

FINANCIAL BID DOCUMENT (BoQ) – CANTEEN SERVICES

Name of Work: Running of Canteen at ICAR–CIARI

Part–A: Schedule of Rates (To be filled by bidder)

Instructions:

1. Rates shall be quoted in ₹ per unit (inclusive of all taxes, GST, labour, fuel, etc.)
2. No column shall be left blank
3. Overwriting not allowed

Sr. No	Item	Specification	Unit	Rate (₹)
1	Tea (Milk)	120 ml	Per cup	
2	Tea (Black)	120 ml	Per cup	
3	Coffee (Milk)	120 ml	Per cup	
4	Coffee (Black)	120 ml	Per cup	
5	Lemon Water	250 ml	Per glass	
6	Samosa	100 gm	Per piece	
7	Vada Sambar	2 Vada (60 gm each) + Sambar	Per plate	
8	Idli Sambar	2 Idli (60 gm each) + Sambar + Chutney	Per plate	
9	Plain Dosa	12 inch + Sambar + Chutney	Per plate	
10	Masala Dosa	12 inch + Sambar + Chutney	Per plate	
11	Veg Meal (with chapati)	4 chapati + rice + sabji + dal + pickle	Per plate	
12	Veg Meal (without chapati)	Rice + sabji + dal + pickle	Per plate	
13	Non-Veg Meal (with chapati)	Fish curry + chapati + rice + sides	Per plate	
14	Non-Veg Meal (without chapati)	Fish curry + rice + sides	Per plate	
15	Poori Plate	4 poori + sabji	Per plate	
16	Sweets	Appam/Jalebi/Halwa	Per unit	
17	Pakoda	200 gm	Per plate	

I/We have carefully read all terms and conditions and agree to abide by them. Rates quoted are inclusive of all costs.

Signature of Bidder

Name: _____

Seal: _____

Part-B: Financial Evaluation Matrix (Not to be filled by bidder)

For evaluation purpose only (by committee)

Sr. No	Item	Weight (%)
1	Tea (Milk + Black)	25
2	Coffee (Milk + Black)	10
3	Lemon Water	5
4	Samosa	8
5	Vada Sambar	6
6	Idli Sambar	6
7	Dosa (Plain + Masala)	15
8	Veg Meals	8
9	Non-Veg Meals	6
10	Poori Plate	4
11	Pakoda	5
12	Sweets	2
Total		100

EXAMPLE: Financial Evaluation (How L1 is decided)

Assume Bidder "A" quoted:

Item	Avg Rate (₹)	Weight (%)	Weighted Value
Tea (avg of milk+black)	12	25	300
Coffee (avg)	18	10	180
Lemon Water	15	5	75
Samosa	20	8	160
Vada Sambar	30	6	180
Idli Sambar	30	6	180
Dosa (avg)	50	15	750
Veg Meals	70	8	560
Non-Veg Meals	100	6	600
Poori Plate	40	4	160
Pakoda	50	5	250
Sweets	25	2	50

Final Score Calculation = $\sum (\text{Weight} \times \text{Rate}) / 100 = 3445 / 100 = 34.45$

Lowest of this Total Score would be declared as L1 and tender would be awarded accordingly.

**Tender Document For
Annual Contract for providing Canteen Services**

Tenders are invited from reputed Vendors/Contractors/Firms/Proprietorships/ Cooperative
Societies / Companies / Individuals

For providing Canteen services at the Campus of the Institute details for visit: www.ciari.res.in

Last date to apply: 15.06.2026 at 02:00 PM

Tender Information

Contract for providing Canteen services at ICAR-Central Island Agricultural Research Institute, Bathu Basti, Sri Vijaya Puram, Andaman and Nicobar Islands-744105

Central Island Agricultural Research Institute Employees Welfare Association intends to enter into contract for providing Canteen services in the premises. The contractor is expected to provide Canteen service to the faculty, staff of ICAR-CIARI, students and visitors.

Interested vendors / contractors / firms / proprietorships / co-operative societies / companies / individuals can submit the bids on or before 15/06/2026 by 02:00 PM. Bids in sealed envelope should be addressed to the General Secretary, CIARIEWA, ICAR-CIARI, Sri Vijaya Puram, Andaman and Nicobar Islands-744105.

- Technical Bid shall contain duly sealed and signed tender document; Technical Bid Format, Undertaking (**Annexure 1**), Self Attested experience certificates, Performance Certification(s) and duly filled and signed with all supporting documents as mentioned in the **Technical Eligibility Criteria**.
- **A demand draft of Rs. 15,000/- security, in favour of The Director, ICAR-CIARI, Sri Vijaya Puram** is to be submitted along with the Technical Bid and must be in the envelope of Technical bid. The Technical Bids will be opened at 03:30 PM in the Institute campus on the last date of the receipt of tender document if selected.
- Financial Bids of only those bidders will be opened whose technical bids qualify the Technical bid eligibility criteria and are found suitable. Date of opening of Financial Bids will be decided after technical bids have been evaluated by the Institute and successful bidders (technical bid) will be informed accordingly. The Institute reserves the right to accept or reject any or all of the bids without assigning any reason. The Institute shall not be responsible for any loss or postal delay of the document in transit.

Technical Eligibility Criteria:-

- The bidder should have experience of satisfactorily running canteen(s)/mess services/catering services(s) continuously for minimum two years in reputed educational institutes/Government Sector/similar organizations independently.
 - Atleast one similar running/completed work having not less than 100 persons on its dining strength continuously for last two years.
1. The bidder should have on their rolls sufficient number of cooks to prepare good quality snacks/meals.

2. The bidder should possess valid license issued FSSAI Food Safety and Standards Act, 2006)(Attested copies of FSSAI License to be attached for last two years). Please ensure that the copies of annexure of the FSSAI License showing the details of "Items of food manufactured handled" is also attached.
3. The bidder's performance/experience for each work completed in last two years and in hand should be certified by a responsible person from the certifying organization.

Note: Copies of the documents in support of each of the Eligibility conditions should be enclosed with the Technical Bid.

General instructions for the bidder before filling of Technical and Financial Bids:

1. All the pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender.
2. All the documents as mentioned must be submitted otherwise application will be treated as incomplete.
3. For visit to the site, please contact Shri. Shyam Prakash Narayan, Assistant (Member, CIARIEWA): (Mobile)..... For any queries and please contact Dr. Pooja Bohra, General Secretary (CARIWA) mobile no. 9933263442.

Brief Scope of Work

1. Institute intends to run this Canteen and has approximately 200 to 250 persons on its rolls, which include employees, students, faculty, residents and guests visiting the institute.
2. The list of Items to be served in the Canteen (subject to modifications as per the seasons / occasion etc.) is given in **(Annexure-2)**. The maximum retails alter for the items have been fixed for the current financial year. The rates can be revised every financial year after following the due procedure.
 - The timings for serving shall be 7.00 am in the morning to 05.30 pm in the evening.
 - The timings and the working days of Canteen services will be regulated by the Institute.
 - Menu items as per **(Annexure-2)** and as decided by the Institute from time to time shall be followed.

Although, the Institute shall provide the following facilities, however, their maintenance and

upkeep will be ensured by the Contractor to the satisfaction of the competent authority of the Institute or body responsible to keep check on such issues.

- Monthly rent of Rs. 2000/- per month for Lights, fans and electricity supply

The following arrangements will be provided by the Institute in the Canteen:

- Furniture for the seating arrangement for itself & customers
(for minimum 40 customers in the beginning and for full capacity within one year).
- Refrigeration facilities (1 working refrigerator)
- Cooking and serving utensils.
- Cooking gas and cooking range.
- Crockery etc.

(Note: In case of any additional requirement to run the Canteen smoothly, the same will be arranged by the contractor at his own expenses).

Terms and Conditions

1. The allotment of Canteen on the campus is being done on contract basis. An agreement on a non-judicial stamp paper of appropriate value is to be entered into, at the time of taking possession of allotment.
2. It is the sole liability of the contractor to maintain and keep all the equipment and infrastructural facilities provided to him in good working condition and hand over the same back to Institute in good working condition on completion/revocation of the contract.
3. Monthly rent must be paid to the CARIWEA timely.
4. The Contractor will have to furnish a security deposit of Rs.15000/- at the time of taking possession of the site. The bank guarantee shall be returned to the contractor on the expiry of the contract or termination of the contract under normal circumstances. In the event of breach of any of the terms and conditions of this agreement, the said bank guarantee shall be encashed by the Institute. Amount recoverable (if any) shall be adjusted from the Bank Guarantee and the rest of the amount shall be refunded to the Contractor.
5. The successful contractor is required to have the following licenses / registration and other mandatory licenses (as applicable), for running of the canteen.

a) Valid labour License number

b) EPF Code number

c) Service Tax Registration

6. The Contract would be for the duration of one year (this period will start from the date of signing of the agreement extendable to another one year, based on performance assessment). The license fee/rent shall be enhanced @ at least by 10% per year. The allottee is required to security deposit of Rs. 15000/- and license fee for the month before taking profession of the canteen. The allotted shall ensure to start operation of the canteen services within 30 days from the date of issuance of allotment letter.

The Contractor shall vacate the premises on the expiry of the period of contract unless the contract is extended/ renewed for another term/period as decided by the competent authority the Institute. The duration of the contract would be extendable subject to the satisfaction Institute administration and stakeholders. The application for the same should reach the concerned office of the Institute two months prior to the expiration of the contract.

7. The contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
8. Either party to the contract may terminate the contract on one month's notice.
9. The Contractor shall display a rate list for items of sale in the canteen, duly approved by the Institute.
10. The eatables served by the Contractor should be wholesome and clean. Only fresh vegetables on daily basis are to be procured. Quality stores provisions are to be procured for preparing eatables. In case of any rotten or substandard eatables are found, penalty can be imposed by the competent authority.
11. The Cooks should know the preparation of North, South Indian and Continental foods.
12. The Contractor should provide sufficient number of cooks, waiters and other servants for delivering proficient services and would be liable for their misbehaviour, misconduct or any other act of disobedience. The staff employed by the Contractor shall not be below the Government of India prescribed working age.
13. The Contractor must ensure that the waiters wear neat and clean uniform while on duty.
14. List of the Items to be served in Canteen is given in Annexure -IV. Any change from the menu

table without prior permission from the competent authority will lead to penalty as decided by the competent authority. Canteen menu item list may be revised as per the requirement with prior permission of the competent authority.

15. In the allotted portion of the Canteen, the fire safety equipment shall be installed and maintained by Contractor as required under the Fire safety Act.
16. The Canteen Contract or shall use only commercial LPG gas Cylinders.
17. The Institute will not be responsible for any due payment of the users of Canteen.
The Contractor shall be required to provide bill/invoice to customers.
18. The Contractor shall be responsible for the reasonable care, maintenance, and safety of the premises, accommodation and other items provided by the Institute.
19. The Contractor shall be bound to keep the premises neat, clean and tidy at all times in accordance with the bye-laws of the Municipal Corporation/Regulatory Authority.
20. Canteen premises and storage units may be inspected by the committee constituted by the competent authority of the Institute at any time for checking hygiene, cleanliness and quality of eatables etc.
21. It is the sole responsibility of the Contractor for disposal of all waste materials (like food waste, vegetable waste etc.) generated in the Canteen. The Contractor shall provide adequate number of dustbins (for Bio Degradable Waste and non-Bio Degradable Waste) for cleanliness in their areas of operation. Contractor shall be responsible for emptying/disposal of the Dust Bins in the common bigger garbage box.
22. On the request of the Contractor, the competent authority or his representative may revise the rates of eatables items, if justified with reason, to be given in writing (applicable only once in a financial year under normal circumstances).
23. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority.
24. The Contractor shall not be allowed to open multiple shop outlets or to put up any serving counter in the seating area.
25. The Contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws and must be registered with EPF, ES or any other Government regulating agencies (as applicable) in respect of the workers assigned to duty at Institute.
26. The Contractor has to display his/her contact number for emergency contact.

27. The CIARIEWA will not be responsible for any type of compensation, if any canteen worker is injured while on duty. Personal Insurance of each worker has to be borne by the Contractor.
28. In case of failure or breach of any term and condition of the contract, CIARIEWA will have-
 - a) The authority to rescind the contract and
 - b) The right to forfeit the security deposit.
29. The Contractor will not transfer or assign the license to any other party.
30. The Contractor and his staff will make their own residential arrangement outside the premises of the Institute.
31. If the canteen remains closed without information, it may be declared as vacant and security deposit may be forfeited.
32. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.
33. In case of failure to adhere to the terms and conditions by the Contractor, CIARIEWA will have the authority to lock the premises and/or take the possession of the premises.
34. All disputes shall be referred to the Director, ICAR-CIARI, Sri Vijaya Puram & Patron, CIARIEWA.
35. This tendering process can be terminated at any stage (even without giving contract to any of the applicants) without assigning any reason.


(Abhilash)
Joint Secretary, CIARIEV

Penalties for violation of rules, terms and conditions

Failure to supply food in terms of **quality, quantity** and as per the menu indicated will attract penalty. For not adhering to contractual conditions, Institute shall be free to impose monetary fine as deemed fit on the Contractor. If any fines are imposed the same shall be deposited by the Contractor to the Institute. The Contractor may be fined in case of violation of the following:

1. If the Contractor fails to pay rent/license fee and other charges by the due date, he/she shall have to pay a penalty of 2% per month of the monthly license fee for the overdue period.
2. Each complain to fun clean utensils would lead to a fine of Rs.500/- on the Contractor.
3. If poor quality raw material is used for preparation of food items, a penalty of Rs.1,000/- for each occasion will be imposed.
4. Oil once used should not be reused. If reuse of oil is noticed, penalty of Rs.500/- for each occasion would be levied.
5. If, it is found that food items are not cooked properly or if quality of any item served is not up to the mark (decided by Committee) the fine of Rs 1000/- would be imposed on the contractor.
6. If there is any deviation in the approved menu, a fine of Rs.1,000/- for each occasion will be imposed.
7. Change in the menu without permission of the Institute would result in a fine of Rs.500/-
8. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacturer, a penalty of Rs. 500/- will be imposed for each default.

UNDERTAKING BY THE APPLICANT

(To be submitted along with the Technical Bid)

I, _____ S/o _____

Resident of _____

_____ hereby solemnly agree to
abide by the Terms & Conditions of the Tender.

Any breach of the Clause/Clauses will render my contract null and void.

I have understood completely this tender document and the terms and conditions therein. I agree to serve the eatables on the rates as decided from time to time and pay the license fee and other related charges on time. I have also understood that I have to maintain the high standard, quality and hygiene of all the eatables.

Signature of the Bidder with date

Stamp (if,any)