



INSURANCE INSTITUTE OF INDIA
Plot No. C-46, G Block, Bandra-Kurla Complex,
Bandra (East), Mumbai – 400051.

**TENDER TOWARDS CANTEEN CATERING SERVICE FOR THE
PERIOD OF 3 YEARS I.E., 01.04.2025 TO 31.03.2028 AT OUR OFFICE
PREMISES**

Tender Ref No. III/CANTEEN CATERING TENDER/2025-28
Date of Tender : 27.02.2025
Due Date : 10.03.2025

E-mail: estb@iii.org.in

Website: www.insuranceinstituteofindia.com

Contact Person

Ms. Radhika Sawant	(Assistant Secretary)	022-69654232
Ms. Rashmi Anchan	(Admin Officer)	022-69654228

**Each Page of the Tender Document must be Signed and Sealed by
the Tenderer**

TENDER NOTICE

Ref.: III/CANTEEN CATERING TENDER/2025-28 (3 years).

Re: Catering Services at Insurance Institute of India BKC Office.

INTRODUCTION OF INSURANCE INSTITUTE OF INDIA

III (Insurance Institute of India) is a premier Institute in the domain of Insurance education and training in India and also in SAARC, Afro-Asian, Middle East and other parts of world. III is recognized by Insurance Regulatory and Development Authority of India as a sole examination body for various insurance intermediaries. III qualification i.e., Licentiate / Associateship and Fellowship is recognized by Government and Private Sector Insurance companies. Many reputed MBA Institutes and Colleges/Universities across India encourage their students to pursue III qualification. We have 64 nos of Hostel rooms and 2 nos of cafeteria where we require the catering service.

Tender in sealed envelopes are invited from the reputed and resourceful registered / licensed contractor having at least 3 years of experience in execution of catering services to minimum 300 persons per day on average basis in Public Sector Undertaking Companies such as Banks, Government Offices, Insurance Companies etc. for providing catering services at an air-conditioned canteen, at the office located at:-

**Insurance Institute of India,
G Block, Plot No. C-46,
Bandra-Kurla Complex,
Mumbai – 400051.**

and catering to approximately **80+** employees and approx. minimum **3000+** Trainees / Participants of the Corporate/Government Office and the College of Insurance on yearly basis.

The tender alongwith Earnest Money Deposit (EMD) in sealed cover is to be addressed to:-

**The Secretary,
Establishment Department,
Insurance Institute of India,
G Block, Plot No.C-46,
Bandra Kurla Complex,
Mumbai – 400051.**

and should reach latest by **16.00** hrs. on or before **10.03.2025** superscribed as **“APPLICATION FOR CANTEEN CATERING SERVICES”**.

The submission of application form itself shall be construed as acceptance of all the terms and condition mentioned in the notice by the applicant.

The bidder will be disqualified or rejected out rightly if the contractor does not fulfill the terms and condition as mentioned in notice document.

The bidder must keep the application open for acceptance for the period of 4 calendar month from the date of due date.

The sealed proposal must be submitted before the deadline in 2 sections as per the below format only

- a) **“Section A” Technical Bid** – The 1st envelope (Section A) must contain all the required documents and details as mentioned under “Section A (A,B,C,D) – Technical Bid” with all required attachments duly signed and stamped by the authorized signatory of the Bidder.
- b) **“Section B” Price Bid** - The 2nd envelope (Section B) must contain Price bid as mentioned under Section B (A,B,C,D,E,F) which should be duly signed, stamped by the authorized signatory of the Bidder.

The section B containing Price Bids would be opened by the Internal Committee constituted by III. Only eligible bidder who will comply with technical specification as mentioned in Section A shall be considered for Price Bid.

Pre Bid Meeting

- A. **Canteen visit** – can be done on 04.03.2025 at 11.00 AM. Applicants can inspect the canteen premises along with store room.
- B. **Pre Bid Meeting** - shall be held on 04.03.2025 at 12.00 noon at 02nd Floor, Board Room, Insurance Institute of India. Only One representative will be allowed to attend the Pre-Bid meeting. Any clarification on Technical bid towards canteen tender or canteen visit will be cleared on same day.

Officials of the Institute shall undertake pre-empanelment visit to the applicant office and its canteen establishment to inspect and verify the services rendered.

The Insurance Institute of India reserves all rights to call for any missing/additional information from the vendor and accept or reject any or all of the tenders received without assigning any reason whatsoever.

Date: 27.02.2025
Place: Mumbai

Secretary
Establishment Dept.

GENERAL TERMS & CONDITIONS TO BE FULFILLED BY THE VENDORS

- 1. The Tenders submitted by the Bidders shall be evaluated on the basis of the following criteria:**
 - a) Submission / Fulfillment and Compliance of all Statutory and Technical requirement mentioned in **Section A** and along with submission of PERIOD VALIDITY copy of all licenses/certificates.
 - b) Experience of minimum 3 years and serving for more than 300 employees on an average daily basis.
 - c) Minimum 3 nos. of Clients and their details.
 - d) Site Visit to existing Establishment of the Bidders.
 - e) Annual Turnover of the Bidder should be more than ₹ 4 Crore.
 - f) Kitchen management at the existing Establishment of the Bidders.
 - g) Quality of Raw / Unfinished items at the existing Establishment of the Bidders.
 - h) Quality of the randomly selected prepared food items at the existing Entrepreneurial Establishment of the Bidders.
 - i) Cleanliness and Hygiene of the Kitchen Staff and the Service Personnel provided at the existing Entrepreneurial Establishment of the Bidders and also the dining and adjacent area.
 - j) The Price / Rate offered by the Bidder on randomly selected commonly consumed articles of food and drinks.
 - k) The bidder must sign and affix the Stamp / Seal of the Entrepreneurial Establishment of the Bidder in the manner and at the places as enumerated / earmarked in the Tender Document.
 - l) Bidder should be registered under the Contract Labour (Regulation & Abolition) Act, 1970. In addition, must have Licenses from the Local Government Authorities.
2. The Bidder's central kitchen facilities should be suitably convenient from our office premises for transportation of cooked food (travel time should be minimum) in case the need arises due to unavoidable reasons for any specific period.
3. The Institute shall provide kitchen equipment's and canteen cutlery and the food should be prepared at our kitchen space provided.
- 4. The bidder who will be selected has to keep the Security Deposit of Rs. 2,00,000/ (Rupees Two Lakhs Only) (Non-Interest bearing).**
- 5. Conflicting Relationship of Bidders:**

In contrary to above, if it is found that bidders are related to one another or managing / having the same business but under different names, such of Bids shall be forfeited. If the above fact is noticed after the Award of the Tender then the contract will

automatically be terminated and the Security Deposit shall be forfeited. In addition to this, the bidder shall be blacklisted.

6. Cost of Tendering:

The Bidder shall bear the entire cost associated with the preparation and submission of his / her tender and the Insurance Institute of India shall in no case be responsible or liable for these costs regardless of the outcome of the tendering process.

4. Language of Tenders: English.

5. Earnest Money Deposit:

The amount of Earnest Money Deposit (EMD) is ₹ 1,00,000/- (Rupees One Lakhs only) (Non-Interest bearing) should be necessarily accompanied in "**Section A**" in the form of Demand draft/ Banker's Cheque of any Nationalised / Private Bank drawn in favour of "**Insurance Institute of India**" payable at **Mumbai**, failing to which the tender shall be declared un-responsive. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders. Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying Tenderer.

6. Bid:

The Bidder shall submit his / her offer by filling in the rebate price / rate offered by the Bidder for the articles of food and drinks more specifically enumerated in Section B of the Tender Document against the names of food items.

7. Submission of the Tender:

Submission of the Tender shall be properly sealed and submitted in 2 Sections namely, Section A (Technical Bid) & Section B (Price Bid) and enclosed in one envelope giving reference as "**Catering Service – III/ESTB/CANTEEN CATERING TENDER/2025-28**" and addressed to "**The Secretary, Insurance Institute of India, Mumbai**". The format for **Section A & B** is enclosed.

- The 1st envelope – Technical Bid (Section A) and DD of EMD i.e. ₹ 1,00,000/- (Rupees One Lakhs only) in favour of "Insurance Institute of India" payable at Mumbai and the required documents as mentioned under Section A.
- The 2nd envelope – Price Bid (Section B) shall contain priced schedule of quotation, duly signed, stamped and page numbering by the authorized signatory of the Bidder.
- Both the above envelopes should clearly be marked on top about type of envelope i.e., the details of contents in envelope – **Section A** {Separate Envelope} / **Section B** {Separate Envelope}, Two envelopes are to be put in bigger envelope duly sealed and super-scribed "**Tender for Catering Services at III BKC Office, Mumbai due on 10.03.2025**" and addressed to "**The Secretary, Insurance Institute of India, G Block, Plot No. C-46, Bandra – Kurla Complex, Mumbai – 400 051**" and also the name and detailed address of the bidder on the bottom left of each envelope. If the outer envelope is not sealed and marked as above, the Institute will reject the same and disqualify.

Section- A will contain following details:-

- A. Form of Tender - Section A (A).
- B. Bio-Data Form (Proprietor / Partners / Directors) - Section A (B).
- C. Company Profile – Technical Specification – Section A (C).

- D. List of the Documents to be supplied (copies only) - Section A (D).
- E. Demand Draft of Earnest Money as per point no.5 of Instructions to Bidders.

Section- B will contain following details:-

- A. List of items and Services provided in the Canteen Premises by the Insurance Institute of India to be administered by the Contractor – Section B (A).
- B. Permissible Brand of Consumables - Section B (B)
- C. Rates for Special High Tea/ Special Meeting – Section B (C)
- D. Rates for Foods/drink supplied for Participants/Trainees of College of Insurance (COI) – Section B (D)
- E. Rates of Menu for Catering Services For Office Staff - Section B (E)
- F. Reference Information to be provided by Contractor of the services provided by them – Section B (F)

It may be noted that the submission of the tender itself shall be construed as acceptance of all the terms and conditions of this tender by the tenderer.

All the Documents under section A and B must be duly signed and stamped by the bidder.

8. Due Date & Time for submission of Tender:

The Tender as per instruction no.7 should be personally submitted by the Bidder or by the representative of the Bidder at the office of the Insurance Institute of India – Establishment Department at the address mentioned in the **Tender Notice upto 16.00 hrs. on or before 10.03.2025.** Insurance Institute of India may at its discretion extend the deadline for submission of the Tender by issuing an addendum in which case all the rights and obligations of the Bidder previously subjected to the original deadline shall be subjected to the new deadline.

Tender shall not be sent by Post, Courier, E-mail or Fax and if inadvertently sent by post, courier or fax shall be returned unopened to the Bidder.

9. Late Tender:

The Tender submitted after the deadline will not be considered.

10. Modifications and Withdrawal of Tender:

The Bidder shall not be permitted to modify / withdraw his / her tender once submitted.

11. Tender Opening and Evaluation:

Tender shall be opened as per the procedure of the Insurance Institute of India.

12. The contract:

The contract shall be awarded to that bidder whose tender upon examination, evaluation and determination is considered as the best on the basis of report and recommendations of Internal/Stores Committee. This contract would be awarded for 3 years and may be extended for further period of one year purely on performance basis.

13. Security Deposit:

The Successful Bidder shall have to pay the Security Deposit of **₹ 2,00,000/- (Rupees Two Lakhs only)** within 15 days from the date of issue of the acceptance letter.

Signature of Bidder

**Stamp & Seal of the
Establishment of the Bidder**

Terms and Conditions governing the Scope of the Tender to be duly signed by Successful Bidder as and when selected.

1. The Successful Bidder shall be permitted to use the Canteen Premises only for running the Canteen for the benefit of the Staff of the Insurance Institute of India and participants / trainees of the College of Insurance during the period of Contract.
2. The Contractor shall observe, abide and comply with the Rationing provisions / regulations / rules that are in force or that which shall be brought into force from time and time by the Competent Authority/ ies and shall obtain the necessary permits and comply with the directions of the Food and Rationing Authorities including submissions of returns, etc
3. If the Caterer fails, in course of the contract period, to comply with the terms and conditions of the contract, the Security Deposit may be forfeited by the Competent Authority.
4. The Contractor shall necessarily have E.S.I.C. and P.F. Code No. for the employees of the Contractor appointed for the purpose of assisting the Contractor to run the Canteen from the Institute's premises.
5. Contractor shall obtain the FSSAI License (and ensure timely renewal), BMC-Health Dept., Fire, Shop & Establishment, Any other License / permission to engage Labours / Staff as required under the Contract Labour (Regulation & Abolition) Act, 1970 and pay required License fees accordingly. TRC charges shall also be paid by the Contractor.
6. In addition to what is stated in Clause 4 above, the Contractor, in the matter of running the Canteen from the Institute Premises shall at all times duly observe, abide and comply with the provisions of the statutes that are in force; such as Provident Fund Act, Workmen's Compensation Act, Employees State Insurance Act, Payment of Minimum Wages Act, Factories Act, Sales Tax Act, Contract Labour (Regulation and Abolition) Act, Mumbai Municipal Institute Act or that which may be brought into force from time to time as well as the regulations / rules / bye-laws framed there under and comply with all the directions or orders issued / passed by the M.C.G.M., the Government of Maharashtra, the Union Government or any other Competent Authorities authorized to issue / pass directions or orders in the matter of the Canteen being run from the Institute's premises by the Contractor.
7. Upon breach by the Contractor of any of the terms and conditions governing the Scope of the Tender and / or upon the Contractor failing to comply with the directions / orders issued / passed by the MMRDA/M.C.G.M., the Government of Maharashtra, the Union Government or any other Competent Authority and / or upon the Contractor failing to comply with the requisitions issued by the Institute and / or if in the opinion of the Institute, the Contractor is not running the Staff Canteen within the Canteen Premises in a satisfactory manner and / or if the Contractor is adjudicated insolvent and / or if any attachment or execution is levied on any of the property of the Contractor, the Scope of the Tender shall be liable to be terminated.
8. For security reasons, the Contractor/Bidder shall provide the list of all the employees appointed by the Contractor/Bidder for the purpose of assisting the Contractor/Bidder in the matter of running the Canteen from the Canteen premises. Such list shall contain the following details of the employees appointed by the Contractor/Bidder namely Name, Age, Date of Birth, Sex, Photo, Aadhar card,

Educational Qualification, Designation, Address, Telephone No. Appointment of any new employee should be intimated timely with proper submission of all above said documents to the Insurance Institute of India. Any termination / exit of the employees shall also be intimated to the Institute.

9. The Contractor/Bidder shall be solely responsible in respect of the employees appointed by the Contractor/Bidder for the purpose of assisting the Contractor/Bidder to conduct the Staff Canteen from the canteen premises and the Institute shall not be a party to any disputes that may occur between the Contractor/Bidder and the employees appointed by the Contractor/Bidder.
10. The Contractor / Bidder shall attend the meeting whenever called by the Competent Authority or his representatives and abide by the instructions given by the Competent Authority from time to time.
11. From time to time, other programs if any as decided by the Institute will be held for which catering services will have to be provided at the same rate. Extra items, if any, supplied on request, will be reimbursed to caterer on pro-rata basis.
12. The Contractor shall serve the articles of food and drinks in the Canteen for the Staff of the Insurance Institute of India and trainees / participants of the College of Insurance without any distinction and reservation of class, caste, creed, religion or sex.
13. High standard of catering is expected at all times with due regard to quality, quantity, purity, cleanliness and hygiene of food stuff, dishes, and in their preparation and handling and also in extending utmost courteous services to employees/officers and others. The Contractor/Bidder should always have on hand, good and sufficient supply of all articles, food stuffs and provisions necessary for the catering and the same shall be stored in a proper hygienic manner in suitable containers. Raw food items such as vegetables, milk, fruits, etc. shall be of fresh quality and should be stored in a clean and hygienic way in an approved manner. All provisions/groceries/ingredients/ food items should be branded one as mentioned in **Section B (B)**. No Dalda, Vanaspati or vegetable oil shall be used. Only toned milk of a reputed brand with 3% fat content should be used.
14. The contractor/bidder has to ensure:
 - The Cook and Assistant Cook should be proficient in different Indian cuisine (South Indian/North Indian/ Multi cuisine etc.)
 - Change of persons as and when affected is to be informed to the III.
 - In case of absence for a day or more, alternative arrangement should be made but the contractor.
 - Person having communicable diseases or serious health ailments should not be engaged as workers including cooks till they are cleared/cured thereof.
15. For kitchen, LPG will be provided by III for which the bill will be paid by the Contractor/Bidder.
16. Maintenance of gas burners, stoves, gas lines etc. with their regular servicing shall be the responsibility of the Contractor/Bidder.
17. The electricity and water consumption charges will be borne by Institute, provided the Contractor/Bidder ensures –

- that the items of usage eg. Switches, bulbs, chokes, taps, other plumbing materials etc. are always properly maintained.
- that utmost economy is to be exercised in the consumption of water, electricity.
- that be abides by such restrictions as may be imposed or follow such instructions as may be issued by the appropriate Government / Civic / Electricity Authorities.
- in times scarcity of water, the Contractor/Bidder shall ensure availability of water room modern, safe alternative sources and ensure that the services of canteen are not affected adversely in any manner whatsoever.

18. Apart from the items indicated in the menu, the Contractor/Bidder shall supply, on demand, additional items for special lunch / dinner or snacks at the rates mutually agreed upon.

19. The Contractor/Bidder shall ensure that the food items supplied are as per the standards/quality as prescribed by III under Section B (B). Institute hold the rights to change the brand at any point of time. Approval of Competent Authority is mandatory for change in brand. The III reserves all rights towards imposing fine for any lapses in the specified brand as mentioned in Section B (B).

20. The Contractor/Bidder should arrange to serve coffee/tea/lunch and Breakfast (if required) at the seats of the officers / employees of all departments at III, on demand during working hours.

21. It will be the sole responsibility of Contractor/Bidder to keep canteen services available to staff members on all working days/working hours. Failure to provide services on any working day can lead to termination of contract. However, Contractor/Bidder will have to make the services of canteen available for any closed holiday /off duty hours as per the administrative requirements of the III. However, the functioning timings of the Canteen is mentioned below.

a. Service Time for Participants in the college / Residents in the Hostel:

Monday to Sunday

08.00 am. To 10.00am	Tea/Coffee/Breakfast
01.00 pm. To 03.00 pm.	Lunch
04.00 pm. To 05.30 pm.	Tea/Coffee/ Snacks
08.30 pm. To 10.00 pm.	Dinner

b. Service Time for Employees:

Monday to Friday	09.20 am. To 11.00 am.	Tea/Coffee/Breakfast
	01.30 pm. To 02.30 pm.	Lunch

The competent authority of the Insurance Institute of India reserves the rights to change the above service time as per the requirement.

22. The Insurance Institute of India shall be entitled to modify the timings of the Canteen service on special occasions as per the necessity and the Contractor shall provide the Canteen service accordingly.

23. The contractor should ensure that food items for supply shall be prepared fresh in the canteen itself and to be supplied only to the employees/agents and other authorized guests within the Institute office premises.
24. **During the first year of Contract, there will be no revision in the rates. If during the said contract period and /or during extended period of contract, the Contractor expresses his inability to fulfill the contract or run the Canteen on agreed rates, it will be treated as breach of Contract and the contract will be terminated. In such case, III reserves the right to**
- **Forfeit the Security Deposit submitted by the Contractor.**
 - **Blacklist the Contractor for three years.**
 - **However, after completion of one year if the contractor wants price rise, he may submit his request in writing to the Canteen Committee/Establishment Department. The Institute may consider escalation / de-escalation to the extent of rise / fall on all commodities maximum / minimum of 10% on the rates indicated in the contract for the first year. The appropriate decision will be taken based on the recommendation of the Competent authority.**
25. The Contractor shall be solely responsible for any misconduct on the part of the employees appointed by the Contractor for the purpose of assisting the Contractor in the matter of running the Staff Canteen from the Canteen Premises or indirectly by the employees so appointed.
26. The Contractor shall be responsible for any nuisance caused directly / indirectly or damages loss or injury whatsoever that may be caused at any time to the property of III or to any person or persons including any third party while running the Staff Canteen from the Canteen premises and all such damages, injury or loss to life or property shall be made good and / or as the case may be shall be paid immediately by the Contractor to the satisfaction in all respects of Institute.
27. The Institute shall in no way be responsible for or liable to any damage, loss or injury caused to the Contractor, the property of the Contractor or to the employees appointed by the Contractor for the purpose of assisting the Contractor in the matter of running the Staff Canteen from the Canteen Premises or to the property of the employees so appointed from any cause whatsoever at any time.
28. The Institute shall not be a party for recovery of payment of any bills or dues from any of the customers of the Contractor, i.e. the Staff of the Institute.
29. The Contractor shall not encroach or occupy any space beyond the Canteen Premises permitted to be used as Canteen.
30. The Contractor shall not exhibit any signboard, nameplate or advertisement within or outside the said Canteen Premises of the Institute.
31. The Contractor shall offer for sale the articles of food and drinks in the prescribed volume / weight as enumerated in the Section B of the Tender Document at the price / rate offered by the Contractor and accepted by the Insurance Institute of India.
32. The Contractor shall not make any alteration in the rates, weights, quality, quantity, etc. of the articles of food and drinks enumerated in Section B of the Tender Document kept for sale at the Canteen Premises while running the Staff Canteen except by the prior permission of the Insurance Institute of India.

33. The Contractor shall serve good and wholesome articles of food and drinks in the prescribed volume, weight and quality approved by the Insurance Institute of India as mentioned in Section B. The Contractor shall keep sufficient supply of the articles of food and drinks at hand for sale and service. Any deterioration in quality shall be treated as breach of the terms and conditions and the scope of Tender shall be liable to be terminated and the Security Deposit will be forfeited.
34. The Contractor shall keep the Insurance Institute of India, its Officers and servants safe and harmless and indemnified from and against all losses, suit, damages, cost charges, claims and demands whatsoever including claims under the Workmen's Compensation Act, 1923, the Officers or Servants may become liable to pay for the reason or in consequence of any injury to any person or persons or to any property either belonging to the Insurance Institute of India or any third party whether resulting directly through any accident or otherwise to life or property shall be made good and / or as the case may be shall be paid immediately by the Contractor to the Insurance Institute of India.
35. **If it is found on inspection that any food item is injurious to health or of a sub-standard quality, the Contractor shall be liable to pay a penalty as may be decided by the Insurance Institute of India, on each occasion.**
- | | |
|---|--------------------------------|
| For not maintaining Cleanliness | ₹. 5,000/- per instance |
| • By observing putrid or bad smell in food | ₹. 10,000/- per instance |
| • By observing hair, stapler pin, glass or any object in food | ₹. 20 ,000/- per instance |
| • By case of food poisoning | ₹.1,00,000/- per instance |
| • Any other deficiency or negative observation | ₹. 10,000/- per instance |
| As found by competent authority/Committee | |
36. **A penalty of 10% of total food bill raised for a particular training programme shall effect, if the ratings of more than 40% of the participants in the concerned session are 'Below Average'/'Poor'. The decision of the Secretary General in this regard shall be final and binding to the caterer.**
37. The successful Contractor/Bidder must arrange 2/3 sets of Uniform, use and throw hand gloves, caps etc for all the employees working in the canteen. The Contractor/Bidder has to ensure that the workers/cooks wear clean aprons/hand gloves/caps failing to which Rs.500/- fine will be imposed on every instance.
38. The contractor should ensure that kitchen, Store room, dining hall, wash areas, wash basins, water coolers and surrounding areas in the dining hall be maintained neat and clean failing to which penalty of Rs. 5000/- will be imposed on monthly bill.
39. The Contractor shall be liable to pay a fine of ₹ 5000/- per person, if the Contractor is found catering to the person other than the staff of the Insurance Institute of India without permission. Guest of the staff of Institute shall be exempted provided such guests are accompanied by the staff of Institute or when duly authorized in writing by Institute, concerned authorities or Canteen Committee.
40. Delay in service will attract suitable penalty as deemed fit by the Secretary General. Omission in items will also attract penalty to the extent of its market cost.
41. A recovery of 5% of the total food bill for a particular month shall effect, if the prescribed menu approved by the Institute is violated in part or in full without prior approval of the Competent Authority.

42. The Contractor shall attend the Canteen Committee Meetings to address to any issues that may arise in the matter of running of the Canteen from the Canteen premises from time to time or as and when required by the Institute. The Contractor shall be bound by the decisions taken in the Meetings convened as aforesaid.
43. The Canteen Committee of the Insurance Institute of India shall visit the contractor premises unannounced for quality check as and when required.
44. The Contractor shall permit the concerned authorized personnel/Canteen Committee members/any competent authority of the Institute at all times to enter the Canteen Premises to inspect the following: -
- Catering Arrangements.
 - Raw material being used.
 - Quality & Quantity of eatables and articles of food and drinks served and sold.
 - Conditions of the fittings, fixtures and furniture's.
 - Sanitary arrangements and general cleanliness.
 - Upkeep of the Canteen Premises.
 - Canteen and kitchen employee's hygiene and updated health check-up records.
45. The kitchen and store area are restricted area. Therefore, only contractor employees and canteen committee member's entry shall be permissible. If found, shall attract penalty.
46. The Insurance Institute of India will provide dustbins in the Canteen. The Contractor shall use separate polythene bags for dry and wet garbage separately. Garbage is collected by waste management vendor on daily basis. But, in case, if not done by them the same should be disposed off by the contractor on his own cost & arrangement. The cleanliness of the dustbins is to be maintained by the contractor.
47. The list of furniture, fixtures, equipment's, crockery, cutlery, etc. as stated in Section B (A) shall be provided by the Insurance Institute of India. Any additional articles required by the contractor, then the Contractor have to arrange on its own cost with prior permission of the Insurance Institute of India.
48. The entire canteen equipment's and cutlery mentioned in Section – B (A) should be handled with care by the contractor and the employees appointed by the contractor for the purpose of assisting the Contractor in the matter of running the Staff canteen in the Institute's premises. If any repair or defect arise or found due to mishandling to this equipment's and cutleries, the cost of the same will be recovered from the contractor. Though Cutlery made up of Porcelain Clay and Glasses excluded from this term however, it should be handle with care for minimizing destruction cases.
49. The Insurance Institute of India shall not be a party for recovery of payment of any bills or dues from any of the customers of the Contractor, i.e. the Employees of the Insurance Institute of India or trainees / participants of the College of Insurance.
50. The Contract shall be liable to be terminated by giving one month's notice in writing to the Contractor without assigning any reason whatsoever.
51. Whenever the Scope of the Tender is terminated by the Insurance Institute of India, the Contractor shall forthwith stop using the Institute Canteen for running the Staff Canteen. In default it shall be lawful for the Insurance Institute of India to forthwith stop the Contractor from using the Institute Premises for running the staff Canteen.

The Contractor shall not be entitled to any compensation or any amounts already paid, on account of termination of the Scope of the Tender.

52. The Contractor shall remove the Contractor's articles / machinery / equipment / utensils and / or any other machines installed by the Contractor with the previous sanction of the Insurance Institute of India on expiry of the period of Scope of the Tender at the Contractor's own cost within a period of seven days. Upon failure to do so, the Insurance Institute of India shall be at liberty to remove the same at the risk and cost of the Contractor
53. In reference to Instructions to Bidders the transport vehicle and the containers used for carrying food products to the premise of the Insurance Institute of India should be maintained clean at all times by the Contractor. These containers should be washed and sanitized by the Contractor before and after use. Hot food should be transported at 60° C and above whereas cold foods should be transported at 5° C or below.
54. It is hereby agreed that the Contractor shall keep the articles of food and drinks labelled and date tagged in the canteen covered in suitable fly and rat proof receptacles as shall be approved by the Insurance Institute of India and shall be liable to periodic inspection by the members of the Canteen Committee and / or the concerned authorities of the Insurance Institute of India. The receptacles will be cleaned from time to time as required and shall be replaced or repaired, if required, to the satisfaction of the Insurance Institute of India.
55. The Contractor shall keep the Canteen Premises and the utensils used for preparing and serving the articles of food and drinks daily cleaned and sanitized. The furniture fixtures of the Canteen Premises shall be cleaned periodically or as often as required by the Insurance Institute of India with good sanitizer by the Contractor at his own cost.
56. This contract shall remain in force for a period of Three years commencing from 01.04.2025 to 31.03.2028 which can be renewed thereafter for a further period of twelve months at the discretion of the competent authority after reviewing on the same terms and conditions and at the rates as mutually agreed upon again, after evaluating the services and finding them satisfactory.
57. In all cases of dispute, the decision of the Insurance Institute of India shall be final and legally binding upon the Contractor.
58. The Contractor shall enter into a Contract Agreement, embodying the terms and conditions governing the Scope of the Tender within the period as notified by the Insurance Institute of India. Separate contract Agreement shall be entered into for every term of the Scope of the Tender.
59. After the acceptance of the contract, in case if the contractor is not in the position to run the canteen or continue with the contract, then 1 month notice is compulsory to terminate the said contract.

60. Termination or Expiry of the contract:

- The Institute shall have a right to terminate the contract by giving one month's notice in writing without assigning any reason during the period of this agreement along with forfeit of Security Deposit.

- In the event of the Caterer committing a breach of any of the terms and conditions of this Agreement, the Institute shall be entitled, subject to other rights available to it under this Agreement, to terminate this agreement immediately without giving notice / assigning any reasons. On termination of this Agreement in terms of this clause, the other terms and conditions relating to termination to this agreement shall apply. The Institute can also terminate the Agreement immediately on the occurrence of any event which, in the exclusive opinion of the Institute, necessitates the termination of this Agreement forthwith.
- After the expiry of this contract, the Institute reserves the right to extend the contract further for an interim period up to three months till the execution of fresh tender for canteen contract.
- Any dispute arising out of or relating to this Agreement shall be deemed to have arisen in Mumbai and be subject to adjudication of a competent court in Mumbai.

Signature of the Bidder

**Stamp / Seal of the
Establishment of the Bidder**

Section – A (A)
FORM OF TENDER

**To,
The Secretary,
Establishment Deptt.,
Insurance Institute of India,
G Block, Plot No. C-46,
Bandra Kurla Complex,
Bandra (East),
Mumbai- 400 051.**

Dear Sir,

Sub: In the matter of running the staff Canteen at _____

Pursuant to the Tender Notice dated _____ in the matter of running the Staff Canteen in the Institute's Premises. I / We whose names and signature is are given appended herein below representing the Entrepreneurial Establishment whose Stamp / Seal is also affixed herein below hereby submit my / our Tender for being appointed as your Contractor.

I / We have inspected the Canteen Premises from where the staff Canteen is required to be run as well as the Furniture and Fixtures provided at the Canteen Premises which are more particularly listed in the Section B- (A) of the Tender Document and I / We are satisfied that the Canteen Premises and the Furniture and Fixtures provided at the Canteen Premises are appropriate and meets the requirements to conduct the Staff Canteen.

I/ We agree to keep my / our Tender open for acceptance for a period of Four calendar Months after the last date of receipt of the Bid and I / We further agree not to revoke my / our Tender at any time during the said period of Two Calendar months.

I / We hereby declare that I / We have read and understood the terms relating to submission of the Tender as more specifically enumerated in the Tender Document under the caption "Instructions to the Bidders" and I / We hereby state that my / our Tender been valued for considering its responsiveness only if I / We have submitted my / our Bid in consonance and in compliance of the terms relating to the submission of the Bid as enumerated in the Bidder Document under the caption "Instructions to the Bidders".

I / We hereby state, declare and undertake that if my / our Tender is considered as the most responsive and I / We are declared as the successful Bidder I / We shall offer for sale the articles of food and drinks more specifically enumerated in Section- B (C), Section – B (D) and Section – B (E) of the Tender Document at the rate offered by me / us and accepted by the Institute.

I / We hereby state, declare and undertake that on being declared as Successful Bidder, I / We shall conduct the Staff Canteen from the Canteen Premises in consonance and in compliance of the terms and conditions governing the Scope of the Tender of the Tender Document.

As required by the terms of the Institute Notice dated _____ as well as the terms as enumerated in the Bidder Document, I /We have attached D.D. in respect of Earnest Money Deposit of ₹ 1,00,000/-.

I / We hereby state, declare and undertake that on being a Successful Bidder, I / we shall deposit / remit the Security Deposit of ₹ 2,00,000/- within the period prescribed and execute the Contract Agreement as and when called upon to do so within the period as stipulated therein.

I / We _____ do, hereby state and declare that I / we whose name and signature/s is / are given / appended herein below representing the Entrepreneurial Establishment whose Stamp / Seal is also affixed herein below have not filled in this Bid under any other name or under the name of any other Entrepreneurial Establishment otherwise nor I / we are in any way related or concerned with the Entrepreneurial Establishment or any other Entrepreneurs who have filled in the Bid for conducting the staff Canteen from the Canteen Premises.

I / We _____ have filled in the Bid and submitted my / our Tender with the full knowledge of the liabilities and therefore I / We shall not raise any objection or dispute in any manner relating to any action taken, including forfeiture of the Security Deposit and Blacklisting, for giving any information, which is found to be incorrect and against the instructions given in the Bidder Document under the caption "Instructions to the Bidders" or in the matter of running of the Staff Canteen from the Canteen Premises as per the terms and conditions governing the Scope of the Tender more specifically enumerated in the Tender Document.

I / We further agree and undertake that in the event it is revealed subsequently after the scope of the Tender is awarded to me / us that any information given by me / us in this Bid is false or incorrect, I / We shall compensate the Insurance Institute of India for any such losses or inconvenience caused to the Insurance Institute of India in any manner and will not resist any claim for such compensation on any found whatsoever.

I / We further agree and undertake that in the event the Scope of the Tender is terminated for the reason as enumerated in the terms and conditions governing the Scope of the Tender, I / We shall not claim any amount by way of damages or compensation.

In witness of what is stated herein above I / We have put my / our respective signature along with the Stamp / Seal of the Entrepreneurial Establishment which I / We represent on this _____ day of _____ 20__.

1. If the Entrepreneurial Establishment is a Proprietary Concern-

- a) Name of the Proprietor of the Proprietary Concern
- b) Signature of the Proprietor
- c) Residential Address of the Proprietor
- d) Office Address of the Proprietary Concern, if any
- e) Stamp of the Proprietary Concern

2. If the Entrepreneurial Establishment is a Partnership Firm :-

- a) Name of the Partners of the Partnership Firm
- b) Signature of the Partners is the Bid is not Submitted through an Authorized Signatory
- c) Signature of the Authorized signatory if the Bid is submitted by the Authorized Signatory
- d) Residential Address of the Partners of the Partnership Firm
- e) Office Address of the Partnership
- f) Stamp of the Partnership Firm

3. If the Entrepreneurial Establishment is a Company –

- a) Name of the Directors of the Company
- b) Signature of the Directors if the Bid is not Submitted through an Authorized Signatory
- c) Signature of the Authorized Signatory if the Bid is Submitted by the Authorized Signatory
- d) Residential Address of the Directors of the Company
- e) Residential address of the Authorized Signatory
- f) Office Address of the Company
- g) Seal of the Company

Signature of the Bidder

**Stamp / Seal of the
Establishment of the Bidder**

Section- A (B)
B I O – D A T A F O R M

PHOTO

NAME OF THE OWNER/CONTRACTOR : _____

DATE OF BIRTH * : _____

SEX : M / F

EDUCATIONAL QUALIFICATION : _____

DESIGNATION : _____

LOCAL ADDRESS # : _____

PERMANENT ADDRESS : _____

TELEPHONE NO : _____

MOBILE NO : _____

Signature of the Bidder

**Stamp / Seal of the
Establishment of the Bidder**

* Proof such as copy of School Leaving Certificate / Birth Certificate / Passport/ Driving License, etc... to be attached.

Proof such as copy of Ration Card / Passport / Bank Pass Book, etc... to be attached.

Section- A (C)

Insurance Institute of India		
Tender Reference: III/Canteen Catering Tender/2025-28.		
Technical Specification		
Sr No.	Particulars	
1	Name of the Company	
2	Regd. Office	
3	Central Kitchen Address	
4	Name of Partners and Contact numbers	
5	Email Id of the company	
6	Company Website (if any)	
7	Name of Authorized Person to be contacted	
8	Mobile Number	
9	Details of Experience	
10	ISO Certificate Number**	
11	Shop & Establishment Registration Certificate Number**	
12	GST Number**	
13	Food Health License **	
14	Food & Drug Administration (FDA) / Food Safety standards Authority (FSSAI) **	
15	EPF Number**	
16	ESIC Number**	
17	Professional Tax Number**	
18	Labour License**	
19	Trade License**	
20	Small Scale Industries Registration No (MSME):**	
21	NSIC – Certificate (The National Small Industries Corporation Ltd.)**	
22	Name of Chartered Accountant	
23	Name of ESIC/ PF Consultant**	
24	I. T Return - Last 3 Years**	
25	Annual Turnover (Average Turnover: 4 Cr.) - Last 3 Years**	

**** Proof of copies to be attached.**

Document mandatorily required for smooth running of canteen at our premises

Section – A (D)
List of Documents to be supplied

1. Bio-data of Proprietor / Partner / Partners / Director /s
2. Partnership deed (in case of Partnership)
3. Copy of the Memorandum of Association and Articles of Association in case of a Company.
4. Letter of authority.
5. Contact Details
 - a. Address
 - b. Telephone No.
 - c. Mobile No.
 - d. Fax No. (if any)
 - e. E-mail ID (if any)
6. Proof of Residence / Office.
7. Voter ID Card/ Passport/ Driving License.
8. PAN Card – Individual & Company (if applicable)
9. IT Returns for 3 years individual as well as of the Entrepreneurial Establishment of the Bidder.
10. SAP Vendor registration No./Vendor Account No.
11. Bank details with Certificate from Bank.
12. ECS form duly attested by Bank.
13. Bank solvency certificate of ₹. _____
14. Letter of recommendation from past Customers (at least 2)
15. Experience Certificate.
16. Letter of Recommendations from the organizations where the contractor has run the canteen service.
17. PF No.
18. ESIS No.
19. Sales Tax Registration No.
20. Details of running establishment.
 - a. Licenses
 - i. Shop & Establishment.
 - ii. Public Health Department for Grade of Eating House
 - iii. FSSAI License
 - b. License to engage contract labourers under the contract Labour (Regulation & Abolition) Act, 1970.

Section – B (A)

List of items provided in the Canteen Premises by the Insurance Institute of India to be arranged by the Contractor.

Kindly note that any additional articles required with below listed items, Contractor has to arrange the same at its own cost with prior permission of the Insurance Institute of India.

A) Items already available in Canteen Premises:

Sr. No.	Description	Dimension /Size/ Capacity	Units
A.	Kitchen Equipment's		
1	3 Burner Gas Range	1500 X 600 X 850 + 150	1
2	2 Burner Gas Range	1200 X 600 X 850 +150	1
3	Electrical Deep Fat Fryer (Double)	600 X 600 X 85 +150	1
4	Single Burner Gas Range	600 X 600 X 85 +150	1
5	Rice Boiler	60 Ltr.	1
6	4 Container Bain Marie with 2 OHS & Hot Case	1500 X 675 X 850 +450 +300	1
7	U/C Refrigerator with 2 OHS	1500 X 675 X 850 +450 +300	1
8	Pulveriser - 3 HP	STD	1
9	Masala Grinder Weight 10 kg.	STD	1
10	2 Door Vertical Freezer	675 X 600 X 2100	2
11	Electric Sandwich Griller	STD	1
12	Electrical Idli Steamer - 54 Idli's	STD	1
13	Electrical Multipurpose Juicer	STD	1
14	Electrical Heavy Duty Mixer	STD	1
15	Tea Coffee Dispenser (3 Tank)	900 X 450 X 400	1
16	Dough Knitting Machine	20 kg	1
17	Dosa Bhatti Table Top	900 X 500 X 450	1
18	Ice cream Freezer	1200 X 600 X 850	1
19	Conveyor Toaster		1
B.	Exhaust - System		
1	Exhaust Hood With Filter	1550 X 650 X 600	1
2	Exhaust Hood With Filter	1250 X 650 X 600	3
3	G.I. Ducting (Jindal make) 22 SWG	Sq.ft	400
4	3 HP 3 PH 960 RPM 8500 CFM Centrifugal Blower		1
5	Rexin Canvas		2
6	M. S. Blower Stand		1
7	S. S. Water Tank	1200 X 375 X 900	1

Sr. No.	Description	Dimension /Size/ Capacity	Units
C.	Fresh - Air System		
1	G.I. Ducting (Jindal make) 22 SWG	Sq. ft.	300
2	1 HP 1440 RPM Tube Excel Fan		1
3	Fresh - Air Grill		8
4	Fresh - Air Filter		2

B) Other cutlery items such as Stainless Steel Spoon (Big & Small Size), Stainless Steel Fork, Porcelain Clay Cup and Saucer, Melamine Soup Bowl & Spoon, Melamine Plate (Big & Small Size), Glasses are available in sufficient quantity.

C) Other Services already available in the Canteen Premises:

1. All Electric fittings.
2. Kitchen Platform.
3. Exhaust System.
4. Store Room.
5. Serving Counter.
6. Water (provided by Institute).
7. Big Size Garbage Bin.

Signature of Bidder

**Stamp & Seal of the
Establishment of the Bidder**

Section - B (B)

Permissible Brands of Consumables

(To be submitted by the bidder on the letterhead of the Bidder along with Price Bid)

Sr No	Ingredients	Quality
1	Salt	Iodised Salt – Tata, Annapurna
2	Sugar	Madhur, Fortune or Equivalent quality brand
3	Spices	MDH, Suhana, Everest or Equivalent quality brand or AGMARK
4	Oil	SunFlower refined oil such as Sundrop, Gemini, Fortune, Saffola
5	Atta	Aashirvad, Nature Fresh, Annapurna
6	Rice	Regular – Wada Kollam, Pulav/Biryani – Basmati
7	Dal/Pulses	Tata Sampanna or Equivalent quality brand
8	Ketchup	Kissan, Maggie, Heinz
9	Besan	Rajdhani, Samrat or Equivalent quality brand
10	Rawa	Fortune, Satyam or Equivalent quality brand
11	Paneer	Amul, Mother Dairy or Equivalent quality brand
12	Pickle	Bedekar, Mother's Recipe or Equivalent quality brand
13	Butter	Amul, Britannia, Mother Dairy's
14	Bread	Britania or Equivalent quality brand
15	Tea	Brooke Band, Lipton, Tata, Society or Equivalent quality brand
16	Coffee	Nestle,
17	Milk	Amul, Gokul
18	Sweet	Bikaner, Gokul, Haldiraam or Equivalent quality brand
19	Jam	Kissan, Mapro or Equivalent quality brand
20	Juices	Real, Tropicana or Equivalent quality brand
21	Cheese	Go Cheese, Amul, Britannia or Equivalent quality brand

I/We agree that I will provide all the items with the above-mentioned branded materials and as per instruction from the competent authority from time to time.

Date :

Place :

Signature of Bidder

**Stamp & Seal of the
Establishment of the Bidder**

Section – B (C)
Financial Bid
(Must be submitted on letterhead of the Vendor)

I. High Tea for Special Meeting (Adhoc Requirement)

Sr No	Particulars	Rates per plate
1.	<p>a) Biscuits/Cookies (Standard quality/branded biscuits, Packaged Cookies containing 2 biscuits in single package such as Unibics, Sunfeast farmlite, Cadbury Chocobakes, Chocochips etc).</p> <p>b) Cheese/Chatni Sandwich or any snacks Items</p> <p>c) Kaju/Badam (5 Piece each)</p> <p>d) Special Tea/Coffee</p> <p>(Snacks items may include Veg Cutlet, Mini Samosa, Samosa, Batata Vada, Mini Batata Vada, Vegetable roll, Spring Roll, Mix Bhajia, Bread Pakoda etc or any other item)</p>	

II. Special Lunch for Special Committee Meeting (Adhoc Requirement)

Sr No	Particulars	Rates per plate
1	Soup	
	Dal/Sambar/Dahi Kadi	
	Plain Rice / Curd Rice/Jeera Rice	
	Rice /Biryani / Pulao/ Fried Rice /Noodles	
	Starter – 1 Veg or Non Veg	
	2 Vegetable – Dry (1) and gravy (Indian /Western/Chinese) (1)	
	1 Non Veg (Any 1 from Fish/Chicken/Mutton) – Fish (Surmai/Pomfret/Halva), Chicken Gravy/Sukka (Indian/Western/Chinese), Mutton Gravy/Sukka	
	Roti / Chapatti / Paratha / Puri	
	Salad/Pickle/Papad/Raita/ Boondi Raita	
	Sweet / Icecream	

Note:

- The above rates for **Section – B (C) I and II** will be negotiable/Flexible.
- The quantum of Committee/Special Meeting conducted is minimum 15 times in a year.

Signature of Bidder

**Stamp & Seal of the
Establishment of the Bidder**

Section – B (D)

Financial Bid

(Must be submitted on letterhead of the Vendor)

List of Articles of Food and Drinks with Rates to be supplied by Contractor in Canteen Premises for Trainees/ Participants (National as well as International Trainees/Guest) of College of Insurance.

Sr No	<u>Particulars</u>	<u>Minimum Bidding Price</u>	<u>Rate Per Person</u>
A	<u>Breakfast</u>		
	<div>1. Tea / Coffee/ Milk</div> <div>2. Bread Toast with Butter/Jam/Jelly/Veg Sandwich</div> <div>3. Mix Fruits (Apple/Banana/Watermelon/Papaya)</div> <div>4. Fruit Juice</div> <div>5. Sprouts</div> <div>6. Boiled Eggs / Omlette</div> <div>7. Corn Flakes with Milk</div> <div>8. Snacks (Any 2)</div> <div>(Any two of the Following (with balance combination of regional variety):</div> <div>Onion Uttappa with Sambar/Chatni, Medu Wada with Sambhar/Chatni, Poha, Upama, Idli with Sambhar/Chatni, Vegetable Cutlet, Stuffed Paratha, Puri Bhaji, Masala Dosa with Sambar/Chatni etc or any other items)</div>	<u>Rs. 80/- per person</u>	
B	<u>Lunch</u>		
	<div>1. Soup</div> <div>2. Dal/ Sambar / Dahi Curry</div> <div>3. 2 Vegetable – 1 Dry and 1 with gravy (Indian /Western/Chinese)</div> <div>4. 1 Non Veg item (Any 1 from Fish/Chicken/Mutton) – Fish Fry (Surmai/Pomfret/Halva), Chicken Gravy/Sukka (Indian/Western/Chinese), Mutton Gravy/Sukka</div> <div>5. Plain Rice / Curd Rice</div> <div>6. Rice /Biryani / Pulao/ Fried Rice /Noodles</div> <div>7. Roti / Chapatti / Paratha / Puri</div> <div>8. Salad / Pickle / Papad</div> <div>9. Sweet</div>	<u>Rs. 150/- per person</u>	
C	<u>Evening Snacks</u>		
	<div>1. Tea / Coffee/ Milk</div> <div>2. Snacks</div> <div>Any one of the Following:</div> <div>Batata Wada, Vegetable Cutlet, Mix Bhajia, Dalwada, Sandwich, Burger, Croissant, Samosa, Mung Dal Bhajia, Bhonda, Bhel Puri / Sev Puri, Bread Pakoda / Roll, Pasta, Pizza, Spring Roll, etc or any other items)</div>	<u>Rs. 30/- per person</u>	

Sr No	<u>Particulars</u>	<u>Minimum Bidding Price</u>	<u>Rate Per Person</u>
<u>D</u>	<u>Dinner</u>		
	1. Soup 2. Dal/ Sambar / Dahi Curry 3. 2 Vegetable – 1 Dry and 1 with gravy (Indian /Western/Chinese) 4. 1 Non Veg (Any 1 from Fish/Chicken/Mutton) – Fish Fry (Surmai/Pomfret/Halva), Chicken Gravy/Sukka (Indian/Western/Chinese), Mutton Gravy/Sukka 5. Plain Rice / Curd Rice 6. Rice /Biryani / Pulao/ Fried Rice /Noodles 7. Roti / Chapatti / Paratha / Puri 8. Salad / Pickle / Papad 9. Sweet	<u>Rs. 125/- per person</u>	
<u>E</u>	<u>Mid break - Tea with Cookies (Twice a day - between the session)</u>		
	1. Tea / Coffee/ Milk 2. Biscuits/Cookies (Standard quality/branded biscuit, Packaged Cookies containing 2 biscuits in single package such as Unibics, Sunfeast farmlite, Cadbury Chocobakes, Chocochips etc)	<u>Rs. 25/- per person</u>	

Notes:

1. The rates to be quoted should be above minimum bidding price mentioned above.
2. In case amount quoted is equal or below the minimum bidding price then the tender will be rejected.
3. Food should be supplied unlimited.

In addition to the above items, if Contractor wishes to give additional articles of food and drink, then the Contractor has to submit a separate list along with its rates. The decision for the approval of the additional article will rest with the Insurance Institute of India.

Signature of Bidder

**Stamp & Seal of the
Establishment of the Bidder**

Section - B (E)

The following items are catered to the staff/officials on daily basis. These rates will be open for negotiation.

Sr. No	Menu			Rates
1	Tea	1 Cup		
2	Coffee	1 Cup		
3	Nescafe	1 Cup		
4	Green Tea	1 Cup		
5	Lemon Tea	1 Cup		
6	Black Tea	1 Cup		
7	Sweet Lassi	Standard Qty		
8	Khara Lassi	Standard Qty		
9	Batata Wada with Coconut and Sweet Chatni	2 nos	Standard Size	
10	Mini Batata Wada with Coconut and Sweet Chatni	2 nos	Small Size	
11	Medu Wada Saambar with Chatni	2 nos	Standard Size	
12	Idli Saambar with Chatni	2 nos	Standard Size	
13	Sada Dosa with Sambhar and Chatni	1 no		
14	Masala Dosa with Coconut Chatni & Saambar	1 nos		
15	Rava Dosa with Coconut Chatni & Saambar	1 nos		
16	Plain Uttapam with Coconut Chatni & Saambar	1 No	Standard Size	
17	Onion Uttapam with Coconut Chatni & Saambar	1 No	Standard Size	
18	Punjabi Samosa with Sweet and Coconut Chatni	2 nos	Standard Size	
19	Mini Punjabi Samosa with Sweet and Coconut Chatni	2 nos	Small Size	
20	Chinese Samosa	02 nos	Standard Size	
21	Bread Pakoda	2 nos	Standard Size	
22	Bread Roll	2 nos	Standard Size	
23	Dahi Wada (including curd)	2 nos	Standard Size	
24	Bread with Amul Butter	2 Slice		
25	Bread Toast with Amul Butter	2 slice		
26	Veg. Sandwich with Chatni & Sauce (toast)			
27	Veg. Sandwich with Chatni & Sauce (Without toast)			
28	Onion/Potato Bhajiya with Chatni & Sauce	Standard Qty		
29	Different types of Bhajia (Moong/ Mix)	Standard Qty		
30	Usal Pav (2 Pav)	Standard Qty		
31	Vada Usal Pav (2 Pav)	Standard Qty		
32	Misal Pav (2 Pav)	Standard Qty		
33	Upma with Coconut Chatni	Standard Qty		

34	Poha with Coconut Chatni	Standard Qty		
35	Sheera	Standard Qty		
36	Aloo Paratha with Curd	1 No	Standard Size	
37	Veg Cutlet with Sweet and Coconut Chatni	02 nos	Standard Size	
38	Spring Roll with Schezwan Sauce		Standard Size	
39	Veg Roll with sauce	02 nos	Standard Size	
40	Dal Vada Coconut Chatni	02 nos	Standard Size	
41	Veg Pattis with Sweet and Coconut Chatni	02 nos	Standard Size	
42	Maggie Noodles	Standard Qty		
43	White/Red Veg Pasta	Standard Qty		
44	White/Red Non Veg Pasta	Standard Qty		
45	Sabudana Wada with sweet Curd	02 nos	Standard Size	
46	Sabudana Khichdi with sweet Curd	Standard Qty		
47	Chinese Bhel	Standard Qty		
48	Regular Bhel (Geela)	Standard Qty		
49	Regular Bhel (Sukha)	Standard Qty		
50	Sev Batata Puri	05 Puris		
51	Dahi Sev Batata Puri	05 Puris		
52	Corn Tikki with Sweet and Coconut Chatni	02 nos	Standard Size	
53	Chola Bhature	2 Puris	Standard Qty	
54	Puri Bhaji	4 Puris	Standard Qty	
55	Pav Bhaji	2 Butter Pav	Standard Qty	
56	Extra Butter Pav	1 Pc		
57	Saada Pav	1 Pc		
58	Bread slice	1 Pc		
59	Regular Thali (Veg) – (Rice, Dal, 2 Chapati, 1 Vegetables, Papad)		Standard Qty	
60	Spl. Thali (Veg.) - (Rice, 3 Chapati, 2 Vegetables, Dal, Papad & 1 Sweet)		Standard Qty	
61	Dal Rice		Standard Qty	
62	Fish Curry/Fry (With Rice)		Standard Qty	
63	Fish Curry / Fish Fry	1 Pc Fish	Standard Qty	
64	Chicken Sukha/Gravy (With Rice)	04 Pc Chicken	Standard Qty	
65	Chicken Sukha/Gravy	04 Pc Chicken	Standard Qty	
66	Mutton Sukha/Gravy (With Rice)	03 Pc	Standard	

		Mutton	Qty	
67	Mutton Sukha/Gravy	03 Pc Mutton	Standard Qty	
68	Vegetable Gravy/Dry	1 Bowl	Standard Qty	
69	Plain Rice	1 Bowl	Standard Qty	
70	Dal	1 Bowl	Standard Qty	
71	Chapati	1 Pc	Standard Size	
72	Roasted Papad	1 Pc		
73	Fried Papad	1 pc		
74	Veg. Biryani with Raita and Papad	Standard Qty		
75	Chicken Biryani with Raita and Papad	Standard Qty		
76	Veg Fried/Schezwan Rice with Manchurian gravy	Standard Qty		
77	Chicken Fried/Schezwan Rice with gravy	Standard Qty		
78	Chicken Lollypop (oil fry)	2 pc		
79	Veg Chinese gravy	1 Bowl	Standard Qty	
80	Single Egg Omlet			
81	Double Egg Omlet			
82	Single Egg Burji			
83	Double Egg Burji			
84	Mix Fruit Plate	Standard Qty		
85	Lemon Juice			
86	Fruit Juice			
87	Butter Milk			
88	Ice Cream			
89	Biscuits			
90	Water Bottle			
91	Cold Drinks			
92	Any Item not included in the above list	Per Plate		

Signature of Bidder

**Stamp & Seal of the
Establishment of the Bidder**

Section – B (F)

Reference information to be provided by contractor of the services provided by him in the letterhead of the contractor.

Company name	Location	Meals catered	Catering since – Catering till	Reason for discontinuation

Signature of Bidder

**Stamp & Seal of the
Establishment of the Bidder**