



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, चेन्नै
भारतीय लेखापरीक्षा तथा लेखा विभाग

**REGIONAL CAPACITY BUILDING AND
KNOWLEDGE INSTITUTE, CHENNAI**
INDIAN AUDIT AND ACCOUNTS DEPARTMENT

Notice Inviting Quotations

Quotations are invited FOR PROVIDING CANTEEN SERVICES Regional Capacity Building and Knowledge Institute (RCB&KI) Chennai, from vendors/contractors for providing Canteen Services in the institute located at 360, Anna Salai, AGs Office Complex, Teynampet, Chennai, Tamil Nadu. Last date for receipt of bid is 31.03.2024 by 5.00 PM.

1. The vendor/contractor should be located in Chennai.
2. The vendor/contractor should have at least 05 years experience in catering field.
3. The vendor/contractor should have experienced cooks/helpers/waiters.
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 for the contract period.

In addition, the firm/company may also be required to serve refreshments during meetings/conferences held in RCB&KI.

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 Canteen Supervisor. The workers will work in Kitchen and Dining area. Responsibility of cleaning of kitchen will be on part of cater.
- 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 agency 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 agency 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 Agency 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 Agency cannot make any alteration in rates without the prior approval of the competent authority of RCB&KI Chennai.
12. The selected Firm has to furnish a Security Deposit for an amount of Rs.40,000/-.
13. The registered office of the firm 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 required 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	
4	Idlly with Chutney & Sambar	
5	Dosa with Chutney & Sambar	
6	Masala Dosa with Chutney & Sambar	
7	Pongal with Chutney & Sambar	
8	Medhu vada with Chutney & Sambar	

9	Kichadi with Chutney & Sambar	
10	Idhiyappam with khuruma	
11	Poori Masala	
12	Puttu with Kadalai curry	
13	Aappam with Chicken stew	
14	Aappam with Veg Stew	
15	Poha	
16	Aloo/Gobi Paratha	

2. Coffee (125 ml) / 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 Koottu Pooriyal Roti/Chappathi Dal/Paneer Masala/channa masala/rajma masala/ Mixed Veg.Kurma Curd Pappad/Appalam Pickle Veg salad Sweet (Kesari/Laddu/Jelabi/Payasam/Gulam jamun)	
2	<u>Standard Non-Veg.</u> Rice Sambar Kulambu - Fish/Chicken/Mutton/Egg Rasam Fries - Chicken-65/Fish/Mutton/Egg Poriyal Roti/Chappathi Curd Pappad/Appalam Pickle Veg salad Sweet (Kesari/Laddu/Jelabi/Payasam/Gulam jamun)	
3	Pulav	

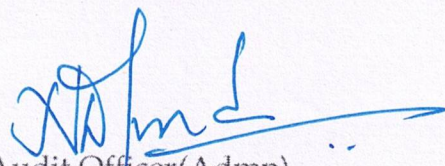
4	Veg Biryani	
5.	Fried Rice(Veg/Egg/Chicken)	

4.Tea/Snacks

S.No.	Items	Rate (Per Head) in INR (Inclusive of all taxes)
1	Tea (125 ml)	
1	Samosa 1 piece (70 grms)	
2	Kachori 1 piece(70 gms)	
3	Medhu Vada 1 piece(70 gms)	
4	Aloo Bonda 1 piece(70 gms)	
5	Mysore Bonda 1 piece(70 gms)	
6	Sundal - Chenna/Groundnut/peas 1 cup (100 gms)	
7	Bajji-Bread/Onion/plantain	
8	Cutlet	
9	Spring Roll	
10	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	Paneer Butter Masala	
7	Kadai Paneer	
8	Masala Dosa	
9	Ragi Dosa	
10	Kambu Dosa	
11	Veg. Briyani	
12	Pulav	


 Sr Audit Officer(Admn)
 RCB&KI Chennai