

F. No. 12-17/ZP/SA/Gen./2017-18(PF-I)

Zilla Parishad
South Andaman
Sri Vijaya Puram

Dated: 20th May 2026

TENDER NOTICE

Service Name: Annual tender for hiring of canteen at Atal Bhawan, Zilla Parishad, South Andaman.

The Chief Executive Officer, Zilla Parishad, South Andaman on behalf of Adhyaksh, Zilla Parishad, South Andaman invites sealed quotations from the Bonafide/Registered Restaurants/Self Help Groups and Catering Contractors having **experience of 01 (one) year in running of canteens/food courts** etc. as per the specifications/requirements mentioned in tender documents for a period of one year, extendable by one more year subject to satisfactory performance on mutual consent.

Financial Details

- **EMD (Earnest Money Deposit):** ₹25,000 (Term Deposit/Call Deposit/FDR valid for 12 months, in favor of CEO, Zilla Parishad)
- **Tender Document Fee:** ₹500 (Cash/DD/FDR in favor of Chief Account Officer, Zilla Parishad)

Activity	Location	Deadline
Collection of Tender Documents	Cashier, Accounts Section (Room No – 27), Zilla Parishad, South Andaman	Up to 4:00 PM on 06.06.2026
Submission of Tender Documents	Tender box at Assistant Director (Admn.), Room No – 19, 1 st Floor.	By 4:00 PM on 10.06.2026
Tender Opening	O/o Assistant Director (Admn.), Room No – 19, 1 st Floor.	At 03:30 PM on 13.06.2026

Assistant Director (Admn.)
Zilla Parishad, SA

TENDER NOTICE

- **Purpose:** To operate a canteen within the premises of Zilla Parishad, South Andaman (Atal Bhawan).
- **Duration:** One year from the date of award, extendable based on performance and mutual agreement.
- **Eligibility:** Open to bonafide/registered restaurants, catering contractors, and self-help groups with at least 1 year of experience in running canteens or food courts.
- **Tender Type:** Sealed tender.
- **Location:** Atal Bhawan, Zilla Parishad, South Andaman.

Terms & Conditions

01.	<u>Tender Submission Guidelines:</u> Tender must be submitted in a sealed envelope clearly superscripting: “Tender for running Canteen at Zilla Parishad, South Andaman” .
02.	Tender form can be obtained from the Cashier, Accounts Section, Zilla Parishad, South Andaman on payment of Rs. 500/- on all working days except Saturday, Sunday and Public Holiday. The paid amount is non-refundable.
03.	<u>Earnest Money Deposit (EMD)</u> 1. Amount: ₹25,000 2. Format: Call Deposit / FDR / DD 3. Drawn in favor of: Chief Executive Officer, Zilla Parishad, South Andaman. 4. Bank: Any nationalized bank at Sri Vijaya Puram 5. Cheques are not accepted. The EMD is mandatory for all tenders.
04.	<u>Submission Deadline & Opening:</u> 1. Last Date for Submission: 10th June 2026 by 4:00 PM. 2. Location: Tender Box in Assistant Director’s Room (Room No. 19) 3. Opening Date & Time: 13th June 2026 at 03:30 PM 4. Venue: Chamber of the Assistant Director (Admn.), Zilla Parishad, SA. 5. Tenderers or their authorized representatives may attend.
05.	<u>Required Details in Tender:</u> 1. Name of tenderer/individual/firm 2. Proprietor/Partner details 3. Residential and firm address (with landmark) 4. Contact numbers (official and residential) 5. All information must be clearly and legibly written.
06.	<u>Quotation Validity:</u> The submitted quotation must remain valid for at least for 90 days from the date of submission.
07.	<u>FSSAI License Requirement:</u> A valid FSSAI license must be attached with the tender documents, failing which the tender shall be rejected.
08.	<u>Bidding & Allotment Criteria:</u> The canteen area will be allotted to the highest bidder based on the monthly rent quoted in the prescribed form “Annexure A” . The minimum acceptable bid is Rs. 5,000/- per

	month. Bids below this amount will not be considered.
09.	<u>Rent Validity:</u> The rate quoted by the bidder for monthly rent shall remain valid for 01 (one) year from the date of acceptance of the Tender.
10.	<u>No Correction Fluid or Overwriting:</u> Use of white fluid, cutting or overwriting used on the tender document is strictly prohibited. Violation of this rule will lead to outright rejection of the tender.
11.	<u>Usage Restrictions:</u> The allotted space is strictly for operating a Canteen/Restaurant only. No other business or purpose is allowed within the premises. If the allottee is found using the space for any other activity, the agreement will be terminated immediately without notice and the Security Deposit will be forfeited.
12.	<u>Security Deposit & EMD Handling:</u> For the successful tenderer, the EMD of Rs. 25,000/- will be retained by the department as a Security Deposit for the entire duration of tender period. The EMD of unsuccessful tenderers will be released immediately after the award of the work.
13.	<u>Menu Pricing & Approval:</u> The prices for menu items are fixed as per market rates and approved by the Competent Authority. The rates are listed in “ Annexure B ”, which must be signed by the bidder and submitted along with the tender documents. NO price changes are allowed without prior written approval from the Competent Authority.
14.	<u>Health Certification Requirement:</u> Upon receiving the letter of acceptance, the successful tenderer must submit a valid certificate issued by the Health Department authorizing them to run a Canteen/Restaurant.
15.	<u>Registered Society Requirement:</u> If the tenderer is a registered society under the Societies Act, they must include a certificate of registration issued by the Registrar of Cooperative Societies along with the tender documents.
16.	<u>Legal Compliance:</u> The selected agency must strictly adhere to all applicable laws and regulations, such as Labour Law, Min. wages Act, Food Safety Regulation etc. Non-compliance may result in termination of the agreement and other legal consequences as per governing rules.
17.	<u>Timeline for Canteen Commencement:</u> The highest quoted bidder must begin operating the canteen within 15 days from the date of receiving the Acceptance Letter. If the successful bidder fails to start within the stipulated time, the second highest bidder will be awarded the contract. Any delay must be supported by a valid written justification submitted to the Competent Authority for consideration.
18.	<u>Operating Schedule:</u> The canteen must remain operational on all working days of the week without exception.
19.	<u>Hygiene & Sanitation Standards:</u> The successful tenderer must ensure that the canteen premises and kitchen are maintained in orderly and sanitary condition throughout the contract period. The staffs must wear neat and clean clothing and head coverings are mandatory while handling or serving food. All food items must be prepared in a hygienic manner. Cleanliness of the cook house (kitchen) and serving areas must be strictly maintained.

20.	<u>Food Safety & Ingredient Standards:</u> Permitted Ingredients Only: The successful tenderer must use only approved and permitted oils, ghee, colors, flavors, and other food ingredients. Strict Prohibition: Use of expired, sub-standard, or banned items—such as certain oils or artificial colors—is strictly prohibited. - Consequences of Violation: If found violating this clause: - The agreement will be cancelled immediately without notice. - The Security Deposit will be forfeited.
21.	<u>Prohibited Substance:</u> The successful tenderer is strictly prohibited from preparing or serving any items containing alcohol or other intoxicants.
22.	<u>Cooking Fuel Restrictions:</u> The successful tenderer is strictly prohibited from using firewood or any non-permitted fuel for cooking. Only LPG is allowed for all cooking purpose.
23.	<u>Inspection & Monitoring:</u> The canteen will be subjected to regular surprise inspections conducted by authorized officials of Zilla Parishad, South Andaman. The successful tenderer must ensure continuous compliance with all hygiene, safety and operational standards.
24.	<u>Equipment Responsibility:</u> The successful tenderer must arrange their own equipment for hygienic food storage and service like deep freezer/refrigerator, hot cases/warmers etc.
25.	<u>Utility & Service Charges:</u> The electricity charges and other applicable service cost shall be payable separately by the successful tenderer.
26.	<u>Drinking Water Arrangement:</u> The successful tenderer shall be solely responsible for arranging safe and adequate drinking water for canteen operations and customers. No provision for drinking water will be made by the Zilla Parishad, South Andaman.
27.	<u>Sub-letting Restriction:</u> The successful tenderer is strictly prohibited from sub-letting or transferring any portion of the restaurant/canteen to any third party agency. Any such arrangement requires prior written permission from the Competent Authority.
28.	<u>Access Restrictions:</u> The successful tenderer must not permit any outside parties to enter or operate within the canteen premises without prior written permission from competent authority.
29.	<u>Damage Liability:</u> The successful tenderer will be held financially responsible for any damage caused to the property, Restaurant Structure, Equipment, Fittings and Fixtures provided by the Zilla Parishad, South Andaman. The cost of such damage will be recovered at the discretion of the Zilla Parishad, South Andaman.
30.	<u>Contract Duration & Extension Policy:</u> The contract will be awarded for a period of 01 (one) year. If the contractor operates the canteen to the satisfaction of clients and agrees to continue on the same “Terms & Conditions” including menu prices, then, the Competent Authority may extend the contract for an additional 01 (one) year without inviting fresh tenders. A maximum of 02 (two) extensions, each of 01 (one) year, may be granted with prior approval from the Competent

	Authority. A 10% increase in monthly rent will be applied for each extension year.
31.	<u>Breach & Penalty Clause:</u> The Zilla Parishad, South Andaman reserves the right to evict or remove the successful tenderer from the canteen premises at short notice in case of any breach of the tender terms and conditions. The tenderer shall also be liable to pay a fine, the amount of which will be determined by the Zilla Parishad, South Andaman at its discretion.
32.	<u>Tender Acceptance Right:</u> The Chief Executive Officer, Zilla Parishad, South Andaman reserves the full right to accept or reject any or all the tenders. No explanation or reason is required to be provided for such decisions.
33.	<u>Forfeiture of EMD:</u> The EMD will be forfeited in the event of any violation of the terms and conditions outlined in the tender document.

Signature of the Tenderer/Contractor
(Admn.) (Seal)

Assistant Director
Zilla Parishad, SA

Rate Menu**ANNEXURE 'B'**

Sl.No.	Description	Qty.	Amount (in Rs.)
Tea Coffee & Juice			
1.	Red Tea (90-100 ml)	Per Cup	10.00
2.	Milk Tea (90-100 ml)	Per Cup	15.00
3.	Red Coffee (90-100 ml)	Per Cup	15.00
4.	Milk Coffee (90-100 ml)	Per Cup	20.00
5.	Lemon Juice	Per Glass	25.00
6.	Packed Drinking Water	Per Bottle.	As per MRP
Breakfast			
7.	Poori (4 nos.) with Aloo Sabji	Per Plate	40.00
8.	Paratha (2 nos.)with Chatpati & Chatni	Per Plate	30.00
9.	Idly (3 nos.) with Chatni & Sambar	Per Plate	40.00
10.	Dosa (1 no.) with Chatni & Sambar	Per Plate	30.00
11.	Masala Dosa (1 no.) with Chatni & Sambar	Per Plate	45.00
12.	Vada (2 Pc) with Sambar	Per Plate	30.00
Snacks & Sweet			
13.	Samosa (40-50 gms)	Each	15.00
14.	Samosa Chat	Per Plate	30.00
15.	Vada (30-50 gms)	Per Plate	15.00
16.	Banana Bajji (35-50 gms)	Per Plate	15.00
17.	Pakoda (1 Plate)	Per Plate	30.00
18.	Makkanpeda (35-45 gms)	Per Plate	15.00
19.	Bombay Cake	Per Plate	15.00
Lunch			
20.	Normal Thali (Rice, Dal/Samber, One Veg., Papad, Pickle)	Per Plate	60.00
21.	Special Thali (Rice, Dal/Samber, Two Veg., Papad, Rasam, Pickle,)	Per Plate	90.00
22.	Fish Fry	Per Plate	30.00
23.	Egg Curry (Single)	Per Plate	30.00
24.	Omlet (Single/Double)	Per Plate	25.00/40.00
25.	Chicken Masala	Per Plate	50.00
Special Meals			
26.	Chicken Biryani with Raita/Salad & Papad	Full Plate/ Half Plate	120.00/ 80.00
27.	Veg. Biryani, Raita/Salad & Papad	Per Plate	100.00

Note:- The bidder shall not charge the buyer an amount exceeding the fixed price mentioned above. In the event of any complaint regarding overcharging, the tender agreement shall be terminated with immediate effect, and appropriate action may be initiated as per the terms and conditions of the contract.

(Signature and Name of the Tenderer)