



GOVERNMENT OF INDIA/भारत सरकार  
OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX

मुख्य आयकर आयुक्त का कार्यालय,

No.44, WILLIAMS ROAD, CANTONMENT, नंबर 44, विलियम्स रोड, छावनी,  
TIRUCHIRAPPALLI, तिरुचिरापल्ली-620001

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सी नं./C.No. Canteen/CCIT/TRY/2023-24

दिनांक /Date: 02.02.2024

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

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 01/03/2024 to 28.02.2025 and 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 (in Rs.)	Rate quoted by the tenderer ( in Rs.)
1.	Idli(one)	6	
2.	Dosai(one)	20	
3.	Poori(one set)	17	
4.	Pongal(one plate)	25	
5.	Khichadi (one plate)	25	
6.	Vada (one)	6	
7.	Meals -Rice (400 gms), with Sambar, porial(2), rasam, appalam and buttermilk	-	
8.	Meals -Rice (Unlimited), with Sambar, porial(2), rasam, appalam and buttermilk	45	
9.	Chappathi (one set)	25	
10.	Tea / cup	8	
11.	Coffee / cup	12	

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

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2. The bids shall be submitted in two separate sealed envelopes (I - **TECHNICAL BID AND II - FINANCIAL BID**). Subscribed with the words "**Tender for running and maintenance of Income tax Departmental Canteen, Tiruchirapalli**, and shall be addressed to **The Income tax Officer (PR), O/o the Chief Commissioner of Income-tax, 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 **09.02.2024 upto 02.00 p.m.** The bids shall be opened at **04.00 p.m. on 12.02.2024.**
5. **The rates quoted shall be valid upto 28<sup>th</sup> February 2025.**
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. The Department will have the right to reject that food stuff from being served to the employees; and consequent loss if any, incurred by the Department shall be made up by the Contractor. If the quality of food items is found to be of lower standard and if the Contractor is not making efforts to improve the quality after repeated advices; the Department has the right to terminate the contract.
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 Canteen staff shall be engaged, supervised, controlled and paid by Contractor and they shall not be considered as Department's employees in any manner whatsoever, and the Contractor shall be responsible to the Department for their proper and good behavior. 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. The bidders shall attach bank draft of Rs. 5,000/- (Five Thousand) as Earnest Money Deposit along with the tender document in favour of "The Administrative Officer, O/o The Chief Commissioner of Income Tax, Trichy". The amount of the successful bidder shall be retained as security Deposit till the contract is in force. In case the preparation of the items in the canteen which are to be served by the contractor found to be unsatisfactory or the contractor fails to fulfill his obligations of the contract at any time during the time of the contract, Income Tax Department shall have the power to reassign the contract & in that case the security deposit of Rs.5,000/- of the contractor can be forfeited.
11. This Office reserves the right to cancel or postpone the tender or reject any bid without assigning any reason.
12. The Officers of the Department, and such other employees/ Committees who are authorised by the Department Canteen Committee shall have the power to inspect the Canteen preparations and if the food articles are not of the acceptable quality, the Department will have the right to reject that food stuff from being served to the employees; and consequent loss if any, incurred by the Department shall be made up by the Contractor. If the quality of food items is found to be of lower standard and if the Contractor is not making efforts to improve the quality after repeated advices; the Department has the right to terminate the contract.
13. The successful contractor should satisfy the conditions prescribed by Central Government from time to time and obtain a license under FSSAI Act 2006 to run the Departmental Canteen.



(के. पीर मोहिदीन) / (K. PEER MOHIDEEN)  
आयकर अधिकारी (जनसंपर्क) / Income Tax Officer (PR)  
मुख्य आयकर आयुक्त का कार्यालय/  
O/o the Chief Commissioner of Income Tax,  
तिरुच्चि / Trichy.

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

**ANNEXURE - I**

**PROFORMA FOR SUBMISSION OF TECHNICAL BID FOR  
RUNNING AND MAINTENANCE OF INCOMETAX DEPARTMENTAL CANTEEN,  
TIRUCHIRAPPALLI**

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.	
7.	EMD Amount of Rs.5,000/- Demand Draft No. and Date	

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 BID"  
on the top of the sealed cover)

**ANNEXURE -II**

**PROFORMA FOR SUBMISSION OF FINANCIAL BID FOR  
RUNNING AND MAINTENANCE OF INCOMETAX DEPARTMENTAL CANTEEN,  
TIRUCHIRAPPALLI**

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

Sl. No.	Item	Rate quoted
1.	Idli(one)	
2.	Dosai(one)	
3.	Poori(one set)	
4.	Pongal(one plate)	
5.	Khichadi (one plate)	
6.	Vada (one)	
7.	Meals -Rice (400 gms), with Sambar, porial(2), rasam, appalam and buttermilk	
8.	Meals -Rice (Unlimited), with Sambar, porial(2), rasam, appalam and buttermilk	
9.	Chappathi (one)	
10	Tea / cup	
11.	Coffee / cup	

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: