



**GOVERNMENT OF INDIA
OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX,
No.44, WILLIAMS ROAD, CANTONMENT,
TIRUCHIRAPPALLI – 620 001**

DATE : 23/12/2014

**LIMITED TENDER FOR RUNNING AND MAINTENANCE OF
INCOMETAX DEPARTMENTAL CANTEEN, TIRUCHIRAPALLI**

Tenders in sealed covers, as per the **enclosed proforma**, are invited from experienced caterers for running and maintenance of the Departmental Canteen in Income-tax Building, Trichy, for the period from **15/01/2015 to 31/12/2015**, extendable upon satisfactory performance.

1. The tenderers shall submit quotation for the preparation and supply of the following food items on a daily basis during working days :

Sl. No.	Item	Existing Rate	Rate quoted by the tenderer
1	Idli (one)	3.00	
2	Dosai (one)	7.00	
3	Poori (one set)	12.00	
4	Pongal (one plate)	12.00	
5	Khichadi (one plate)	12.00	
6	Vada (one)	3.00	
7	Meals – Rice (400 gms), with sambhar, porial (2), rasam, appalam and buttermilk	28.00	
8	Chappathi (one)	7.00	
9	Tea / cup	5.00	
10	Coffee / cup	7.00	
11	Curd / cup	5.00	

It may be noted that tenders quoting rates at more than 25% of the existing rates shall not be entertained.

2. The bids shall be submitted in two separate sealed envelopes (**I – TECHNICAL QUOTATION** and **II – FINANCIAL QUOTATION**), superscribed with the words “**Tender for running and maintenance of Incometax Departmental Canteen, Tiruchirapalli,** and shall be addressed to the Deputy Commissioner of Income Tax (H.Qrs)(Admn.), No.44, Williams Road, Cantonment, Trichy – 620 001.
3. Each page of the bid containing the specifications should be signed and stamped by the bidder or its authorized signatory.
4. The last date for receipt of bids is **07/01/2015** up to **02.00 p.m.** The bids shall be opened at **04.00 p.m. on 07/01/2015.**
5. **The rates quoted shall be valid up to 31st December, 2015.**
6. The space for running the canteen, electricity, water, grinder, and utensils shall be provided by the Department.
7. The quality of the items and the cleanliness of the canteen should be maintained at all times, which will be monitored by the Canteen Committee of the Department.
8. The contractor shall make arrangements for preparing and providing the food items for the officers / staff staying in the Departmental Guest House on prior intimation.
9. The contractor shall ensure deployment of adequate number of staff for the smooth running of the canteen. He shall abide by all State and Central rules / laws like EPF, ESI, etc., and the Department shall not be subjected to any vicarious liability.
10. This Office reserves the right to cancel or postpone the tender or reject any bid without assigning any reason.

(S. CHANDRASEKARAN)

Deputy Commissioner of Income Tax Officer (HQ) (Admn.)
O/o the Chief Commissioner of Income-tax,
Tiruchirappalli
Ph : 0431-2410577 Fax: 0431-2414323.

(To be submitted in a separate sealed cover with a mention "TECHNICAL QUOTATION"
on the top of the sealed cover)

ANNEXURE – I

**PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR
RUNNING AND MAINTENANCE OF INCOMETAX DEPARTMENTAL CANTEEN,
TIRUCHIRAPALLI**

1	Name of the caterer	
2	Address (with documentary proof)	
3	PAN	
4	Name of the contact person	
5	Experience in the field of catering (with evidence)	
6	Mobile / Contact No.	

I, hereby, declare that the details furnished above are true and correct to the best of my knowledge and belief. I have read over the entire terms and conditions of the tender document and abide by the same.

Date:

Signature :

Station :

Name with seal:

(To be submitted in a separate sealed cover with a mention “FINANCIAL QUOTATION” on the top of the sealed cover)

ANNEXURE – II

**PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION FOR
RUNNING AND MAINTENANCE OF INCOMETAX DEPARTMENTAL CANTEEN,
TIRUCHIRAPALLI**

1. Name of the Caterer :
2. Rate quoted :

Sl. No.	Item	Rate quoted
1	Idli (one)	
2	Dosai (one)	
3	Poori (one)	
4	Pongal	
5	Khichadi	
6	Vada / bonda / bajji (one)	
7	Meals – Rice (400 gms.), with sambhar, porial (2), koottu, rasam, appalam and buttermilk	
8	Chappathi (one)	
9	Tea	
10	Coffee	
11	Curd	

I, hereby, declare that the details furnished above are true and correct to the best of my knowledge and belief. I have read over the entire terms and conditions of the tender document and abide by the same.

Date:

Signature :

Station :

Name with seal: