

क्षेत्रीय क्षमता निर्माण एवं  
ज्ञान संस्थान, चेन्नै

भारतीय लेखा परीक्षा तथा लेखा विभाग



Regional Capacity Building and  
Knowledge Institute, Chennai

Indian Audit and Accounts Department

RCBKI/Canteen Corr/Comp No.274051/

Dated 04.02.2025

Sub: Canteen services in RCB&KI, Chennai


Sir/Madam,

This office intends to enter into a contract for providing canteen services from 01.04.2025.

The detailed NIQ (Notice for inviting quotation) is attached herewith which is self-explanatory. The interested vendors/contractor shall compulsorily visit this office (training institute) on any working days between 10 AM to 04.00 PM till 13.02.2025 to have an understanding of the functional aspects in operating the canteen facility.

The quotations need to be submitted after the visit to the office.

Yours Faithfully

  
Sr. Audit officer/Admn



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**Notice Inviting Quotations**

Sealed quotations are invited from vendors/contractors, for providing canteen services at Regional Capacity Building and Knowledge Institute (RCB&KI), Chennai, located at 361, Anna Salai, AGs Office Complex, Teynampet, Chennai, Tamil Nadu. Last date for receipt of quotation is 14.02.2025 by 3.00 PM.

1. The vendor/contractor should be located in Chennai and must have a valid GST Registration.
2. The vendor/contractor should have at least 05 years' experience in catering field.
3. The vendor/contractor should have experienced cooks in both south Indian and North Indian food items. The helper and waiters should also be experienced.
4. The vendor/contractor should ensure proper uniforms to the cooks/helper/waiters and their personal hygiene.
5. In case of selection, the vendor/contractor will not be allowed to change the Cooks during the contract period.

In addition, the vendor/contractor may also be required to serve refreshments during meetings/conferences held in RCB&KI from time to time.

**Scope of work**

- Preparation, processing, cooking and serving of prepared and cooked food items, after taking into account the availability of seasonal vegetables and fruits, to the Trainees/Guests/Officials. The workers have to work under the guidance of a supervisor. The workers will work in Kitchen and Dining area. Responsibility of cleaning of kitchen will be on part of the vendor/contractor.
- Serving of Tea/Coffee, biscuits and snacks etc., during official meetings/conferences and seminars in as and when required basis (including Saturday/Sunday)

**Terms and Conditions**

1. The vendor/contractor is required to meet the day to day requirements of the Trainees/Guests/Officials, like breakfast, lunch, tea, snacks, coffee, cold drinks etc. and should have catering arrangements on requirement basis. **No minimum guarantee will be furnished to the Contractor towards consumption of food items.**
2. The vendor/contractor will be required to display the price list of all the food articles, tea, coffee and juice etc. sold in the canteen. The prices of the items sold in the RCB&KI CHENNAI canteen should not be more than the quoted prices and will be reviewed by Committee of RCB&KI CHENNAI officials on regular basis.

3. The food has to be prepared in clean, hygienic and safe conditions as per the menu decided by RCB&KI CHENNAI.
4. The workers should have worked in large canteens, hotels, messes for a period of three years and should have the sufficient knowledge and aptitude of preparing veg. and non- veg. food.
5. The kitchen, dining area, dish wash area, etc. to be kept clean always and will be washed with water and soap solution and mopped regularly and will be disinfected once in a month or as and when required.
6. The vendor/contractor will arrange for disposal of the garbage collected from the kitchen, dining halls, dish wash area etc. every morning in closed bins by separation of bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.
7. High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the canteen premises should be cleaned and washed daily.
8. After every breakfast, lunch and dinner .all the plates, cups, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready .
9. All the vessels used for cooking should also be washed in soap solution and hot water and should be available for use for cooking the next meal. The cleaning material should be of appropriate quality.
10. A complaint box will be kept in the canteen for recording any complaint or suggestions received from the trainees of RCB&KI/Chennai and will be produced for inspection. Decision taken by the Competent Authority shall be final in all these complaints/suggestions.
11. The vendor/contractor cannot make any alteration in rates without the prior approval of the competent authority of RCB&KI Chennai.
12. The selected vendor/contractor has to furnish a Security Deposit for an amount of Rs.40,000/-.
13. The registered office of the vendor/contractor should be located in Chennai.
14. The electricity charges will be borne by the office. The crockeries and vessels will be provided by the office.
15. The office shall provide water both for cooking as well as drinking.
16. Certain basic electrical equipment such as Fridge, Deep freezer, Grinder etc will be provided by RCB&KI Chennai.
17. The vendors located outside Chennai will not be considered.

**Type of food items require to be served at RCB&KI, Chennai**

1. **Breakfast**

S. No.	Items	Rate (Per Head) in INR (Inclusive of all taxes)

1	Bread Slice big size with Butter, Jam (2 pcs)	
2	Bread Omelette (Two Slices)	
3	Boiled egg (1 Nos)	
4	Idlly with Chutney & Sambar (2 Nos)	
5	Dosa with Chutney & Sambar (1 Nos)	
6	Masala Dosa with Chutney & Sambar (1 Nos)	
7	Pongal with Chutney & Sambar	
8	Medhu vada with Chutney & Sambar (1 Nos)	
9	Kitchadi with Chutney & Sambar	
10	Idiyappan with khuruma (2 Nos)	
11	Poori Maşala (2 Nos)	
12	Puttu with Kadalai curry	
13	Aappam with Chicken stew (2 Nos)	
14	Aappam with Veg. Stew(2 Nos)	
15	Poha	
16	Aloo/Gobi Paratha (1 Nos)	

2. **Coffee** (125ml) / Biscuits 2 Nos (varieties of biscuits to be changed every week)

3. **Lunch**

S. No.	Items	Rate (Per Head) in INR (Inclusive of all taxes)
1	<u>Standard Veg. Meals-</u> Rice Sambar Kara kulambu / puli kulambu / moore kulambu Rasam Kootu Poorial Roti/Chappathi Dal/Paneer Masala/Channa masala/rajma masala/ Mixed Veg. Kuruma Curd Pappad / Appalam Pickle Veg. Salad Sweet (Kesari/Laddu/Jelabi?Payasam/Gulam Jamun)	
2	Standard Non – Veg Meals Rice Sambar Kulambu - Fish/Chicken/Mutton/Egg Rasam Fries – Chicken-65/Fish/Mutton/Egg Porial	

	Roti/Chappathi Curd Pickle Veg. Salad Sweet (Kesari/Laddu/Jelabi?Payasam/Gulam Jamun)	
3	Pulav	
4	Veg Biryani	
5	Fried Rice(Veg/Egg/Chicken)	

4. **Tea /Coffee/Snacks**

S. No.	Items	Rate (Per Head) in INR (Inclusive of all taxes)
1	Tea (125ml)	
2	Coffee	
3	Medhu Vada 1 piece (70 grms)	
4	Dal Vada 1 piece (70 grms)	
5	Samosa 1 piece (70 grms)	
6	Kachori 1 piece (70 grms)	
7	Aloo Bonda 1 piece (70 grms)	
8	Sundal – Chenna/Groundnut/peas 1 cup (100gms)	
9	Bajji – Bread/Onion/Plantain	
10	Cutlet	
11	Veg Spring Roll	
12	Dhokla	

5. **Dinner**

S. No.	Items	Rate (Per Head) in INR (Inclusive of all taxes)
1	Uttapam	
2	Dosa	
3	Roti/Chappathi	
4	Dal Fry	
5	Mixed veg sabji	
6	Panner Butter Masala	
7	Kada Paneer	
8	Masala Dosai	
9	Kambu Dosa	
10	Veg. Biryani	
11	Pulav	

Any other special item may be specified along with the rates.