

NOTICE INVITING QUOTATION:

The Cochin Special Economic Zone Authority invites Sealed Quotations for running staff canteen admeasuring an approximate area of 2500 sq.ft. on the ground floor of the CSEZ Administration building for 100 staff (approx.) from experienced entrepreneurs/groups/individuals as per the terms and conditions given below so as to reach the office of the undersigned upto 3.00 PM on or before 12.09.2025 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 staff canteen in CSEZ Administration Building, Kakkanad.

Eligibility:

1. The bidder should have experience of at least one year as on 31.07.2025 in providing Canteen services for institutions/organizations having at least 50 staff. Copy of proof of 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 copy of the same shall be attached along with the Quotation.

Criteria for selection:

1. Selection of the bidders shall be based on the rate of rent payable per month to the CSEZA.
 - 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) The bidder is bound to supply food items at the rates shown in Annexure-I. He should also mention the rates at which these items are offered to public.
 - c) If the bidder supplies any special items in the canteen, other than the items shown in Annexure-I, the rate offered to staff shall be 75% of the rate offered to the public.
2. CSEZA reserves the right to accept or reject any or all bids without assigning any reason thereof. No Bidders shall have any cause of action or claim against CSEZA for rejection of the Bid and CSEZA will not be bound to accept the lowest or any other tender.

Special 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, IFSC SBIN0009485, SBI, CEPZ Branch, Kakkanad as interest-free Security Deposit for the proper fulfillment of the terms and conditions of the contract. This security deposit shall be refunded to the Contractor without any interest whatsoever only after deducting any amount due to CSEZA including for 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 along with applicable GST in advance but not later than 5th of every month to the CSEZ Authority.
4. The successful bidder shall be required to execute an agreement in the prescribed format on non-judicial stamp paper.
5. The rate quoted for each item is final for staff and will not be considered for any upward change during the contract period of one year unless varied by the competent authority, for reasons recorded in writing. In case the revision of rates for public is made during the contract period, it shall only be with prior permission from CSEZA.
6. Uniform has to be worn and neatly maintained for the suppliers and the staff of canteen.
7. The staff shall be provided with disposable gloves and headcap.
8. CSEZA's authorized officials have the right to inspect the functioning of canteen at any time.
9. A menu board should be kept in canteen all the time displaying the items of each day and tariff at a prominent place.
10. Hand wash, soap, tissues etc. are to be provided and readily available in the canteen.
11. 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 the commencement of the canteen. No workers shall be allowed to stay within the canteen building.
12. 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 either during the contract period or 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.
13. The canteen contractor shall indemnify CSEZA and its officers against any/all claims/suits/compensations connected with the running of canteen.
14. The canteen contractor shall ensure compliance with all Acts/Rules connected with labour matters.
15. Disciplinary standards of CSEZA shall be strictly followed by the canteen contractor.
16. 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.

17. 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.
18. Allwastage/garbage arising out of the canteen operations should be disposed off as per the instructions of the local authority by the contractor without leaving them around the canteen premises.
19. 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.
20. The canteen contractor shall ensure that no alcohol or tobacco products are used or sold in the premises.
21. Timing: The canteen shall function on all days except Sundays from 7.00 AM to 7 PM and shall not remain closed on those days without the permission of CSEZA.
22. The contractor shall ensure the quality of food ingredients for preparation of food items.
23. 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.
24. The curry powder/masalas, flour, Rava, etc. used for cooking shall be of standard branded products.
25. Packaged food products such as soft drinks, desserts, etc. should be supplied at the rate not exceeding the MRP.
26. Sufficient staff shall be deployed in the Kitchen area, Serving area, Billing section etc. so that customers do not wait for long periods.
27. The canteen shall run under the direct management of the allottee and no subletting and subcontracting shall be permitted.
28. The services will be reviewed at every three months and shall be terminated, if services are not satisfactory, with a notice of one month.
29. On receipt of termination notice, the contractor shall vacate the premises on or before one month and handover all the fixtures and furniture in good condition to CSEZA.
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

PRICELISTOFFOODITEMSTOBESUPPLIEDINCANTEEN

Sl.No.	Items	Quantity	Rateoffered to staff	Rate offeredto public
1	Tea	150ml	8	
2	Coffee	150ml	8	
3	BlackTea	150ml	8	
4	Dosa	40gram	8	
5	Idly	40gram	8	
6	Uppumavu	150gram	15	
7	Puttu(perpiece)	100gram	8	
8	Chappathi	30gram	8	
9	Noolappam	35 gram	8	
10	Porotta	50gram	8	
11	Vellayappam	40gram	8	
12	Oothappam(onion)	50gram	20	
13	Masala Dosa	-	20	
14	Ghee Roast	-	15	
15	Poori	40gram	8	
16	PeasmasalaCurry	150gram	20	
17	VegetableCurry	150gram	20	
18	Kadalacurry	150gram	20	
19	Omlet (Single)	-	10	
20	Omlet (Double)	-	15	
21	ChickenBiriyani(2piece)	300gram	70	
22	EggBiriyani(Oneegg)	250gram	60	
23	Veg.Biriyani	250gram	50	
24	Meals Rice Sambar Koottucurry/Aviyal/ErisseriThoran Rasam/moruPappadam pickle	350gram 150ml 100gram 50gram 50ml	40	
25	Fishcurrymeals		50	
26	Snacks 1. Samosa 2. Pazhampori 3. Kozhukatta 4. Uzhunnuvada 5. Parippuvada 6. Bajji 7. Bonda 8. Elaada		8	
27	Fresh Lime	-	10	

Name of work: **Running of staff canteen in CSEZ Administration Building, Kakkanad, Kochi**

NINo. _____.

Description	Base rate	Rate quoted
Lease rent for the built-up area of 2500 sq.ft. on the ground floor of the CSEZ Administrative building earmarked for running and maintaining of Staff 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 STAFF CANTEEN IN CSEZ ADMINISTRATION BUILDING, 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 staff canteen in CSEZ Administration Building, 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 as 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.) [Experience Certificate duly attested by a Gazetted Officer 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	Attached

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

[Signature]

Name:

Date: