

NOTICE INVITING QUOTATION:

Cochin Special Economic Zone (CSEZ) is a multi-sector industrial park in Kerala providing employment to more than 14,000 personnel. Cochin Special Economic Zone Authority (CSEZA) is the Developer of the CSEZ and provides common infrastructure facilities.

The Cochin Special Economic Zone Authority invites Sealed Quotations from experienced registered **women self help groups** for running the Canteens, as detailed below, as per the terms and conditions given below so as to reach the office of the undersigned on or before 20.11.2025, 3.00 PM, which will be opened at 3.30 PM on the same day, in the presence of the bidders who are present.

Sl.No.	Location	Area (sq.mtr.)	Remarks
1	Plot No.13, CSEZ (Main Canteen)	377.87	For employees in the Zone
2	CSEZ Administrative Building	232.26	For CSEZ Staff

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 canteens at Plot No.13, CSEZ and CSEZ Administrative Building

Eligibility:

1. The bidder should have experience of at least 1 year as on 31.10.2025 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.
3. The bidders group (Women Self help group) should have the membership/registration details/certificate from the organization where it is registered.

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 ₹75,000/- per month plus applicable GST. The minimum increase for a bid shall be ₹1000/- 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.

SUBMISSION OF QUOTATIONS

- (i) The bidders shall submit their Proposal with a Covering Letter in two separate envelopes marked as ENVELOPE-A and ENVELOPE-B.
- (ii) COVER LETTER: - The cover letter must clearly mention the name, address, telephone and fax no., and email ID of the authorized person who will serve as the primary point of contact for all communication. The person who is signing the cover letter and the proposal should have authorization.

- (iii) **ENVELOPE- A:** - Requisite documents as per NIQ [viz., Residential address, Proof of Permanent address (Aadhar Card/Driving Licence/Election ID card etc.), Details of members of the self help Group, Self certified copy of experience certificate, copy of licence as per FSSAI Act 2006, copy of PAN/GSTIN],. The sealed envelope should be superscribed with the wordings “NIQ for Running Canteens at Plot No.13 & CSEZ Administrative Building”
- (iv) **ENVELOPE- B:** - One Hard Copy of Financial Proposal, in original with dated signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be super scribed with the wordings “**Financial Proposal for Running Canteens at Plot No.13 & CSEZ Administrative Building**” in Annexure-II.
- (v) Envelope-A and Envelope –B (Financial Bid cover) shall then be put in a single outer cover and sealed appropriately. The outer cover shall be super scribed as “**Proposal for NIQ for Running Canteens at Plot No.13 & CSEZ Administrative Building**”
- (vi) This envelope shall be sent to “The Secretary, Cochin Special Economic Zone Authority, CSEZ Administration Building, Kakkanad, Kochi – 682 037 or dropped in the box provided for the purpose before the specified time
- (vii) The Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated above. Any Proposal received after the closing time for submission of proposals shall be returned unopened. CSEZA does not take any responsibility for the delay and any explanation for the same. The sealed cover shall also clearly indicate the name, address, and telephone number of agencies to enable the proposal to be returned unopened in case it is declared "Late"

EMD of an amount of Rs.5,000/- (Rupees Five thousand only) is to be submitted as Demand Draft issued by a Scheduled Commercial Bank drawn in the name of “CSEZ Authority Fund” payable at Ernakulam along with the quotation. No interest shall be paid by CSEZA on the EMD.

Forfeiture/Return of EMD

The EMD submitted by the bidder will be forfeited if:

- (i) The bidder withdraws his quotation before processing of the same.
- (ii) The bidder withdraws his quotation after processing but before acceptance of “Letter of Acceptance” issued by CSEZA.
- (iii) The EMD will be refunded to:
 - (a) the successful bidder, only after furnishing Letter of acceptance and Security deposit
 - (b) The unsuccessful bidders, only after acceptance of the “Letter of Acceptance” by the selected bidder.

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 **₹1,00,000/- (Rupees One lakh 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 (Separately for each canteen).
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 and shall satisfy health/immunization requirements.
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/CSEZA 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 9.00 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

SI.No.	Items	Quantity	Rate Limit	Rate
1	Tea	150ml	8	
2	Coffee	150ml	10	
3	Black Tea	150ml	6	
4	Dosa	40gram	8	
5	Idly	40gram	7	
6	Uppumavu	150gram	15	
7	Puttu	100gram	8	
8	Chappathi	30gram	8	
9	Noolappam	35 gram	8	
10	Porotta	50gram	10	
11	Vellayappam	40gram	8	
12	Oothappam (Onion)	50gram	15	
13	Poori	40gram	8	
14	Peas masala Curry	150gram	20	
15	Vegetable Curry	150gram	15	
16	Kadala curry	150gram	25	
17	Chicken Biriyani (2 piece)	300gram	80	
18	Egg Biriyani (Two eggs)	250 gram	65	
19	Veg. Biriyani	250gram	60	
20	Meals: Rice Sambar Koottu curry/Aviyal/Erisseri Thorani Rasam/moru Pappadam pickle	350gram 150ml 100gram 50gram 50ml	40	
21	Snacks 1. Samosa 2. Pazham pori 3. Kozhukatta 4. Uzhunnu vada 5. Parippu vada 6. Bajji 7. Bonda		8	

Note: A discount of 25% shall be offered to CSEZ Administration staff in the canteen operated in CSEZ Administrative Building, for any other items (excluding MRP items) not listed above.

Annexure-II

Name of work: Running of Canteens at Plot No.13, CSEZ & CSEZ Administrative Building, Kakkanad, Kochi

Description	Base rate	Rate quoted
Lease rent for the built-up area of 610.73 sq.mtr. (6567.36 sq.ft.) at Plot No.13, CSEZ & CSEZ Administrative Building for running of Canteens	₹75,000.00 per month (The minimum increase for a bid shall be ₹1000/- 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 canteens in Cochin Special Economic Zone, Kakkanad (Plot No.13, CSEZ & CSEZ Administrative Building). 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.)	
3A	Details of members self help Group	
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: