



आयुक्त का कार्यालय  
केन्द्रीय माल एवं सेवा कर राजकोट, “केन्द्रीय जी° एस° टी° भवन”, रेसकोर्स  
रिंगरोड, राजकोट – 360001

OFFICE OF THE COMMISSIONER OF CENTRAL GST, RAJKOT  
“Central GST BHAVAN”, RACE COURSE RING ROAD, RAJKOT

Phone No.0281- 2441980 Fax No.0281-2453020

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## **E-TENDER NOTICE**

**Subject: Notice inviting e-tender for Canteen/Catering Services on contract basis for one year at office of the Commissioner of CGST, “CGST Bhawan” Race Course Ring Road, Rajkot-360001.**

1. E-Tenders are invited under two bid system (Technical and Financial) from reputed Parties/Firms/Service Providers/Organization **based in Rajkot, Gujarat having 5 Years of experience in Canteen/Catering Services to Government Sector/PSUs/Educational Institutions/Private Institutions for providing services of Breakfast, Lunch, Snacks, Beverages, Tea/Coffee etc. to Officers and Staff of CGST Bhawan, Rajkot Commissionerate.**
1. The complete Tender documents containing Tender process, General Terms and Conditions, Pre-qualification requirement etc. are available on the website of Central Public Procurement Portal: <http://eprocure.gov.in/procure/app>, as well as on the website of CGST, Rajkot Commissionerate for reference only and can be downloaded free of cost.
2. Tender Critical Date Sheet:

<b>Tender Publishing Date</b>	<b>11.05.2026</b>
<b>Bid Submission Start Date</b>	<b>11.05.2026</b>
<b>Bid Submission End Date &amp; Time</b>	<b>04.06.2026 11:00 AM</b>
<b>Bid Opening Date &amp; Time</b>	<b>05.06.2026 11:00 AM</b>

3. Interested Bidders/Reputed Parties/Firms/Service Providers/Organization based in Gujarat providing such services may submit their bids in the prescribed format with all the necessary documents online with digital signature at “<http://eprocure.gov.in/procure/app>” on or before bid submission closing date & time.

Digitally signed by  
Pankaj Singh  
Date: 08-05-2026  
15:06:45

**(PANKAJ SINGH)**  
**Joint Commissioner (P&V)**

## TENDER PROCESS

Tender is invited in two parts, i.e., (1) Technical Bid and (2) Financial Bid separately.

1. Reputed Parties/Firms/Service Providers/Organizations providing Canteen/Catering Services in Gujarat and presently handling similar nature of work may submit their bids online at CPPP website “<http://eprocure.gov.in/eprocure/app>”. The bidder must comply with the **Terms and Conditions provided in Annexure-A, and must fulfil Prequalification Conditions provided in Annexure-B (Technical Bid) and Annexure-C along with Bill of Quantity BOQ (Excel) for Financial Bid** and it is must for bidders to follow the instructions for online submission of bids.
2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.
3. Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection and blacklisting.
4. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website “<https://eprocure.gov.in/eprocure/app>”, shall not tamper/modify the tender from including downloaded price bid template in any manner. In case if same is found to be tampered/modified in any manner, tender will be completely rejected and tender is liable to be banned.
5. Interested bidders are advised to visit CPPP website “<http://eprocure.gov.in/eprocure/app>” regularly till closing date of submission of tender for any Corrigendum/Addendum/Amendment.
6. Bids will be opened as per date/time mentioned in Tender Critical Date sheet.
7. Work order will be given to the bidder who quote the lowest price.
8. Submission of Tender:
  - (a) The quotation for providing Canteen/Catering Services at CGST Commissionerate, Rajkot.
  - (b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
  - (c) **The offers submitted by Fax/Email/Post shall not be considered. No correspondence will be entertained in this matter.**
9. Late submission of tenders shall not be accepted in any case. The Technical Bid and Financial Bid complete in all respect shall only be taken into consideration. Incomplete bid documents shall be rejected without assigning any reason. The bidder shall abide by

the Terms &Conditions as specified in this Notice.

10. The Joint Commissioner, CGST, Rajkot Commissionerate, reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

## ANNEXURE-A

### GENERAL TERMS AND CONDITIONS

1. The Department/Office will Provide Canteen Hall, Electricity and Water Supply.
2. Electricity bill will have to be borne by the contractor.
3. Contractor will have to pay rent of Rs. 2000/- P.M. (In advance for a period of Twelve months) including water supply.
4. Earnest Money Deposit of **Rs 15,000/- (Rupees Fifteen Thousand only)** per application in the form of Demand Draft/ Banker's cheque of scheduled Bank drawn in favour of **The Commissioner of Central GST, Rajkot** shall accompany the Technical bid. Technical bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. No interest shall be paid on the Earnest Money Deposit.
5. The Cooks deployed by the Contractor/Service Provider should have expertise in cooking North Indian/South Indian/Chinese/Vegetarian dishes.
6. The Contractor/Service Provider will have to procure food articles and vegetable of good quality and will have to provide hygienic food and good quality of Tea, Coffee, Milk etc. to the Officers/Staff members.
7. The Contractor/Service Provider will have to serve Tea and other items to the Officers/Staff members in their Chambers.
8. Only Refined Soybean/Sunflower oils must be used in cooking. The food items should be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the employees.
9. The food shall be cooked, stored and served under hygienic conditions. The Contractor/Service Provider shall ensure that only freshly cooked food is served and the stale food is not re-cycled. Stale food shall be removed from the Canteen premises as soon as possible.
10. The Contractor/Service Provider will have to bring his own utensils for preparing and serving of the Food, Tea, Fuel etc. Necessary furniture will also have to be brought by the Contractor/Service Provider.
11. The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to re-cycle for the purposes of cooking again.
12. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean all the time.

13. The Contractor/Service Provider shall pay special attention to maintain the canteen in a neat and tidy condition at all the times. For this purpose, used plates/glasses should be removed from the dining table immediately as the person leaves the table after having his food.
14. The Contractor/Service Provider shall ensure that only hot and fresh food is served to the employees. Complaint, if any, in this regard shall be dealt with severely.
15. The Contractor/Service Provider should be in possession of a food safety license (**FSSAI License**) as per the foods safety standards (Licensing and Registration of Food Businesses) Regulations 2011 mandatory for Canteens, Hotels, Caterers, Restaurants and Food Processors with an aim to reduce the problems associated with poor quality food being served to the customers and ensure health and safety.
16. The Contractor/Service Provider shall ensure that sufficient man power is deployed for preparation, during serving of each meal and for cleaning washing and overall upkeep of canteen assets and premises.
17. The Contractor/Service Provider will ensure neat and clean clothes and aprons used by his employees handling food at all times. Every employee so appointed by the Contractor/Service Provider should be well behaved and always polite to the Officers/Staff member of this Office.
18. The Contractor/Service Provider shall ensure that police verification of personnel employed by him has been done prior to the commencement of the work and the Contractor/Service Provider will bring no unauthorized person inside the premises.
19. The Contractor/Service Provider will be required to display the rate list of all the Foods Articles, Soft Drinks, Tea, Coffee and Juice etc., sold in the Canteen.
20. The contractor must serve at least two items from the given list in Breakfast & at least two items from the given list in Evening snacks.
21. **Vendor will have to submit a signed copy of food plan (Breakfast and Lunch) with price and quantity (as mentioned in financial bids) to this office and also paste a large copy of the same in the Canteen also. Any deviation in price and quantity may result in free meals for that day.**
22. No legal right shall vest in the Contractor's/Service Provider's workers to claim employment or other absorption in this department nor the Contractor's/Service Provider's workers shall have any right whatsoever to claim the benefit/emoluments that may be permissible or paid to the employees of this Office. The workers will remain the employees of the Contractor/Service Provider and this should be the sole responsibility of the Contractor/Service Provider to make it clear to its workers before deputing them to work at this office. The Contractor/Service Provider should pay wages to the Employees as per the Minimum Wages Act, as applicable.

23. The Contractor/Service Provider shall make all damage/loss which may be caused by any act or default of the Contractor/Service Provider, his agents or servants or workers to any property of department, with the option to have damage or loss otherwise made good by charging the Contractor/Service Provider with the expenses.
24. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner, CGST, Rajkot Commissionerate, shall be final and binding on the Contractor/Service Provider. If any of the terms and conditions prescribed hereinabove at [1] to [19] is not fulfilled during the period of agreement, this office reserve the right to discontinue the contract with immediate effect at any time without assigning any reasons.

We agree to the above Terms and Conditions.

Signature with date\_\_\_\_\_

Name of the firm\_\_\_\_\_

Seal\_\_\_\_\_

**ANNEXURE-B****TECHNICAL BID****Pre-qualification requirements for Award of Contract for Catering/Canteen Services:**

<b>Sr. No.</b>	<b>Details</b>	
01	Name of the Firm/Company (enclose self-attested Copy of deed if any)	
02	Address of the Firm/Company with Telephone No., Fax and E-mail.	
03	Name and Address of the Proprietor/Partners/Directors with Mobile No.	
04	Pan No. (Enclose attested copy)	
05	Goods and Service Tax Registration No. (Enclose attested copy) (If applicable)	
06	Name of the Government Organization/Prominent Private Sector to whom similar services have been provided by the firm during the last 03 years.	
07	FSSAI License as per food safety standards	

## **DECLARATION**

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted and will not have any dealing with the department in future. It is further submitted that the area specified in the tender are verified and found correct. I/We shall not dispute the area specified.

Signature of Authorized Person with Date & Seal

**ANNEXURE-C****FINANCIAL BID (PROFORMA FOR QUOTING RATES)**

1. Name of the Organization/Firm:
2. Address:  
(With Tel No., Fax No.)
3. Name & Address of the Proprietor/Partners/Directors:  
(With Mobile No.)

<b>Sr.No.</b>	<b>Name of the Items</b>	<b>Quantity/Weight</b>	<b>Rate</b>
1	Tea	50 ml/ 100 ml	
2	Coffee	50 ml/ 100 ml	
3	Milk (hot)	100ml/200 ml	
4	Juice	200 ml	
5	Milk shake	200 ml	
6	Lunch (fixed thali)	2 subji*, 1 dal, 4 chapati, rice, salad, chaas	
7	Lunch (unlimited thali)	2 subji*, 1 dal, chapatis, rice, salad, raita, chaas	

**Items to be served during Breakfast:****RATES (in Rs.)**

- i. Aloo/Paneer/Gobi Paratha With Curd
- ii. Veg Sandwich
- iii. Bread Pakoda
- iv. Poha
- v. Dabeli
- vi. Idli/vada Sambhar
- vii. Bread Omlette
- viii. Maggi/Noodles

**Items to be served during Lunch:**

- i. Paneer (Matar/Sahi/Kadhai) 150 gm
- ii. Mix Veg/Fried Veg. 150 gm
- iii. Dal Fry/Dal Tadka/Dal Makhni 150gm
- iv. Curry Pakoda 150gm
- v. Sweet (Kheer/Halwa) 100 gm
- vi. Gulab Jamun/Rasogulla) per piece
- vii. Raita (Boondi/Veg) 100 gm
- viii. Plain Rice/Jeera Rice/Veg Pulao 100 gm
- ix. Plain/Butter Roti

- x. Curd 100 gm
- xi. Lassi 200 ml
- xii. Salad
- xiii. Any other add on

**Items in Snacks (In Evening)**

- i. Veg./Chinese Puff
- ii. Samosa
- iii. Chowmein/Chinese Bhel/Manchurian
- iv. Masala/Mysore Masala Dosa
- v. Vada Pav
- vi. PavBhaji

**Annexure-‘D’**

**PRICE BID UNDERTAKING**

From: (Full name and address with Tel/Mobile No. of the Bidder)

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To,

Dear Sir/Madam,

I submit the Price Bid for the CANTEEN/CATERING SERVICES and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure C & BOQ inclusive of all applicable taxes.
4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.
5. I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted and will not have any dealing with the department in future.
6. It is further submitted that the areas specified in the Tender verified and found correct. We shall not raise dispute in the areas specified.

Signature of Authorized Signatory with date

Name of the Firm

Seal