

Office of the Development Commissioner  
Cochin Special Economic Zone (CSEZ)  
Government of India, Ministry of Commerce & Industry  
Kakkanad, Cochin 682-037

**QUOTATION NOTICE**

No. I:02/02/2014:CSEZA

Dated: 24<sup>th</sup> March, 2015.

Sealed quotations are invited from interested and experienced parties to run the canteen in the Administrative Building of the Office of the Development Commissioner, Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin-682037. The applicant must be in the hotel/canteen business at least for 3 years. Allotment of space shall be on lease basis initially for a period of one year only. Further extension of services shall be considered on specific request and on a review of the services rendered.

The criteria for selection shall be the lowest rates quoted for supply of foods items to the CSEZ staff in addition to fulfillment of other conditions. The canteen premises would be allotted to the selected contractor for one year initially on lease at the concessional rate of Rs.15.00 per Sq. Mtrs. per annum. The application forms can be obtained from this office or download from the office website <http://www.csez.gov.in>. The last date for receipt of applications is 16<sup>th</sup> April, 2015.

1. Self attested copies of testimonials/certificates to show the proof of residence (Ration card/voters identity card/Pan card/driving licence/passport)/
2. Self attested copies of Experience certificates.
3. Concession rate offered for the listed items to CSEZ staff.

(K.C. Ramakrishnan)  
Asstt. Development Commissioner

## TERMS AND CONDITIONS

01	The quotations duly filled up, signed and in sealed covers subscribing “Quotations for opening of a canteen at CSEZ Administrative Building” addressed to the Development Commissioner, Cochin Special Economic Zone (CSEZ Administrative Building, Kakkanad, Cochin-682037, so as to reach on or before 16 <sup>th</sup> April, 2015, 3.00 p.m.)
02	Unsigned or incomplete applications shall be summarily rejected.
03	The applicant should submit his/her proof of residence (Self attested copy of any of the following: Ration card, Voters identity card, PAN Card, Driving License, Passport.)
04	The Development Commissioner reserves the right to reject any application without assigning any reason.
05	The selection of the contractor by the Development Commissioner shall be final and no disputes thereon shall be entertained.
06	The selected contractor shall be given 10 days time to start the operations. In case he is not able to start the activities as aforesaid, the contract awarded is liable for cancellation.
07	CSEZ shall allot the premises along with the existing furniture items at the rate of Rs.15.00 per Sq. Mtrs. Per annum. The contractor will arrange for the utensils and other equipments required for running the canteen.
08	The contractor shall agree to such terms and conditions as the Development Commissioner may prescribe for allotment of the premises and running the canteen.
09	No financial assistance or subsidy other than concessional lease rent shall be admissible from the Zone Administration for running the canteen.
10	The main criteria for acceptance of the quotation shall be the experience and the concession rates offered for CSEZ Staff (Detailed menu expected to be served is attached). This should be properly filled up and signed/stamped.
11	The selected contractor shall execute a lease agreement in the form and manner prescribed with the Development Commissioner.
12	The contractor shall be responsible for timely remittance of all the dues towards power, water and for disposal of waste.
13	Periodical maintenance of the allotted premises shall be carried out by the Zone Administration.
14	The contractor shall give a security deposit for Rs.10,000.00 by remittance to the CSEZ Authority Fund- A/c No. 30728631084 which is refunded on termination/expiry of the lease/contract period.
15	The contractor shall be wholly responsible to ensure that all laws and rules in the matter of running a catering establishment are fully observed at all times and shall keep the Development Commissioner fully indemnified from the consequences of every failure to comply with any of the rules or laws.
16	The contractor shall ensure that the canteen facility is run smoothly and to the satisfaction of the Development Commissioner. They shall take all efforts to ensure that widespread complaints in the running of the canteen are avoided.
17	Wearing of white uniform dress shall be preferred.
18	Services of one employee of the canteen shall be exclusively provided for the Administrative Staff (1 <sup>st</sup> floor)
19	The canteen shall be run under the direct management of the allottee and no subletting shall be permitted.

Date:

Signature  
Name:

Sl. No.	Item	Rates Quoted	
		For CSEZ staff	General Public
1	Tea (150 ml.)		
2	Coffee (150 ml.)		
3	Filter Coffee		
4	Lime Tea		
5	Lime Juice		
6	Veg. biriyani		
7	Curry (Masala)		
8	Kadala Curry		
9	Peas Curry		
10	Veg. Mix Curry		
11	Appam		
12	Masala Dosa		
13	Ghee Roast		
14	Plain Dosa (3)		
15	Idly (2)		
16	Poori Masala (3)		
17	Porotta		
18	Chappathy		
19	Vada		
20	Samosa		
21	Sukhyan		
22	Pazham Pori		
23	Veg. Meals (unlimited and items to be specified)		
24	Non-Veg. Meals (unlimited and items to be specified)		

25	Chicken curry		
26	Beef Fry		
27	Fish Curry		
28	Egg Curry		
29	Fish Fry (as per size)		
30	Egg Roast		
31	Omlete (2 eggs)		
32	Chicken biriyani		
33	Oothappam		
34	Veg. Cutlet		
35	Veg. Spring Roll		
36	Veg. Fried Rice		
37	Egg. Fried Rice		
38	Egg Biryani		
39	Chilli gobi		
40	Chilli Chicken		
41	Meen Peera		
42	Veg. Baji		
43	Kappa, fish curry		
44	Puttu (per piece)		
45	Beef Ulathu		
46	Beef Roast		
47	Kanji, Payar, Pappadam		
	Any other food items not mentioned above and are supplied to public must be served at a 50% concession to CSEZ staff.		

**QUOTATION FOR RUNNING OF A STAFF CANTEEN IN THE OFFICE OF THE DEVELOPMENT COMMISSIONER, COCHIN SPECIAL ECONOMIC ZONE, CSEZ ADMINISTRATIVE BUILDING, KAKKANAD, COCHIN – 682 037**

To

The Development Commissioner,  
Cochin Special Economic Zone,  
CSEZ Administrative Building,  
Kakkanad, Cochin-37.

Sir,

Please refer to your Quotation Notice No. I:02/02/2014:CSEZA dated 24<sup>th</sup> March, 2015 inviting sealed quotations for running of a staff canteen in CSEZ Administrative Building at Kakkanad. I hereby submit my offer in the prescribed format below:-

1.	Name of the applicant	
2.	Residential Address (For communication purpose)	
3.	Permanent Address (with attested copies of proof of residence failing which your offer shall be summarily rejected)	
4.	Telephone numbers/E-mail address	
5.	Experience in running Hotel/Canteen (Give details like name of the Organization, period of operations, branches with location etc. (use separate sheet if required))	
6.	PAN Number	
7.	Concession rate quoted for CSEZ staff (please see terms and conditions (Sr. No.10) and list of items attached)	

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

Yours faithfully,

Date:

Enclosures:

(Signature)

Name:

