भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

उत्तर क्षेत्रीय कार्यालय, 124, जीवन भारती, 11वां तल, कनाट सर्कस, नई दिल्ली –110001.

Notice for Open Tender for Canteen Services

Applications are invited from experienced canteen contractors for running canteen at Life insurance Corporation of India, Northern Zonal Office, Connaught Place, New Delhi.

Sr. No.	Activity	Details
1	Tender date	NZ/OS / Canteen Services dated 12.01.2026
2	EMD(Refundable)	Rs. 1000/- (Rs. One Thousand only), by way of demand draft drawn on any Scheduled Bank favouring LIC of India payable at New Delhi. Amount can also be deposited in cash at the cash counter in Zonal Office.
3	Tender Fees (Non Refundable)	Rs. 100.00 + 18% GST (Rs. One Hundred + 18% GST) , by way of demand draft drawn on any Scheduled Bank favouring LIC of India payable at New Delhi. Amount can also be deposited in cash at the cash counter in Zonal Office.
4	Address for submission of bid to be put in Tender Box	Secretary (OS) Life Insurance Corporation of India, 11th floor, Tower II, Jeevan Bharti Building, Northern Zonal office, 124 , Connaught Place, New Delhi-11001
5	Submission of Bid Date and Time	Bidders fulfilling the eligibility conditions for canteen Services as per Technical specifications mentioned in the Tender should submit Bid in separate sealed cover super scribed as technical Bid and Financial Bid put together in large sealed cover super scribed as **Tender for Canteen Services, Name of Tenderer by 22.01.2026.**
6	Technical Bid (Annexure-1) Opening date/venue	The sealed covers having Technical Bids along with EMD and Tender fees will be opened by the tender opening committee on 23.01.2026 at 11.00 AM in presence of bidders or one of their representatives who choose to attend. Venue as in the address above.
7	Financial Bid (Annexure-2)	The Financial Bid will be opened on a later date which may be intimated separately to technically qualified bidders only.
8	Contact details	Name: Ms Shivani Sinha , Secretary(OS) Sh. Rajesh Khanna, Assistant Secretary(OS) Telephone No. 01123329008 Sh. Anil Dhingra, AO(OS) Telephone No. 01123329008 Email id: nz_os@licindia.com

Secretary (OS)

AO(OS)

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The terms & conditions are as under:-

1. The approved contractor has to run the canteen at Life Insurance Corporation of India, Northern Zonal Office, 11th floor, Jeevan Bharti Building, Connaught Place, New Delhi.

2. The details of fees to be deposited are as under: - Tender fees of Rs.100/- plus GST total being Rs. 118.00
EMD-Rs.1000/-

3. The EMD of unsuccessful contractor will be refunded and EMD and security deposit will not carry any interest.

4. The successful contractor will have to deposit security deposit of Rs. 10000/-. In respect of successful contractor the EMD of Rs.1000/- will be adjusted towards security deposit of the contractor and the balance security deposit must be deposited within 10 days from the date of issue of acceptance letter.

5. Number of employees of to be served is **275**** approx.

6. Office is housed at 5 different floors of Jeevan Bharati Building. Contractor is expected to supply the food items to all employees on the seats. Sufficient number of pantry boys/cooks will be required for running the canteen. Rates may be quoted keeping in view the manpower requirements.

7. The applicants shall be reputed and registered /licensed contractors.

8. Contractor should have a valid license from Food Safety and standards Authority of India (FSSAI). Copy is to be enclosed with Technical Bid.

9. The contractor should have minimum experience of two years of running the canteen in a reputed Organization. Suitable documentary evidence to be submitted along with th Technical Bid.

10. Use of LPG gas is strictly prohibited in Jeevan Bharati Building.

11. The contractor shall provide at his own expenses crockery, cutlery, cooking utensils, glassware and other articles necessary and suitable for running of canteen. He shall maintain all these articles in clean, neat and hygienic condition.

12. The contractor should attend the meeting of canteen committee whenever he is called up to do so. This is mainly to keep a check on the quality/quantity of food being severed. If the quantity/quality of food served or service rendered by the contractor is not satisfactory at any point of time, the competent authority or anyone authorized by him is entitled to initiate action deemed necessary including immediate termination of the contract without notice to the contractor.

13. The rates of each item should be quoted in words and figures in the rate schedule attached. The Rate List and Menu approved by LIC should be displayed properly. Rate of food items will be revised only after the approval of LIC.

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14. The LIC will provide following items to the approved contractor:-

    a. Rent free space for canteen / pantry
    b. Water
    c. Free electricity in canteen / pantry.
    d. Available furniture item will also be supplied to approved contractor during the contract period.

15. The contractor shall bear all the expenses for running the canteen and LIC shall not in any manner be liable for any damage or injury caused to its workmen during discharging their duty. The contractor shall take necessary precautions against fire hazards as per rules and regulation as laid down by concerned authorities and to the satisfaction of LIC.

16. There shall be no compromise on the quality of food supplied by the contractor and if any such incidence of food adulteration is found, action deemed fit shall be taken by the competent authority.

17. Only fresh food is to be served. Stale/refrigerated food should not be served at any cost. Only refined oil is to be used. Vanaspati /palmoline oil is not to be used. Recycled oil should not be used for cooking.

18. The contractor should employ adequate number of persons required for cooking of food, proper distribution of food and disposal of garbage and left over food. No such employee will be under the age of 18 year. Canteen staff should be well dressed.

19. The contractor will be responsible for complying with payment of minimum wages (state central whichever is applicable) and the labour laws in force from time to time in r/o employees deployed in the canteen. The contractor will be liable for any consequences resulting from violation of any such rule/provision.

20. Under no circumstances any of the contractor's employees will stay in LIC premises beyond canteen premises after closing of the canteen.

21. The LIC office is a "NO Smoking Zone" hence sale and use of tobacco is prohibited.

22. The sale and use of Liquor (Alcohol) is strictly prohibited in LIC premises.

23. It will be the sole responsibility of the contractor to serve tea and other eatable items in all sections of office on call at any time.

24. It will be the responsibility of the contractor to recover amount due for eatable /other items served to LIC employees.

25. The successful contractor will have to enter in to an agreement on a stamp paper of Rs.100/ withthin 10 days on receipt of communication and deposit the security within same period.

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26. The contract shall be for a period of one year. It can be extended for two years (but for one year at a time) at the existing terms and condition mutually agreeable by both parties. The parties to the contract, may by giving a written notice of 90 days to the other party, terminate contract. The termination shall take effect at the close of 90 days from the date of receipt notice by other party.

27. Forfeiture of EMD/Security deposit:-

a. If the successful contractor refuse to enter in to an agreement or fails to remit the security deposit within 10 days of acceptance of tender, EMD will be forfeited.
b. If the contract if terminated by LIC due to poor performance/violation of any clause of agreement or bad act of contractor, security deposit will be forfeited.
c. The successful contractor must necessary run the canteen for minimum 6 months failing which Security deposit will be forfeited.
d. The submission of the tender by the contractor shall be taken to signify the acceptance of the stipulated terms/condition. Any failure on the part of contractor to observe the procedure or any attempt to canvas for allotment of work will be prejudicial, the contractor make it to liable for exclusion of consideration.

The tenderers are advised to inspect the premises etc. where the services are required to be offered and assess for requirements themselves before submission of the tender.

28. The competent Authority reserves the right to reject any tender or reserves the right to recall without assigning any reason.

Encl: Annexure-1 & 2

Yours Faithfully

Secretary, (OS)

Terms and condition mentioned above accepted.

Signature of applicant

Seal of applicant