

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE ADDITIONAL RESIDENT COMMISSIONER
MEGHALAYA HOUSE, KOLKATA
<<<>>>**

No:TAMG/CATERING/27/02/Pt.II/208

Dated Kolkata 23rd July, 2026

NOTICE INVITING TENDER (NIT)

Sealed Quotation affixing court fee stamp of **Rs.100/-** (Rupees One hundred only) are hereby invited from bonafide Citizens/Caterers for Running the Canteens at Meghalaya House-I, 10, Anandilal Poddar Sarani, Russell Street, Kolkata – 700071 and Meghalaya House-II, 120, Shantipally, Kasba, Kolkata – 700107.

The Meghalaya Houses are frequently visited by the State and Central Dignitaries, Government Officials and citizens of Meghalaya on official tour, training, medical treatment, or transit in the city. Other than that, the canteens shall be allowed to be run as Public Cafes also with certain tables reserved for the officials staying in Meghalaya House itself. Therefore, the caterer should be willing to cater to all requirements, without refusal, and shall ensure the best possible quality of food and service.

I. Tender Details:

Particulars	Details
Name of Work	Running and Operation of Office Canteen Services for both Meghalaya Houses-I & II, Kolkata.
Publishing Date of NIT	Dated 23 rd July, 2026 On the website: https://gad.meghalaya.gov.in
Earnest Money Deposit (EMD)	Rs.50,000/- only in the form of a Demand Draft from a scheduled bank, in favour of "The Additional Resident Commissioner, Meghalaya House, 120, Shantipally, Kasba, Kolkata-700107" payable at Kolkata.
Tender Fee (Non-Refundable)	Rs.1,000/- only paid through "The Additional Resident Commissioner, Meghalaya House, 120, Shantipally, Kasba, Kolkata-700107" at the time of submitting the NIT document.
Performance Security	The successful bidder shall furnish a Performance Security of Rs.1,00,000/- only in the form of a Demand Draft from a scheduled bank, in favour of "The Additional Resident Commissioner, Meghalaya House, 120, Shantipally, Kasba, Kolkata-700107" payable at Kolkata.
NIT Submission Mode	Hard Copy submission of Envelope-I (Technical Bid) and Envelope-II (Financial Bid) sealed in a single outer envelope by courier/speed post at the Office of the Additional Resident Commissioner, Meghalaya House, 120, Shantipally, Kasba, Kolkata-700107, before 5:00 P.M on the last

Particulars	Details
	date of submission.
Pre-Bid Conference	30 th July, 2026 at 10:00 A.M (Kindly contact 9856376944 / 7005860825 for conference link)
Contact Person	The Additional Resident Commissioner, Meghalaya House, Kolkata 033-48039577 (Russell Street) 033-48038529 (Kasba) Meghalayahouse.kol@gmail.com
Last Date & Time for Submission	14 th August, 2026 before 5:00 P.M
Date & Time of Bid Opening	To be intimated

II. Eligibility Criteria:

- The operator must have a minimum of 4 (four) years of experience in running a canteen/catering service preferably in Government Departments, Public Sector Undertakings, or reputed academic/corporate institutions. The operator may have to serve vegetarian / non vegetarian food as per requirement. The operator must also have with them sufficient knowledge of the Local food habits and Local cuisines of Meghalaya including proper multi-cuisine menu to be provided.
- The operator must have a minimum average turnover of **Rs.30,00,000** (Rupees Thirty lakh) only in the last financial years. (Audited financial statements of the last 3 (three) years to be submitted)
- Bids must include valid copies of GST Registration, FSSAI Food License, PAN Card, and up-to-date Income Tax clearance.
- The operator must not be blacklisted by any Government Department. (Self-declaration required)

III. How to Apply:

- The detailed Tender Document containing the absolute terms, conditions, and prescribed application formats must be addressed to the **"Additional Resident Commissioner, Government of Meghalaya, Meghalaya House, 120, Shantipally, Kasba, Kolkata-700107"** and super-cribed as

"APPLICATION FOR RUNNING THE CANTEEN IN

- MEGHALAYA HOUSE-I, 10, ANANDILAL PODDAR SARANI, RUSSELL STREET, KOLKATA-700071, AND
- MEGHALAYA HOUSE-II, 120, SHANTIPALLY, KASBA, KOLKATA-700107".

- Sealed tenders under a two-bid system (**Technical Bid** and **Financial Bid** enclosed in separate envelopes, then placed inside a single main sealed envelope) marked "**Tender for Running the Canteen**" must reach the office drop-box on or before the specified deadline.
- The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

IV. Terms and Conditions:

- The bidder may inspect the Meghalaya House-I & II, Kolkata facilities before tendering.
- The successful bidder shall have to operate both locations and no choice shall be offered to them.
- The operator has to confine his activities within the specified area handed over to him.
- The operator shall utilize the space only for the purpose of canteen facilities provided in the bid document.
- The operator will arrange his own equipment over and above those already provided at the houses. Proper maintenance and upkeep of all the equipment provided by the said office is the responsibility of the operator.
- No modifications are permitted to the provided infrastructural facilities by the operator without the permission of the competent authority.
- All permits / licenses / permission for canteen facilities is to be obtained by the operator only at his cost, name and risk from the appropriate authorities by following the procedures.
- All permissions, no objections, letters of indent, consent licenses, clearance, approvals etc. shall be obtained by the successful operator at his cost and such as document shall be kept affective and in force at all material time.
- Modern and standardized equipment (if needed) should be arranged by the operator.
- The successful operator will bear the cost, throughout the term for comprehensive general liability insurance for his men and material.
- The building, furniture and other machineries licensed shall be insured against fire, rioting and other possible losses and the insurance policy be taken and the insurance premium be borne by the successful operator. The successful operator should pay the compensation to the public or their relatives if any accident happens at their own cost if they claimed.
- The said office shall have the right to inspect the premises etc. at any time.
- The operator has to provide Photo Identity Cards to the persons employed by him/her to carry out the work. These cards are to be constantly displayed & their loss reported immediately.
- The successful operator shall be responsible for the conduct and behaviour of his employees.
- The service operator shall be responsible for the safety of the workers. All the safety measures must be taken during operation.

- Pest control is to be done regularly by service operator and is to be undertaken with prior permission from the competent authority. The cost of the pest control will be borne by the operator.
- The Canteen Operator has to engage a person authorised by the Kolkata Municipal Corporation, for disposal of the waste/garbage on daily basis at their own expense.
- The food audit for quality and food safety must be integral part of Kitchen Operations.
- The operator will be responsible for ensuring the proper clearance of all used plates and utensils.
- The successful operator shall not assign, sublet or transfer the contract either on whole or part, the Additional Resident Commissioner will terminate the contract without any notice duly forfeiting the Security as ascertained liquidated damages.
- The entire premises should be cleaned regularly and maintained properly by the operator on a daily basis.
- The bio-degradable waste and non-bio-degradable waste from kitchen are to be separated by the operator and to be disposed of at earmarked places.
- The operator should provide with Tea, Coffee, Breakfast, Lunch and Dinner as per the requirement. The bill/cash memo shall contain the items wise detail of all food items provided indicating the approved rate of each item separately. Lump-sum bills shall not be entertained.
- In the case of special lunch or dinner on official occasions, a nominated committee will finalize rates and menu after discussion with the operator.
- The kitchen facility, including the vessels and utensils are to be arranged by the operator.
- The Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personal of the operator.
- The operator must employ adult labour only. Employment of child labour shall lead to the termination of contract.
- The persons so provided by the operator under this contract will not be the employee of the Government of Meghalaya and there will be no employer-employee relationship between the Government of Meghalaya and the persons so engaged by the operator in the aforesaid services.
- The cost of electricity and power for non-cooking purposes and water shall be borne by the operator.
- The canteen facilities should be used only for lawful activities and in accordance with the rules and regulation enforced by the Government authorities.
- The operator shall ensure due observance, compliance with all relevant laws, rules and regulation applicable to business from time to time.
- If any loss or damage is caused to properties either by operator and servants will fully / in advertently the cost / extent of loss / damage will be recovered from the operator.
- The operator shall ensure his staff, property, guests/users is at his own cost and risk.
- On the expiry of the contract, the operator shall handover all entrusted in good conditions.

- The normal operating hours of the canteen shall be from **6:00 A.M to 10:00 P.M.** However, the caterer shall provided meals and refreshment beyond this hours whenever required by quests/VIPs reaching late at Meghalaya Houses.
- The guidelines for opening the canteens for public in general shall be issued by the department in due time.

V. Penalty:

- In case the operator commits breach of any of the terms and conditions and stipulation herein contained on the part of the tenderer to be observed and performed, then in such cases the Additional Resident Commissioner shall bet at liberty to give a notice in writing to the contract to set right or rectify the breach or omission of any of the terms, conditions and stipulations of the agreement and in case of non-compliance on the part of tenderer within 30 days of the receipt of such notice, this agreement at the option of the contract may be terminated and upon such termination this contract shall become null and void and all the rights of the tenderer herein shall immediately cease and determine. The contract may also be terminated for any criminal acts on the part of the tenderer which need to be referred to arbitration.
- Any complaint or mis-behaviour by the operator or his workers will be viewed seriously and the contract will be terminated (if found guilty) without any notice and the Security deposited by the operator will be forfeited partly or fully and will be treated as penalty charges.
- The authority shall have the right to take over the operation and terminate the contract agreement, in case of default or any type of malpractice noticed on the part of the tenderer.
- The decision of the Additional Resident Commissioner, Meghalaya House, Kolkata shall be final with respect to the extent of penalties being levied.

VI. Period of Contract:

- The contract will be initially for a period of **3 (three) years**, extendable for another period of **2 (two) years** subject to satisfactory performance and mutual consent.
- Extension of tenure and earlier termination is the sole discretion of the Competent Authority.
- The agreement can be terminated by either party by giving six month's notice in advance. If the operator fails to give six month's notice in writing for termination of the contract then two month's rent etc. and any amount due to the operator from the office shall be forfeited.

VII. Payment Terms:

- The monthly rent fee fixed for an amount of **Rs.20,000/-** (Rupees Twenty thousand) only per location shall be paid on monthly basis by the successful bidder starting immediately after signing of contract.
- This amount shall be enhanced every year at a fixed rate of 10%.

VIII. Evaluation of Bids:

An Evaluation Committee constituted by the Government of Meghalaya will evaluate the bids in two stages.

a) State 1 - Technical Evaluation:

- * The Committee will first open Envelope-I to check the eligibility and completeness.
- * Bidders meeting the Eligibility Criteria will be technical evaluated based on the Technical Scoring Criteria provided in **Annexure A**
- * Bidders must score a minimum of 70 out of 100 points in the technical evaluation to qualify for the next stage.

b) State 2 - Financial Evaluation:

- * Envelope-II (Financial Bid) of only the technically qualified bidders will be opened.
- * The Financial Bid should quote the rates against each item in the format provided at **Annexure B** but exclusive of GST.
- * The contract will be awarded on a Least Cost System (L1) basis. The bidder quoting the lowest will be declared as the L1 bidder.

IX. Award of Contract:

- a) The L1 bidder will be issued a Letter of Award (LoA)
- b) Within 14 days of receiving the LoA, the successful bidder must furnish a Performance Security of **Rs.1,00,000/-** (Rupees One lakh) only. The security shall be in the form of a Bank Guarantee, valid for the entire contract period.
- c) Upon receipt of the Performance Security, a formal contract agreement will be executed.

X. Disclaimer

The General Administration (A) Department reserves the right:

- a) to reject any or all Bids without assigning any reasons thereof.
- b) to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Department without assigning any reasons thereof.

Additional Resident Commissioner,
Government of Meghalaya,
Meghalaya House, Kolkata.

FINANCIAL BID

Schedule of Rates for Food & Beverage items

Name of Bidder _____

(All rates shall be quoted in Indian Rupees and exclusive of GST)

Sl. No.	Item Description	Unit	Rate(₹)
A - BEVERAGES			
1	Tea	Cup	
2	Coffee	Cup	
3	Black Tea	Cup	
4	Green Tea	Cup	
5	Lemon Tea	Cup	
6	Milk		
B - BREAKFAST ITEMS			
7	Breadtoast & butter (2 slices)	Plate	
8	Omelette/poached with Toast (2 slices)	Plate	
9	Boiled Eggs (2 pcs)	Plate	
10	Puri Bhaji (2pcs puri)	Plate	
11	Paratha with Curry (1 pc)	Plate	
12	Idli Sambar (2 pcs)	Plate	
13	Dosa	Plate	
14	Sandwich (Veg)	Plate	
15	Sandwich (Egg/Chicken)	Plate	
C - STANDARD LUNCH/DINNER			
16	Veg Thali (Rice, Dal, fried sabji, chutney, papad)	Plate	
17	Fish Thali (Rice, dal, sabji, chutney, fish curry/fry)	Plate	
18	Chicken Thali (Rice, dal, sabji, chutney, 2pcs Chicken curry/fry)	Plate	
19	Mutton Thali (Rice, dal, sabji, chutney, 2pcs mutton curry)	Plate	
20	Extra Rice	Plate	
21	Dal	Bowl	
22	Vegetable Curry	Bowl	
23	Fish Curry(1 pc medium size)	Bowl	
24	Chicken Curry (2 pcs chicken)	Bowl	
25	Mutton Curry (2 pcs mutton)	Bowl	
D - SNACKS			
26	Veg Pakora (6 pcs)	Plate	
27	Chicken Pakora (6 pcs)	Plate	
28	Samosa (2 pcs)	Piece	
29	Veg Cutlet	Piece	
30	Chicken Cutlet	Piece	
31	French Fries	Plate	
E - MEGHALAYA CUISINE			
32	Jadoh	Plate	
33	Jadoh with Pork (2 pcs)	Plate	

34	Dohneiong (4 pcs)	Plate	
35	Dohkhlich	Plate	
36	Tungrymbai	Plate	
37	Pumaloi with curry (2 pcs)	Plate	
38	NakhamBitchi	Bowl	
39	Wak Pura	Plate	
40	Bamboo Shoot Pork Curry (4 pcs)	Plate	
41	Smoked Pork Preparation	Plate	
42	Chicken with bamboo shoot (4 pcs)	Plate	
43	Local vegetarian Khasi Meal	Plate	
F - PACKED MEALS			
44	Packed Breakfast	Packet	
45	Packed Lunch (Veg)	Packet	
46	Packed Lunch (Non-Veg)	Packet	
47	Packed Dinner (Veg)	Packet	
48	Packed Dinner (Non-Veg)	Packet	
G - CONFERENCE & OFFICIAL EVENTS			
49	Tea with Biscuits (4 pcs biscuits)	Person	
50	Tea with Snacks (2 items of snacks)	Person	
51	High Tea (4 items of snacks)	Person	
52	Working Lunch (Veg)	Person	
53	Working Lunch (Non-Veg)	Person	
54	Official Dinner (Veg)	Person	
55	Official Dinner (Non-Veg)	Person	
H - OTHERS			
56	Mineral Water (1 Litre)	Bottle	
57	Mineral Water (500 ml)	Bottle	
58	Fresh Lime Water (1 Glass)	Glass	
59	Seasonal Fruit Plate (not less than 3 items of fruits)	Plate	
I - SPECIAL FISH / PRAWNS			
60	Pabda	Plate	
61	Chitol	Plate	
62	Pomfret	Plate	
63	Hilsa	Plate	
64	Bhetki	Plate	
65	Koi	Plate	
66	Katla	Plate	
67	Prawns (Big)	Plate	
68	Prawns (Small)	Plate	
J - CHINESE			
69	Veg Noodles	Plate	
70	Egg Noodles	Plate	
71	Chicken Noodles	Plate	
72	Pork Noodles	Plate	
73	Veg Fried Rice	Plate	
74	Egg Fried Rice	Plate	

75	Chicken Fried Rice	Plate	
76	Pork Fried Rice (6 pcs)	Plate	
77	Chicken Dry Fry (6 pcs)	Plate	
78	Chicken Manchurian (6 pcs)	Plate	
79	Pork Dry fry (6 pcs)	Plate	
80	Pork Manchurian (6 pcs)	Plate	
GRAND TOTAL OF ALL ITEMS (₹)			

Total Amount in Words _____

Declaration

I/We hereby certify that the rates quoted above are exclusive of GST and shall remain valid during the contract period.

Signature of Bidder _____

Name: _____

Seal of Firm: _____

Date: _____