz:

1. Spices: Everest/ Ashok/ Kepre/ MDH/ Sunrise/ Cook me or its equivalent
2. Butter: Amul/ Britannia/ Nutrilite or its equivalent
3. Cooking Medium: Saffola/ Sun Flower oil or its equivalent



4. Atta: Whole Wheat Atta – Annapurna, Pillsbury or its equivalent
5. Bread: Britannia/ Modern/ Wibs
6. Sauces/ Pickles: Kissan/ Maggie/ Noga/ Mothers' Receipe/ Kepre or its equivalent
7. Biscuits/ Cakes: Britannia/ Parle/ Sunfeast or its equivalent
8. Milk: Gokul/ Krishna/ Chitale/ Aarey/ Mother Dairy/ Amul or its equivalent
9. Papad: Ganesh or its equivalent
10. Mix/ Girnar/ Society or its equivalent
11. Coffee: Nescafe / Bru
12. Tea: Taj / Hasmukhrai & Co

Non-Vegetarian food will be egg, fish, chicken, fried, baked, cooked, dry, gravy. **Mutton, Beef and pork shall not be served.**

The preparations for all the food items can be in variety of style viz: Punjabi, South Indian, Chinese, Bengali, Gujarati, Rajasthani, Maharashtrian, Malvani, Goan, Kolhapuri, Dry Lunch but certainly and necessarily in edible combination.

Catering and Hospitality Service Requirements:

- **Team Size:** 4 to 5 professional members.
- **Deputation Status:** Deployed on a full-time basis from the catering service provider's organization to IDBI Trusteeship Services Limited.
- **Core Duties:** Pantry management, food preparation, and hospitality operations.
- **Dress Code:** Clean, proper uniforms worn at all times on duty.



Part A: Details of the Bidder

I. Bidder Profile & Organizational Details:

Particulars	Details to be Filled by Bidder with documents
Name of the Bidding Firm / Company	
Registered Office Address & Contact Info	
Address / Area of the Base Kitchen	
Status of the Firm (Proprietary / Partnership / Pvt. Ltd. / LLP)	
Year of Establishment / Incorporation	
Name, Phone Number & Email of Contact Person	
Permanent Account Number (PAN)/TAN	
GST Registration Number	
FSSAI Central License Number (For Base Kitchen)	
Transportation Details:	

II. Capability & Work Experience (Details of the clients to whom catering services are provided along with documents):

Sr. No	Name of Client Company	Type of Company (Proprietorship/ Partnership/ Pvt. Ltd./ LLP)	Scale/ No. of Meals Served Daily



Part B: Eligibility Criteria for participating in bidding & Documents Checklist:

Sr. No.	Criteria Details	Supporting Documents by Bidders
1	The bidder must be a Firm / Proprietary Partnership Company/ LLP registered under Companies Act, 2013 with an experience of minimum 5 years in the field of Catering services as on 31.07.2026.	• In case of Proprietorship copy of concerns 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, PANGST registration certificates.
2	The tenderer should have experience of providing catering service in at least 2 Organizations where staff size is more than 100 employees.	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 5 years ending on 31.07.2026
3	The tenderer should have a running contract with at least 1 organization based in Mumbai as stated above.	Copy of the Work Order to be provided
4	a) The bidder should have a minimum average annual turnover of Rs. 50 lacs for the last 2 financial years.	Copy of Audited Balance Sheet and P&L statement for the financial years OR

	b) The bidder should be a profit-making company/firm for the last three consecutive financial years (2023-2024, 2024-2025, 2025-2026).	ITR Returns certified by CA
5	The bidder should have applicable and valid registrations with statutory authorities viz • Feed & Drug (FSSAI) • Income Tax (PAN)/TAN • Goods & Service Tax (GST)	Certified copies of supporting documents to be attached.
6	The bidder should not have been disqualified /debarred terminated blacklisted during last 3 years from any Governments, Semi-governances, PSUs, Banks, Multi-National Corporations/ Institutions/Companies or involved in any illegal activity or financial frauds.	A Self-Declaration by the Bidder's Company/Firm on Company's letter head.
7	The Bidder's Company/Firm should not be owned or controlled by any Director or Employee (or Relatives) of ITSL.	A Self-Declaration by the Bidder's Company/Firm on Company's letter head.
8	The Bidder should not have been penalized by law enforcing agencies such as labour department for non-conformation of labour laws during last 7 years of service provided	Suitable declaration to this effect to be submitted on the Letter Head of the bidder duly signed by the Authorized Signatory only

Base Kitchen Infrastructure Location: The bidder should note that their base kitchen location must be within 25 to 30 km radius of ITSL.

The Bidder must have completed work similar to what ITSL is proposing. Under this clause, "Similar Completed Work" shall mean the successful completion of catering services for Private/Public Sector Banks, Financial Institutions, Central or State Government departments/organisations, Public Sector Undertakings, and large corporates based in Mumbai, etc. The Bidder must provide supporting documents for the same.

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. Bidder fulfilling the eligibility criteria as laid out above will proceed to the next stage of the Evaluation. ITSL's discretion and decision on the 'Eligibility Criteria' is final.



Part C: Financial Bidding:

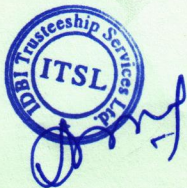
I. Pricing Schedule / Bill of Quantities (BOQ)

Note: The quantities mentioned below are tentative and estimated based on daily average consumption. Actual billing will be based on actual consumption/headcount verified daily.

Meal Pricing (Per Plate/ Per Unit Basis)

Sr. No.	Meal Type & Description	Estimated Daily Headcount (approx.)	Quoted Rate per Unit (in Figures) [Rs.]	Quoted Rate per Unit (in Words) [Rs.]
1	Regular Lunch Veg	80		
2	Regular Lunch Non-Veg	80		
3	Breakfast	80		
4	Tea/ Coffee	80		

- The total amount for costing will be calculated on a per-pax count (i.e. Total of all meals).
- The Bidder should note that prices quoted must factor in all statutory requirements including minimum wages for deployed on-site staff, EPF, ESIC, Maharashtra Labour Welfare Fund and Food Safety Standards.
- The Bidder should share the financial bid documents in separated sealed envelope mandatorily.
- The Purchase committee will examine the eligibility criteria.
- Eligible vendor's quotes will be opened by the Purchase Committee.
- The Purchase committee will recommend the name of the Bidder to the Competent Authority.



I. Checklist Of Enclosed Documents:

Please ensure that the mandatory documents mentioned in **Part A** and **Part B** are attached and given in a single sealed Envelope:

1. Proof of Company Registration / Partnership Deed / Trade License.
2. Copy of FSSAI Central License for the off-site base kitchen.
3. Copies of GST Registration and PAN Card.
4. Audited Balance Sheets / Profit & Loss Statements for the last 3 financial years.
5. Income Tax Returns (ITR) for the last 3 financial years.
6. Copies of past work orders/ performance certificates from corporate clients.
7. Sample Menu Plan (Breakfast, Lunch, Tea/Coffee) proposed for the cafeteria.

II. Declaration:

I/We hereby certify that all the information and particulars furnished above are true and correct to the best of my/our knowledge. I/We understand that if any information is found false or misleading at any stage, our bid will be summarily rejected, and our firm may be blacklisted.

Place: _____

Date: _____

(Signature of Authorized Signatory)

Name: _____

Designation: _____

Company Seal:



Submission Instructions:

- **Envelope 1 (Technical & Eligibility):** Place all documents requested in Part A (Details of the Bidder) and Part B (Eligibility Criteria & Documents Checklist) into a single, sealed envelope.
- **Envelope 2 (Financial Bid):** Place all documents requested in Part C (Financial Bidding) into a separate, single, sealed envelope.
- **Outer Envelope:** Place both of the individual sealed envelopes (Envelope 1 and Envelope 2) together inside a third, larger outer envelope, and seal it securely before submission

For IDBI Trusteeship Services Limited

Sunny Nihalani

Exec. Vice President – HR & Admin

For any queries:

Name	Contact Details	Email Id
Mr. Abhijit Oak	8097474755	abhijit@idbitrustee.com
Ms. Siddhi Worlikar	8097474708	siddhi.worlikar@idbitrustee.com

Annexure 1:

Submission Requirements: All necessary tender documents must be provided in a sealed envelopes as instructed and need to be submitted to the ITSL office. The envelope must be clearly marked "Tender Documents."

The office address is listed below:

IDBI Trusteeship Services Limited
Universal Insurance Building,
Ground Floor,
Sir P. M. Road,
Fort, Mumbai – 400 001.

Note: Only those Bidders who will meet the eligibility criteria as mentioned in the Tender will qualify for the next round of financial evaluation.