



IRCTC/CO/TNDR(GEN)/3/2024/PnT/CO
(E-Office Comp No. 42364)

Dt: 15.05.2025

M/s Vardan Envirolab LLP
Plot No 82-A, Sector-5,
IMT Manesar-122051 Gurugram (Haryana)
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Sub: Letter of Award for deployment of Food Safety Supervisors (FSS) and lab testing of cooked food and raw material, etc. for a period of one year at 100 licensee kitchen units of Indian Railway Catering and Tourism Corporation Ltd.

Ref.: E-tender No. 2024/IRCTC/CO/Quality/FSS/02 opened on 27.01.2025.

It is informed that Competent Authority of IRCTC has approved your engagement for Deployment of Food Safety Supervisors (FSS) and Lab Testing of Cooked Food and Raw Material, etc. at 100 licensee kitchen units of Indian Railway Catering and Tourism Corporation Ltd. for a period of One year @ ₹ 17,500.00 for **deployment of one FSS per month per kitchen unit (Exclusive of all applicable taxes)** and @ ₹ 8,000.00 for **lab testing of all tests (given in Annexure IV of the tender document) per kitchen unit per month (Exclusive of all applicable taxes).**

IRCTC will pay M/s. **Vardan Envirolab LLP ₹ 25,500/-** (Rupees Twenty Five Thousand Five Hundred only) per month per kitchen unit for the awarded work i.e. total cost of **₹ 3,06,00,000.00** plus applicable taxes for a period of one year for 100 licensee kitchen units of IRCTC from the date of commencement of Work, as per the Terms and Conditions mentioned in the tender document. **List of licensee Base Kitchen Units for deployment Food Safety Supervisors will be provided by respective IRCTC Zonal offices.**

Security deposit and payment terms:

You are advised to submit the acceptance of this LOA along with Security deposit i.e. 5% of the total contract value i.e. **₹ 18,05,400/- (Rs. Eighteen lakh Five Thousand Four Hundred only)** to be deposited in the form of Demand draft payable to IRCTC Ltd., New Delhi, within 07 days from the date of this letter.

1. The payment will be made, at the accepted rates and terms and conditions, by IRCTC Zonal offices.
2. No increase in agreed rates will be permitted during the currency of the contract.

Brief terms and conditions:

1. The above rates are excluding GST as applicable.

25/5/25
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2. The Contract will be for a period of 01 year from the date of commencement of work of the first kitchen unit.
3. The work shall be executed as per Scope of work and Schedule of work mentioned in the tender document.
4. Schedule of Work can be increased or decreased by 30% during the currency of contract, depending upon the actual requirements of the organization. Pro-rata rates would be applicable for any such increase/ decrease.
5. IRCTC Zones to be contacted for their respective Kitchen Units for deployment of Food Safety Supervisor (FSS). Agency will have to seek approval of Zonal head before deployment of FSS in terms of qualification, experience etc as per the terms and conditions of the Tender Document.
6. The deployment of FSS will be as per commencement licensee kitchen units. Once the licensee kitchen unit is commenced, prior intimation of 10 days will be given to service provider before deployment of FSS and sample collection.
7. Reports to be submitted to the respective Zones by the agency and ATR on the same to be taken by Zones under advice to this office.
8. Submission of Test reports shall be done electronically through IRCTC exclusive mobile application. A basic IRCTC exclusive mobile application will be developed by the agency for providing paperless sample testing reports and other audit reports within 30 days of date of acceptance of Letter of Award.
9. Zonal GGMs are authorized to change the location for deployment of Food Safety Supervisors within the Zone as per operational requirement subject to the no additional cost in consultation with **M/s. Vardan Envirolab LLP**.
10. Agency will submit minimum wages certificate for wages to the Food Safety Supervisors at the time of submission of the invoice.
11. A non-disclosure Agreement is to be signed on Rs. 100/- stamp paper between IRCTC & **M/s. Vardan Envirolab LLP**. Until then, this LOA and tender Document shall be treated as Agreement.
12. Other terms and conditions mentioned in the tender documents shall form an integral part of this letter of award.

These issues with the approval of Competent Authority.

Kindly acknowledge the receipt of this letter within Seven days from the date of receipt of this letter.


(Ranjit Singh Nayal)
DGM/P&T

Copy to:

1. GGM EZ, WZ, NZ, SZ, SCZ for information and necessary action, please.
2. GGM/MCS for kind information and necessary action, please.
3. GM/Q&P for kind information and necessary action, please.

Format for acceptance of award for Deployment of FSS and Lab Testing of Cooked Food and Raw Material, etc. (To be given on company/firm's letter head)

GGM/Q&P

IRCTC/Corporate Office.

Sub: Acceptance of award of contract for deployment of food safety supervisors (FSS) and lab testing of cooked food and raw material, etc. for a period of one year at 100 licensee kitchen units of Indian Railway Catering And Tourism Corporation Ltd.

Ref.: This office letter no. IRCTC/CO/TNDR(GEN)/3/2024/PnT/CO dated 06.05.2025.

With reference to above, I/we hereby convey my/our acceptance of the terms and conditions of the award of license for deployment of food safety supervisors (FSS) and lab testing of cooked food and raw material, etc. for a period of one year at 100 licensee kitchen units of Indian Railway Catering and Tourism Corporation Ltd.

Security deposit as per Clause 3 of Standard Conditions of Contract of the tender document stated under Security deposit and payment terms of LOA - TO BE PAID AT CORPORATE OFFICE:

S No.	Security deposit	Demand draft no.	Demand draft Date	Bank Details
1.	₹ 18,05,400/-			

I/We am/are ready to commence services in the IRCTC catering units as per advice of IRCTC.

Signature:_____

M/s_____

Name of authorized person_____

Date_____

Place_____

Seal of the licensee_____

Handwritten signature and date:
15/5/25