





**OFFICE OF THE DIVISIONAL RAILWAY MANAGER  
SOUTHERN RAILWAY, PALAKKAD DIVISION**

Senior Divisional Personnel Officer  
Chairperson of Staff Benefit Fund  
Personnel Department  
Palakkad Division  
Pin -678002

**NOTICE INVITING QUOTATION  
for Running a Staff Canteen at Mangalore Coaching Depot**

No. J/P.721/Staff Canteen/MAQ

Date: 31.03.2026

Sealed quotations are invited from eligible and experienced individuals/agencies for running and maintaining the Canteen at coaching depot Mangalore Central. Quotation may sent it to "Senior Divisional Personnel Officer, Chairperson of Staff Benefit Fund, Palakkad Division, Southern Railway", Pin - 678002 through registered post in a sealed cover by on or before **27.04.2026**, mentioning in the envelope that "**Quotation for Running a Staff Canteen at Mangalore Coaching Depot**"

**NAME OF WORK:-** Executing the food supply inside the department canteen building available at Coaching Depot Office, Mangalore.

**Contract Period:-**12 Months.

**Location:-** Mangalore Central at Coaching Depot

**1. Scope of Work**

The contractor shall operate and maintain the canteen in the Government premises and supply tea, coffee, snacks, and meals to the staff and visitors at reasonable rates approved by the competent authority.

- I. All the utensils used shall be kept neat and clean.
- II. Canteen furniture and kitchen shall be kept neat and clean.

- III. Floor shall be moped every day and shall be washed two days a week with detergent.
- IV. Used leaves and teacups are to be disposed properly.
- V. Canteen inside and outside cobwebs to be removed regularly.
- VI. Preparation of food should be hygienic and it should match food safety and standards act.
- VII. The oil used for cooking shall be good quality with ISI mark (Sunflower Refined oil).
- VIII. The lunch shall be made ready in advance.
- IX. Taking surplus/ extra cooked items out of Staff Canteen is not permitted.
- X. Contractor should arrange consumables like hand gloves, face mask, Soap, Sanitizer etc. to their staffs deployed for carrying out the work. Contractor should ensure that their staff are wearing face mask, hand gloves, maintaining social distance, temperature checking, hand washing, sanitizing etc and all personal protection during the work.
- XI. The Food supplier will duly perform the operation of supplying cooked food in canteen keeping the condition set forth and shall execute the same with great promptness, care to the satisfaction of the staff.
- XII. Food supplier has to maintain cordial relation with staff without any dispute and any clarification / suggestion is to be routed through the committee.
- XIII. All the plates, tumblers, side plates, spoon etc. which are being provided for supplying the food items are to be cleaned in hot water in order to follow a healthy practice.
- XIV. The cooking of food items outside the kitchen is generally not preferred.
- XV. Wood, waste paper and other raw should not be burnt or used as fuel. The same should be disposed.
- XVI. Other than Railway staff/Contract staff engaged in shed, no outsider shall be allowed to take food from canteen.
- XVII. Paper cups for the tea may be arranged by the contractor as per requirement.

**QUOTATION REQUIRED FOR:**

THE LIST OF ITEMS TO BE SUPPLIED DURING BREAKFAST AND LUNCH TIME AS FOLLOW.

Sl. No.	Item description	Qty/ Unit	Rate (Rs.)
1.	Limited meals – Rice (Ponni brand) (Kerala rice) – 400 gm. And Sambar – 100 gm, Porial – 50 gm, Koottu – 50 gm, Pickles – 5 gm, Appalam – 1 No Medium, Rasam – 50 gm & Buttermilk – 80 gm	735 gm. (Cooked Rice + Other items)	
2.	Curd	75 gm	
3.	Idly (2 Nos / 100 gms) with Sambar (50 gm) & Chutney (30 gms)	200 gm. each	
4.	Dosai (100 gm) each with Sambar (50 gm) & Chutney (30 gms)	180 gm each.	
5.	Pongal (260 gm) each with Sambar 80 gm, chutney 60 gm.	400 gm	
6.	Chappathi – 2 Nos (140 gm) with Kurma (120 gm)	260 gm	
7.	Poori (2 Nos) -130 Gms with masal (120 gms)	250 gms (one set).	
8.	Kitchedi (150 gms) with Sambar (30 gm) & Chutney (20 gms)	200 gm.	
9.	Vada/ Bajji	50 gm. each	
10.	Chana	50 gm. each	
11.	Coffee in Paper/ Clean Steel Cup/Glass	100 ml	
12.	Tea in Paper/ Clean Steel Cup/Glass	100 ml	
13.	Egg Omelette	75 gms	
14.	Boiled Egg	1 No	
15.	Fish fry	1 No	
16.	Fish Curry	1 bowl	
17.	Chicken Curry	1 bowl	
18.	Chicken Chilly	100gm	

## 2. Eligibility Criteria

The bidder should:

- Have experience in running a canteen/food stall/restaurant.
- Maintain proper hygiene and food safety standards.
- Have **GST Registration** Certificate.
- Have Food Safety License issued by the Food Safety and Standards Authority of India (**FSSAI**)
- Have **Experience Certificate** : Proof of experience in running a canteen, catering service, hotel, or mess.
- Have **Trade License** / Local Authority License.
- **Produce Affidavit / Declaration** stating that the bidder has not been blacklisted by any Government department or organization.
- Produce Income Tax Returns / Financial Statement of the last 1–3 years
- Produce Details of Staff Proposed to be Engaged (optional but preferred)
- Produce Undertaking for Maintaining Hygiene and Quality of Food.
- Be capable of providing quality food items at reasonable rates.

## 3. Terms and Conditions

### I. Licence Fee:

License fee of **Rs. 1,000/-** shall be deposited before commencement of contract by way of demand draft/pay order in favour of “ Senior Divisional Finance Manager, Southern Railway, Palakkad – 678002 payable at Palakkad. The License should commence the work within 07 days from the date of receipt of the work order.

### II. Security Deposit:

The Licensee shall deposit an amount of **Rs. 25,000/-** (Rupees Fifty Thousand only) as security deposit by way of demand draft/pay order in favour of “ Senior Divisional Finance Manager, Southern Railway, Palakkad – 678002 payable at Palakkad.”

III. The contract is for a period of **12 months**.

IV. The catering service is for the staff members and authorized visitors of the Mangalore Central Railway Station.

- V. The service to be rendered on all working days from Monday to Saturday. 07.30 hrs to 17.30 hrs and Sunday from 08.30 hrs to 12.30 hrs.
- VI. The quoted rates should not unreasonable comparable to market rates to gain advantage in quoting the quotations .
- VII. Water which is used for cleaning the vessels and cooking the food and Electricity, which is used for lights and fans, Mixers, Grinders will be offered at applicable charges if any by Railways.
- VIII. All the raw materials except water required for preparation of food items such as Gas (including gas connection) , Food grains, Oil etc are to be arranged by the food supplier. It is strictly advised that only cooking gas to be used for cooking. Contractor has to arrange cooking gas also.
- IX. The labour employed for making food should not have any skin diseases and other communicable diseases like TB, Leprosy etc. It is the contractor's responsibility. If Railway doubt any of their employee for ill health, contractor has to arrange to produce certification from a registered medical practitioner.
- X. All the employees should undergo medical checkup and should be free from any pandemic, various diseases which will adversely affect the hygiene food supply. The medical certificate to be produced.
- XI. Any dues involved in the operation of the canteen will not be borne by Railways.
- XII. One-month notice shall be given by the administration for the vacation of canteen. Similarly, two months' notice shall be given by the food supplier for the termination of contract.
- XIII. The contractor shall supply the food items on license basis. In the event of services found unsatisfactory by the Railway administration, the contract shall be terminated by giving 10 days' notice and the same shall be final.
- XIV. The licensee shall sell the tea, coffee and other food items as per the prescribed rate advised by the competent authority who is authorized by Railway administration.
- XV. The licensee shall supply tea, coffee and other items as mentioned above (XIII) to the Railway premises indicated for the purpose as desired by Railways.

- XVI. The contractor shall not use the accommodation provided by Railway administration for any purpose of business other than supply of food to the staff.
- XVII. The contractor shall not use the name of the Railway administration on business dealing with other person/traders with whom he may have business relations.
- XVIII. The security deposit will be forfeited if the contractor fails to supply the foods items as per the contract agreement or discontinue the contract without mutual consent.
- XIX. The successful applicant shall enter into an agreement with the department, which shall be governed by the scope of work, terms & conditions, specifications and other details specified in the proposal documents within 07 working days.
- XX. The security deposit shall be released only after the physical completion of the work based on '**Completion certificate**' issued by the competent authority stating that the contractor has completed the work in all respects satisfactory.
- XXI. The contractor shall display the approved rate list of eatables at the prominent visible place and shall charge only such rates as approved and displayed in any incidence of overcharging a penalty of Rs. 1000/- shall be levied on each occasion and further termination of contract if frequent complaints are received.
- XXII. The contractor shall maintain hygienic conditions in dining hall. Sufficient number of covered dustbins shall be placed in canteen area by the contractor. If unhygienic conditions are observed in dining hall premises, a penalty of Rs. 1000/- may be imposed by the Railway administration on each occasion.
- XXIII. Any officer authorized by the Railway administration may make surprise visit of canteen at any time to check the quality of eatable items as well as the cleanliness of canteen & if quality of eatable items & cleanliness is not found upon the mark then the Senior Divisional Personnel Officer has right to impose a penalty up to 10% of the security deposit money on each occasion.
- XXIV. Fixed deposit is not refundable if the contractor does not execute the work as per terms and conditions without completing the contract period for 12 months
- XXV. This will be a contract for services for all practical purposes. Disputes, if any, shall be adjudicated by appointing an Arbitrator by Railway administration whose decision shall be final and binding on both the parties. The rights

obtained under the contract can't be assigned to any other person/body by subletting or any other means by the contractor.

- XXVI. The contractor shall furnish the names, address and telephone numbers of the Personnel nominated and responsible for the work and the person who is nominated to receive calls.
- XXVII. The period of contract may be extended by the Railway administration by mutual consent of both parties on the existing terms and conditions for a further period.
- XXVIII. The contractor shall comply with all Government regulations related to food safety.

#### **4. Submission of Quotation**

Interested parties may submit their **sealed quotations** along with relevant documents to the undersigned **through registered post** on or before **27.04.2026..**

The envelope should be mentioned as:

**"Quotation for Running a Staff Canteen at Mangalore Coaching Depot"**

NOTE: The undersigned Authority have full rights to select/cancel any of the quotations received.

**DECLARATION**

I/We hereby declare that I/We have carefully read and understood all the terms and conditions of the quotation for running the canteen in the premises of \_\_\_\_\_ . I/We agree to abide by the terms and conditions stipulated by the authority.

I/We further declare that the information furnished by me/us in the quotation and the documents submitted are true and correct to the best of my/our knowledge and belief.

I/We also understand and agree that the competent authority reserves the full right to accept or reject any quotation, including mine/ours, without assigning any reason whatsoever. The authority also reserves the right to cancel the quotation process at any stage without any prior notice.

I/We undertake to comply with all instructions and conditions laid down by the authority if the quotation submitted by me/us is accepted.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Bidder: \_\_\_\_\_

Name of the Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

---