

NOTICE INVITING QUOTATION:

Cochin Special Economic Zone (CSEZ) is a multi-sector industrial park in Kerala providing employment to more than 12,000 personnel. Cochin Special Economic Zone Authority (CSEZA) is the developer of the CSEZ and provides common infrastructure facilities. CSEZA has provided an area of 377.87 sq. mtrs. (4067.36 sq.ft.) built up space for running a canteen in Plot No.13, CSEZ for the welfare of the employees in the Zone.

The Cochin Special Economic Zone Authority invites Sealed Quotations for running canteen from the experienced entrepreneurs/groups/individuals as per the terms and conditions given below so as to reach the office of the undersigned upto 3.00 P.M. on or before 10.09.2025 which will be opened at 3.30 P.M on the same day, in presence of the bidders who are present. Any quotation received after the said date and time shall be rejected. No conditional quotes shall be allowed. In case of more than one quotation at the same lowest rate, selection shall be made by drawing of lots.

Name of Work: Running a canteen at Plot No.13, CSEZ

Eligibility:

1. The bidder should have experience of at least 1 year as on 31.07.2025 in providing Canteen services. The proof showing the experience should be attached along with the Quotation.
2. The bidder should possess license as per Food Safety and Standards (FSSAI) Acts 2006, Government of Kerala and the copy of the same shall be attached along with the Quotation.

Criteria for selection:

1. Selection of the bidders will be based on the rate of rent payable per month to the CSEZA and also the rate of food items mentioned at Annexure I.
 - a) The base rate of lease rent for the built-up area is Rs.2.00 per square feet per month plus applicable GST. The minimum increase for a bid shall be Re.1.00 per sq.ft per month or its multiples (Annexure-II).
 - b) Since the canteen is for the welfare of the employees, items rate offered by the bidder should be reasonable.
2. CSEZA reserves the right to accept or reject any or all bids without assigning any reasons thereof. No Bidder shall have any cause of action or claim against the Authority for rejection of the bid and CSEZA will not be bound to accept the lowest or any other tender.

Terms & Condition for Canteen Service:

1. The period of running service of canteen shall be for 1 (one) year from the date of award of work. The contract may be extended for a further period of maximum two years at the discretion of CSEZA, with one year at a time.
2. The successful bidder shall remit an amount of Rs.50,000/- (Rupees Fifty thousand only) to CSEZ Authority Fund A/c.30728631084, SBI, CEPZ Branch, Kakkanad as interest-free Security Deposit for the proper fulfillment of the terms and conditions of the contract. The security deposit shall be refunded to the Contractor without any interest whatsoever after deducting any amount due to CSEZA including rent arrears/damages, if any, and or statutory payments due from him after 30 days on successful completion of the contract.
3. The successful bidder shall pay lease rent alongwith applicable GST in advance not later than 5th of every month to the CSEZA.
4. The successful bidder shall be required to execute an agreement in the prescribed format on non-judicial stamp paper.

5. The services will be reviewed at every three months and shall be terminated, if services are not satisfactory, with a notice of one month.
6. The rate quoted for each item is final and will not be considered for any upward change during the period of one year.
7. Uniform has to be worn and neatly maintained for the suppliers and the staff of canteen.
8. The staff shall be provided with disposable gloves and head cap.
9. CSEZA's authorized officials has the right to inspect the functioning of canteen at any time.
10. A menu board should be kept in canteen all the time displaying the items of each day and tariff at a prominent place.
11. Hand wash, soap, tissues etc. are to be provided and readily available in the canteen.
12. Identity proof of all employee and contractors has to be submitted to this office. Moreover, health check up certificate of the employees shall be produced before commencement of the canteen. No workers shall be allowed to stay within the canteen building.
13. The canteen contractor shall be responsible for the safe custody and maintenance of all the items such as furniture, fixtures, etc. at his own cost. If any damage/loss is noticed at the time of handing over the peaceful vacant possession of the premises after the termination of the agreement, the contractor has to compensate/replace those items to CSEZA. Otherwise, the amount involved shall be realized from the security deposit.
14. The canteen contractor shall indemnify CSEZA and its officers against any/all claims/suits/compensations connected with the running of canteen.
15. The canteen contractor shall ensure compliance with all Acts/Rules connected with labour matters.
16. Disciplinary standards of CSEZA shall be strictly followed by the canteen contractor.
17. The equipments for the canteen should be kept in good working condition so that the food supplied to the customers are kept warm or cold depending on the weather condition type of food/beverages.
18. The contractor shall arrange necessary equipments and utensils for food preparation and the canteen shall be run uninterrupted. Only commercial LPG cylinders shall be used for cooking and no fire-woods/other materials shall be used.
19. All wastage/garbage arising out of the canteen operation should be disposed off as per the instructions of the local authority by the contractor without leaving them inside the Zone.
20. Rent, Water and Electricity Charges required for running the canteen shall be paid by the Canteen Contractor. Non-payment of rent, electricity and water charges within the time shall be deemed to be a serious breach of the contract and may lead to termination of the contract at the discretion of CSEZA. Moreover, payment for cooking gas should also be borne by the canteen contractor.
21. The canteen contractor shall ensure that no alcohol or tobacco products are used or sold in the premises.

22. Timing: The canteen shall function on all working days from 7.00 AM to 7.00 PM.
23. The premises shall be vacated within one month from the date of issue of notice and handover all the fixtures and furniture in good condition to CSEZA.
24. The contractor shall ensure the quality of food ingredients for preparation of food items.
25. The dining hall, wash area, kitchen, store etc. shall be maintained neat and tidy. Any lapse in this matter will lead to cancellation of the contract.
26. The curry powder/ masalas, Wheat/Rice flour, Rava, etc. used for cooking shall be of standard branded products.
27. Packaged food products such as soft drinks, desserts, etc. should be supplied not exceeding the MRP.
28. Sufficient staff shall be deployed in the Kitchen area, Serving area, Billing section etc. so that customers do not wait for long periods.
29. The canteen shall run under the direct management of the allottee and no subletting and subcontracting shall be permitted.
30. Any adverse complaints received shall be informed to the Contractor for rectification. Failure to rectify or act upon such notice shall be a valid ground for termination of the Contract.
31. All matters and disputes under this contract shall be subject to the jurisdiction of Courts at Ernakulam.

Copy to:-

1. Notice Board
2. Website

PRICE LIST OF FOOD ITEMS TO BE SUPPLIED IN CANTEEN

Sl.No.	Items	Quantity	Rate Limit	Rate
1	Tea	150ml	10	
2	Coffee	150ml	10	
3	Black Tea	150ml	8	
4	Dosa	40gram	10	
5	Idly	40gram	10	
6	Uppumavu	150gram	20	
7	Puttu	100gram	10	
8	Chappathi	30gram	10	
9	Noolappam	35 gram	10	
10	Porotta	50gram	10	
11	Vellayappam	40gram	10	
12	Oothappam (Onion)	50gram	20	
13	Poori	40gram	10	
14	Peas masala Curry	150gram	30	
15	Vegetable Curry	150gram	30	
16	Kadala curry	150gram	30	
17	Chicken Biriyan (2 piece)	300gram	90	
18	Egg Biriyan (Two eggs)	250 gram	70	
19	Veg. Biriyan	250gram	60	
20	Meals: Rice Sambar Koottu curry/Aviyal/Erisseri Thoran Rasam/moru Pappadam pickle	350gram 150ml 100gram 50gram 50ml	50	
21	Snacks 1. Samosa 2. Pazham pori 3. Kozhukatta 4. Uzhunnu vada 5. Parippu vada 6. Bajji 7. Bonda		10	

Annexure-II

Name of work: Running of canteen Plot No.13, CSEZ, Kakkanad, Kochi

Description	Base rate	Rate quoted
Lease rent for the built-up area of 4067 sq.ft. at Plot No.13, CSEZ for running of Canteen	Rs.2.00 per square feet per month. (The minimum increase for a bid shall be Re.1.00 per sq.ft. per month or its multiples). GST will be applicable	

**QUOTATION FOR RUNNING OF A CANTEEN IN COCHIN SPECIAL ECONOMIC ZONE,
KAKKANAD, COCHIN**

To

The Chairperson,
Cochin Special Economic Zone Authority,
CSEZ Administrative Building,
Kakkanad, Cochin – 37.

Sir,

Please refer to your advertisement inviting sealed quotation for running of a canteen in Cochin Special Economic Zone, Kakkanad. I hereby submit my offer as below:-

1	Name of the applicant	
2	Residential Address (for Communication Purpose)	
3	Permanent Address (with copy of proof of residence such Aadhar Card, Driving licence, Election Identity Card, etc.)	
4	Telephone numbers/Email address	
5	Experience in running Canteen (Give details like name of the Organization, period of operations, branches with location etc.) [Self certified copy of experience Certificate should be attached]	
6	Copy of licence as per Food Safety and Standards (FSSAI) Acts, 2006	
7	PAN Number (Copy to be attached)	
8	GSTIN (Copy to be attached)	
9	Rate of food items as per Annexure-I	

Note: Please see the attached Notice Inviting Quotations for details.

I have read and understood all the terms and conditions attached to this application and agree to abide by it.

[Signature]

Name:

Date: