

## TENDER FOR CANTEEN SERVICES 2025

**ALIGARH DIVISIONAL OFFICE**  
“JEEVAN PRAKASH”, G.T. Road, Aligarh-202001  
Phone No: 0571-1234567, Email ID: os.aligarh@licindia.com

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### **Tender for Canteen Service (non subsidized) in JeevanPrakash Building, Aligarh**

LIC of India invites sealed bids from licensed organizations/agencies with proven experience in providing canteen services for reputable organizations. The successful bidder will provide breakfast, meals, and snacks to the employees at the Jeevan Prakash Building, Aligarh.

The initial contract will be awarded for one year, with fixed terms and conditions, including rates. The contract may be extended for further one year on two occasions based on satisfactory performance, subject to approval by the Competent Authority and with original terms and conditions.

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#### **1. Eligibility Criteria**

The bidder must:

1. Possess a valid FSSAI license and comply with all applicable food safety laws or obtain it within one month after the award of the contract.
  2. Be registered under GST and have a valid PAN.
  3. Not have been blacklisted by any government or private organization.
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#### **2. Scope of Work**

The contractor will:

1. Provide meals (breakfast, lunch, snacks, and beverages) during working hours, with flexibility for special events.
  2. Maintain hygiene and cleanliness in the canteen premises, including the kitchen, dining area, and wash zones.
  3. Procure fresh and branded food items to ensure quality and health standards.
  4. Provide trained staff in proper uniforms and maintain a professional environment.
  5. Follow COVID-19 or other health-related protocols as applicable.
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#### **3. General Terms and Conditions**

1. The contractor is fully responsible for all canteen arrangements, including purchasing and stocking of food materials.

2. Food must be freshly prepared daily, and no stale or recycled ingredients are allowed.
  3. High standards of cleanliness and hygiene must be maintained at all times.
  4. The contractor must comply with all labor laws and ensure that employees are paid as per applicable minimum wages.
  5. Smoking, alcohol consumption, and other objectionable activities are strictly prohibited on the premises.
  6. The contractor cannot subcontract services without prior written approval from LIC.
  7. LIC will provide free space and water; however, normal charges for electricity, as per consumption, must be paid by the contractor.
  8. The successful bidder should use ingredients of reputed brands only. The bidder has to obtain permission of Brand from the Canteen Committee.
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#### **4. Facilities Provided by LIC**

LIC will provide:

1. Canteen space with basic infrastructure like furniture and water.
  2. **Waste disposal is the responsibility of the contractor, who must ensure regular cleaning, garbage segregation, and proper disposal in coordination with municipal authorities.**
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#### **5. Penalty Clauses**

1. **Hygiene and Cleanliness Violations:** ₹1,000 per violation.
2. **Food Adulteration or Complaints of Poor Quality:** ₹2,000 per incident, along with possible contract termination.

LIC reserves the right to forfeit the security deposit in case of repeated violations or poor service quality. The Competent Authority reserves the right to decide on the waiver of penalties imposed. The penalty shall not exceed the security amount deposited by the successful bidder.

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#### **6. Security Deposit**

The successful bidder must submit a refundable security deposit of ₹25,000, which shall not carry any interest. This will be refunded upon successful completion of the contract, subject to no outstanding dues or penalties.

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#### **7. Bid Evaluation Criteria**

1. **Technical Bid:**
  - Valid licenses and registrations (FSSAI, GST, etc./ Declaration to obtain it within specified period).
  - Interview and site visit by the Committee.
2. **Financial Bid:**
  - Rates for menu items and packages.

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## 8. Termination Clause

LIC reserves the right to terminate the contract under the following circumstances:

1. Repeated failure to meet service standards.
2. Non-compliance with contractual terms.
3. Food safety violations or health-related incidents.
4. Submission of incorrect or fraudulent information.
5. **LIC reserves the right to terminate the contract by giving a 15-day notice period without assigning any reason.**

In such cases, the security deposit will be forfeited for reasons mentioned in points 1 to 4 only.

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## 9. Execution of Agreement

The successful bidder is required to execute the contract on a suitable amount of non-judicial stamp paper, as per prevailing legal requirements, within 15 days of receiving the Letter of Acceptance.

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## 10. Dispute Resolution

Any disputes arising out of this tender will be resolved by the Senior Divisional Manager, LIC Aligarh. Their decision will be final and binding on all parties.

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## 11. Submission Details

1. **Technical Bid:** Include organization details, licenses, financial documents, and past experience in the provided format.
2. **Financial Bid:** Provide rates for all menu items as per the prescribed format. The rates in the financial bid should not be quoted below the floor price.
3. All bids must be submitted in sealed envelopes, clearly marked "Technical Bid" and "Financial Bid," and enclosed in a larger envelope labeled "Tender for Canteen Services – Aligarh Division (2025)."
4. Submit the tender to the following address as per the tender schedule:

### **The Manager (E&OS)**

Life Insurance Corporation of India  
Aligarh Divisional Office  
“JeevanPrakash,” G.T. Road,  
Aligarh-202001

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## 12. Annexures

1. **Annexure A:** Technical Bid Format.
2. **Annexure B:** Financial Bid Format (including menu rates).
  - **Note:** Bidders are advised to visit the site before quoting rates.
  - **Note:** Rates quoted in the financial bid should not be less than the minimum prices provided in the sheet.
3. **Annexure C:** Declaration Form.

All annexures to be put in sealed envelopes super scribing – TENDER FOR CANTEEN SERVICES – ANNEXURE 'A', ANNEXURE 'B' and ANNEXURE 'C'. and all these envelopes to be put in bigger envelope super scribing – TENDER FOR CANTEEN SERVICES -2025 (ALIGARH DIVISION)

**In case of a tie in the Financial Bid, the selection will be made using the random selection by the lottery method in the presence of the bidders.**