

SHORT TENDER NOTICE – HOSPITALITY CATERING (TWO-BID SYSTEM)

**TENDER/QUOTATION FOR HOSPITALITY CATERING SERVICES DURING INDIA VS. WEST INDIES
2ND TEST MATCH FROM 10TH OCTOBER TO 14TH OCTOBER 2025**

Sealed tenders/quotations are invited from reputed firms/agencies/companies with valid licenses and experience in providing hospitality catering services for a minimum period of three years, for providing catering services at the Delhi & District Cricket Association (DDCA), located at Arun Jaitley Stadium, Ferozshah Kotla Ground, New Delhi – 110002. The tender is for the INDIA Vs. WEST INDIES 2ND TEST MATCH scheduled from 10th October to 14th October 2025 at the DDCA, Ferozshah Kotla Grounds, New Delhi.

Time Schedule for Tender Process:

Date of publication of tender notification on official website	30/09/2025
Last date for Sale of tender document	03/10/2025
Last date for receipt of duly filled in tenders	03/10/2025 at 05:00 pm
Date and Time of the opening Bid	To be notified
Cost of Tender	1,000/- (Non-refundable- to be deposited in form of Demand Draft along with bid document)
EMD	1% of Bid Amount.
Security Deposit	9% of the bid amount to be deposited by way of a demand draft within 48 hours of award of tender. EMD will be retained as security deposit till completion of work

Interested applicants must submit the following details:

<u>COMPANY/FIRM PROFILE</u>	
Name of the Company/Firm, with complete registered address	
Legal Status (Individual, Sole Proprietary firm, Hindu Undivided Family (HUF) business, Partnership firm, Consortium, Joint Venture, Limited Company or Corporation)	
Status of the signatory of the Applicant	
Has your Company/Firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
Has your company been ever blacklisted by any organization? If so, when, and the reason thereof?	
Were you or your company ever required to suspend services for a period of more than 06 months continuously after you have commenced the business? If so, give the name of the contract and reasons thereof.	
Details of Contact Person: - -Name -Designation -Tel. No(s) -Fax No(s) -E-mail address	
Year of commencement of Business	
FSSAI License no.	
No. of Manpower to be provided	

<p>Statutory Details (Photocopy duly signed to be attached)</p> <ul style="list-style-type: none"> - Registration No. of the Firm - PAN - EPF – Registration No. - ESI Registration No. - GST Registration No. - Name & Address of Bankers along with Current Account Details 	
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(Rs. In Lakhs)

Details of Audited annual financial turnover (gross) – Copy to be enclosed (CA Certificate is mandatory)	FY 2022 -2023	FY 2023 -2024	FY 2024 -2025

Instructions to the Bidder/Applicant:

1. The tender must be submitted in two separate envelopes – Technical Bid and Financial Bid.
2. Bidders should read and understand the Terms & Conditions carefully before completing the document.
3. The bidder must have an institutional kitchen.
4. The bidder must have a minimum annual turnover of INR 3 Crore during the last financial year.
5. Incomplete documents will be rejected. Bidders are advised to inspect the premises before submitting their bids.
6. DDCA requires the following services on match days (10th to 14th October 2025):

S.No	Description	Total Capacity
1	Corporate Boxes	1100 (separate buffet in 37 Corporate Boxes)
2	Hill – A and Premium Lounges	800
3	Platinum Gallery/Lounge	250
4	DDCA lounge (4 th Floor NCH) – If Operational	150

- Buffet-style catering as outlined below:

Tea/Coffee/Beverages/Cookies (Available all day, 9:30 AM to EOD)

Snacks (To be served during First Innings): 3 Veg and 3 Non-Veg items (Menu suggested by Vendor and subject to DDCA approval)

Lunch (Second Innings/Break, subject to changes in time and menu, as per DDCA requirement):

MENU – CORPORATE BOXES/HILL-A/PLATINUM GALLERY

- 2 Dal
- 2 Veg Vegetables
- 2 Non-Veg Vegetables
- Salad, Papad, Raita, Achar, Chutney, etc.
- Noodles and Pasta
- Jeera Rice
- Water and Soft Drink (Only Campa Product)
- Assorted Breads
- Desserts – (i) Ice Cream (ii) Gulab Jamun (iii) Pudding / Pastry

7. Please note that the final requirements may vary depending on the guidelines of BCCI, ICC, DDMA, and Delhi Police. The exact requirements will be provided one day before the match.
8. Food tasting may be required at DDCA's office as per the Committee's discretion. The DDCA's decision after the tasting will be final.
9. Vendors must obtain a health trade license from MCD.
10. The bidder should have been in the business of providing hospitality services for at least three years as of the submission date.
11. All statutory taxes/fees, including GST, shall be borne by the bidder.
12. All cutlery will be provided by the successful bidder and must be approved by DDCA.
13. Bidders may contact DDCA for any further details or clarification.
14. All quotations/offers must be submitted on the form provided in the annexure and must include the Company/Firm/Organization stamp.
15. An Earnest Money Deposit (EMD) of INR 2,50,000 (in the form of a Bank Draft) must be submitted by all bidders. The Bank Draft should be made in favor of Delhi & District Cricket Association and payable at New Delhi. Quotations submitted without EMD will be rejected. The EMD will be refunded to unsuccessful bidders within one week of opening the commercial bids. Along with the EMD, bidders must submit their PAN No., TIN No., Service Tax Number, ID Proof, and Company/Firm/Organization Registration Details (including Memorandum & Articles, Partnership/Proprietorship details, as applicable).
16. Payment for services provided will be made within 45 working days after the submission of the complete bill post-match.
17. DDCA reserves the right to accept or reject any offer, cancel all offers, or modify conditions, including the items, terms, and conditions, as required.
18. The envelopes containing quotations, superscribed with the name of the item, must be addressed to Tender and Purchase Committee, Delhi & District Cricket Association, Ferozshah Kotla Grounds, New Delhi – 110002, and dropped in the designated box at DDCA reception during office hours (10:00 AM to 5:00 PM).
19. The last date for submission of the tender is 3rd October 2025 by 05:00 PM.
20. Incomplete quotations will be summarily rejected.
21. If the bidder intends to engage a Technical Partner for the tender, this must be disclosed in the tender along with a detailed profile of the Technical Partner. DDCA's decision in this regard will be final.
22. All disputes will be subject to the jurisdiction of the courts in Delhi.
23. It is clarified that the rights granted pursuant to this tender are valid only for this match. No future rights are being granted.
24. The bidder should not be a member of DDCA and should not have any close family relatives

working at DDCA. Bidder is advised to go through the DDCA Articles of Association available on DDCA official website to avoid any conflict of interest.

25. The successful bidder must ensure:

- Efficient service
- High-quality food
- Adequate well-dressed manpower
- Good presentation of food and service
- Hygiene standards are maintained at all times
- Snacks and Buffet dinners are served only to authorized guests

The last date for submission of above Tender /Offer / Quotation for **INDIA Vs. WEST INDIES 2ND TEST MATCH FROM 10TH OCTOBER TO 14TH OCTOBER 2025** to be held at DDCA, Arun Jaitley Stadium Ferozshah Kotla Grounds, New Delhi is 03rd October 2025 by 05.00 PM.

Chairman, Tender & Purchase Committee
DDCA, Arun Jaitley Stadium
Ferozshah Kotla Grounds, New Delhi

30th September, 2025

FINANCIAL BID
ANNEXURE 'X'

S.No.	Description Stand wise	Cost Per Item	Quantity	Total Cost	Taxes	Final Cost

Total Cost in Figures: _____

Total Cost in Words: _____

Date:

Place:

Signatures
(Name of Authorised Signatory)
Company Stamp