

Dated: 05.08.2026

NOTICE

LIC OF INDIA, Divisional Office, Sector 17-B, Chandigarh intends to invite sealed tenders for Canteen/ Catering services for Divisional Office Jeevan Parkash Building Sector 17-B, Chandigarh. Interested agencies having experience in the said field may collect the tenders from OS Deptt. Divisional Office Chandigarh and deposit the same as per the following schedule:

Issue of tender forms : 05.08.2026

Submission of tenders : 19.08.2026 by 04.00 P.M

Opening of tender: 20.08.2026 at 11.00 A.M

Tender Fee: Rs.295/- (250/-+ GST) (Rs. Two Hundred Ninety Five only)

Terms and Conditions :

1. The last date for submission of the tenders is 19.08.2026 **by 4.00 P.M.** And tenders will be opened on 20.08.2026 at 11.00 A.M.
2. The contractor selected will have to deposit Rs.30000/- Rs.Thirty thousand only) as refundable security with LIC Of India and execute an agreement on non- judicial stamp paper of requisite value.
3. The space, furniture, water and electricity will be provided by the office free of cost.
4. The contract shall be valid for a period of one year from the date of contract.
5. The Corporation reserves the right to reject any tender without assigning any reason thereof.
6. The sealed envelope should be submitted to Manager(OS), LIC of India, D.O Chandigarh super scribed with words **"QUOTATION FOR LIC CANTEEN."**


Sr.Divisional Manager



Application Form

To,

Date:

Sr. Divisional Manager,
LIC of India, Divisional Office,
Chandigarh.

Re: Application for Tender for running Canteen Services .

Sir,

We have read the terms and conditions related to Tender for running Canteen services and have understood all the conditions attached to it . We are interested in running the staff canteen at LIC of India, Divisional office, Jeevan Parkash Building, Sector 17B Chandigarh .We are attaching herewith duly filled Annexure-1 and Annexure-2 alongwith this application in sealed envelope .

Your faithfully,

Signatures:-----

Name:-----

Address:-----

Mob.no:-----

Signatures & Seal of applicant dealer



**TENDER FOR CANTEEN SERVICES IN LIC OF INDIA, JEEVAN
PRAKASH BUILDING, DIVISIONAL OFFICE, SECTOR 17-B, CHANDIGARH**

Salient Features

Sr. no	Particulars	Description
01.	Name of Service	Staff Canteen service
02.	Place of Service	Canteen is located on the 3 rd floor of LIC of India, Divisional office, Jeevan Prakash Building, Sector 17-B, Chandigarh
03.	Duration of contract	One year (Extendable twice on yearly basis with the same terms and conditions on mutual consent)
04.	Date of issue of tender	05.08.2026
05.	Last Date of submission of application	19.08.2026 up to 4:00 PM
06.	Date of opening of applications	20.08.2026 at 11:00 AM
07.	Tender Fee	Rs.295/- (250/-+18 GST) Demand Draft in favor of LIC of India payable at Chandigarh.



(To be submitted in sealed cover)

Annexure-I
Technical Competence Form

Name of the Contractor	
(Attach ID proof) Complete Postal Address, Phone number, Email	
Type of organisation (Sole proprietor/Partnership firm/Company)	
Total number of years of experience in catering service	
ITRs for the three <u>Assessment</u> years (Attach copy of ITRs)	2023-24 2024-25 2025-26
No of employee already working under contractor	
PAN number of contractor (Attach Copy of PAN)	
GST number of contractor (Attach copy of GST registration certificate, if available). If not eligible, attach undertaking in this respect	

I/We have read the application and understood all the terms and conditions related to the tender as well as contract. The information provided by us is true and correct at the date of tender and nothing material has been concealed by us .I/We understand that if any false information is detected on a later date the contract is liable to be terminated .

I/We unconditionally accept terms and conditions mentioned in the application document and attach the same duly executed by me/us .

All terms and conditions of tender are acceptable to me .

Applicants Signatures with Seal.

Signatures & Seal of applicant dealer



(To be submitted in sealed cover)

Annexure-2
Financial Competence Form

Sr. no	Item	Quantity	Weightage percentage	Rate per Item
01.	Tea (180 ml)	One cup	5%	
02.	Dip-Tea(180 ml)	One cup	10%	
03.	Coffee(180 ml)	One cup	5%	
04.	Lemon tea(180 ml)	One cup	5%	
05.	Samosa(50 gm)	Per piece	5%	
06.	Bread Pakora(60gm)	Per piece	5%	
07.	Butter slices(Two of big size)	Per plate	5%	
08.	Sandwich(Two slices of big size)	Per plate	5%	
09.	Chapati(25gm)	Per Chapati	5%	
10.	Dal(180ml)	One bowl of medium size	5%	
11.	Subzi(180ml)	One bowl of medium size	5%	
12.	Rice with Dal/Subzi	Full plate	10%	
13.	Thali- 2 Chapatis, Rice, Dal, Subzi,Raita and Salad	One thali	10%	
14.	Choley Bhaturey	One plate	5%	
15.	Parantha plate	2 stuffed parantha's with curd	5%	
16.	Special Thali : Paneer, Dal, Mix Veg, Rice, Salad, Raia, Sweet Dish and Roti		10%	
17.	Cold/ Soft drinks, Biscuits, Water bottles		As per MRP	

Signatures & Seal of applicant dealer



**TENDER FOR CANTEEN SERVICE IN LIC OF INDIA, DIVISIONAL OFFICE,
JEEVAN PRAKASH BUILDING, SEC 17-B, CHANDIGARH**

Applications are invited from experienced canteen contractors under **Two Bid system** for running staff canteen services at LIC of India, Divisional office, Jeevan Parkash Building, Sector 17B Chandigarh. **The applications are to be submitted in sealed envelop with "Application for Canteen services" super scribed on the envelop, not later than 19.08.2026 up to 4.00 P.M i.e. last date of submission of applications to:-**

**Chairman,
Stores Committee, C/o Manager (OS),
LIC Of India, Divisional Office,
Jeevan Parkash Building,
Sector 17B, Chandigarh
PIN 160017.**

1). The key features of canteen services are as under:-

1. Detail of service:

The main office building consists of one controlling Divisional office, One P&GS unit and one branch office within the 3+1 storied building. At any given day approximately 250 persons are present in the building. The contractor is expected to serve food/beverages/meals/snacks on the seats of desiring employees.

2. Determination of food items to be served in the canteen and the rate to be charged:

- i. Freshly prepared vegetarian food/meals/snacks are to be served to the desiring staff/employees/persons on their seats . The menu of items to be served is attached herewith as annexure-1. The items mentioned in the listed menu may be changed depending on the availability of seasonal vegetables/fruits/beverages with the prior approval of the Competent Authority. **In all the cases the rate of food items shall be decided by the Competent Authority.**
- ii. Only freshly prepared food shall be served in the canteen. Sale of refrigerated food is strictly prohibited .
- iii. The use of raw materials in the preparation of food should be of good quality and the use of cooking medium of reputed make is recommended . Use of substandard palmoline oil/vanaspati oils is prohibited. LIC reserves the right to surprise check the use of material at any time .
- iv. There shall be no compromise on the quality of food and any incidence of sub standard or adulterated food shall render the contractor, immediately unfit to run the canteen .

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3. Operative hours of the canteen:

The operative hours of canteen services is 10.00 am to 05:30 pm for service as well as administrative tasks . The canteen shall not be authorized to run for service as well as administrative tasks after LIC's official working hours . No employee related to canteen are authorized to stay in the premises after close of the office hours .

4. Location of Canteen:

The Canteen is located on the 3rd floor of LIC of India, Divisional office, Jeevan Parkash Building, Sector 17-B Chandigarh. The Canteen premises comprises of one cafeteria with seating arrangement, one kitchen and one store .

5. Work force deployment:

The contractor should employ adequate number of employee's, required for Managing, cooking, serving, front office and pantry .The adherence to the prevailing laws related to labour/ contract/ wages etc shall be sole responsibility of the contractor . All the workers should be well behaved, neatly dressed and thoroughly groomed. The manpower requirement may be increased by the contractor depending on his requirement in the Canteen . LIC in no case shall be liable for any damage or injury caused to the canteen workmen during discharge of their duties. **Use of child labour in the canteen is strictly prohibited.**

6. The following facilities related to running of canteen shall be provided by LIC, Free of cost:

- a. Rent free canteen kitchen/Service area from the day of contract till the last date of contract . The contractor shall be vacating the premises within two working days after completion of contract .
- b. Running Hot/Cold water.
- c. Furniture items for service area/sitting area.
- d. Use of electricity for lighting and running electronic apparatus. **The Use of electric heaters or use of electricity for cooking purposes is strictly prohibited.**

7. Consumables:

The contractor shall solely arrange his own crockery, cutlery, cooking utensils, glasswares, serving trays and other necessities to be used for cooking/serving and for running of canteen facility . LIC shall not be liable for repair or replacement of any of these items .

8. Cost of running

The contractor shall bear all the expenses related to raw materials for food and supplies, manpower usage, use of utensils, cutlery etc .**In no case LIC shall bear or reimburse the cost of running canteen to the canteen contractor.**



9. Other features related to running the canteen:

- a. The contractor shall take all necessary steps/precautions against fire/industrial hazards as per rules and regulations as laid by concerned authorities and LIC may time to time instruct the contractor in this regards .
- b. Under no circumstances any of the contractors employee will stay in the canteen premises after the close of office hours .
- c. The LIC office is a " No Smoking" Zone . Sale/Purchase or consumption of tobacco products is strictly prohibited .
- f. The sale/purchase/consumption of alcohol is strictly prohibited in LIC premises .
- g. LIC of India bears no responsibility for canteen bills (if any) of an employee . Canteen contractor shall be solely responsible for recovery of his payments .
- h. The canteen contractor shall arrange for cleaning and maintenance of cafeteria , one kitchen and one store and removal of garbage on day to day basis. **LIC endorses swachh bharat initiative hence canteen contractor will ensure canteen premises in absolutly clean and hygenic condition.**

Key features related to canteen services contract:

1. The successful applicant shall have to run staff canteen services at LIC of India, Divisional office, Jeevan Parkash Building, Sector 17-B Chandigarh for one year . The Initial period of one year, further extendable by maximum two tenures of one year each, solely decidable by Competent Authority after satisfactory services and with mutual consent .
2. The successful applicant shall have to tender a refundable security deposit of **Rs. 30000/- (Rupees Thirty thousand only)** before start of canteen services .The deposit of security deposit shall be in form of cash or bank draft in favor of LIC of India payable at Chandigarh only . The security shall be refunded within 3 months of the completion of contract period only .

3. Submission of applications and process of allotment:-

- i. The main envelope should contain:
 - a. Tender application,
 - b. Duly signed tender document and Annexure-1
 - c. Tender fee of Rs.295/-(Rs.250/-+GST).

And

d. One separate sealed envelope for Annexure-2 (Financial Competence)

shall be submitted by the last date of tender submission **i.e. 19.08.2026 up to 4.00 P.M .**

- ii. The main envelop as above shall only be opened on the tender opening date i.e **20.08.2026 at 11.00 A.M.** Tender applicants may present themselves at the time of tender opening at:-
 Manager (OS),
 LIC Of India, Divisional Office,
 Jeevan Parkash Building,

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Sector 17B, Chandigarh



- iii. The Financial competence (Annexure-2) shall be opened in committee meeting later on.
- iv. **Technical competence (Annexure-1):**
The technical competence should be submitted in a sealed envelop with the words "Annexure-1" of M/s..... super scribed in bold letters. The technical competence shall be submitted strictly in Annexure-1 attached to this tender. All the columns of Annexure-1 should be duly filled. Unfilled or partly filled Annexure-1 shall be rejected summarily without any further correspondence.

Selection of eligibility for technical competence:-The technical competence shall be adjudged on the basis of following criteria.

1. ITRs for the three Assessment years (i.e 2023-24,2024-25,2025-26).
2. Bidder must submit a copy of PAN card.

The applicant who first qualify in the technical competence shall qualify for the financial competence.

- v. **Financial competence(Annexure-2):**
The financial competence should be submitted in a sealed envelop with the words "Annexure-2 of M/s..... super scribed in bold letters. The financial competence shall be submitted strictly in Annexure-2 attached to this tender. All the columns of Annexure-2 should be duly filled. Unfilled or partly filled Annexure II shall be rejected summarily without any further correspondence.

The applicant submitting financial competence at minimum average of prices as per weightage applied shall qualify for allotment of Canteen services contract.

In case of a tie between two or more persons in financial competence (Annexure-2),the turnover shown in the competence form(Annexure-1) shall form the base for allotment of contract to be decided by committee on merits. In any case decision of Sr. Divisional manager shall be final.

The competent authority reserves the right to accept or reject any application or reserves to recall the application without assigning any reason.

Other terms and conditions:

1. The details of fees to be deposited are as under:-
 - a. Tender Fees of Rs.295/-(Non-refundable).
2. The successful applicant shall have to enter into a contract for one year with LIC of India, Divisional Office, Chandigarh. In case of extension of contract between parties, the extension of contract shall be applicable for relevant period.
3. The canteen shall display the rate of items in a prominent place in the canteen. The rate of items can be revised after prior approval of the competent authority only.

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4. The canteen is subject to review of quality, quantity and maintenance standards . LIC or any designated officer of LIC or Govt of India has right to inspect the canteen during office working hours . The canteen contractor may be asked to attend periodic review meetings of canteen committee .
5. It would be the sole responsibility of the contractor to maintain/upkeep all the furniture and fixtures provided by LIC of India . The canteen contractor shall be compensating LIC of India for any damage to the furniture, fixture or building annexed to the canteen .
6. **Use of office lift for canteen services is prohibited .**
7. The canteen contractor has right to represent for his issues through canteen committee only . Decision of canteen committee duly ratified by competent authority shall be final and binding .
8. In case of unsatisfactory service or breach of terms and conditions of contract, LIC of India can terminate the contract after giving one week's notice to the contractor .The canteen contractor can also terminate the contract after serving two months written notice . In case canteen contractor breaches the contract before the end of contract period . The security deposit of Rs. 30000/-(Thirty thousand only) shall be forfeited .
9. The contract of canteen services is non-transferable. Any form of direct or indirect subletting of this contract shall render initial contract terminated automatically.
10. All the disputes related to this contract shall be subject to Chandigarh Jurisdiction only .


Sr. Divisional Manager

Signatures & Seal of applicant dealer



COMPLIANCE REPORT

The Senior Divisional Manager,
L I C of India,
Divisional Office, Chandigarh.

Subject: TENDER FOR CANTEEN SERVICES

Dear Sir,

I/We certify that I/We have read the terms and conditions of the tender. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this tender as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages prescribed under the Minimum Wages Act, 1948 as notified/revised by Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India or as fixed by Labour Department, UT, Chandigarh and Punjab Government, whichever is higher and Payment of compensation for Overtime/weekly off/National holiday/Any other holiday as applicable and amended from time to time.

I/We will also comply with the requirements of various statutes, relevant to this contract, such as Contract Labour (Regulation and Abolition) Act, 1970, Contract Labour (R & A) Rules, 1971, EPF Act, 1952, , ESI Act (1948) The Industrial Dispute Act 1947 The Equal Remuneration Act 1976 Employees Compensation Act 1923 (Workmen's Compensation Act 1923) , The Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Child Labour (Prohibition & Regulation) Act, 1986 as applicable and as amended from time to

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time and or any other Rules framed there under from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed by me/us.

Certified that I/We have read the tender document containing Notice inviting Tender, Terms and conditions. I/We have understood the contents of complete tender documents.

I/We undertake to abide by the terms and conditions as laid down in the tender document and as stated above in case the work order is allotted to me/us.

Place:

Date:

Signature of Tenderer with seal
Name of the Tenderer:----

Address: _____

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APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the Agency :

(As per Bank A/c)

PAN NO. :

(Compulsory)

Address of Agency :

.....

Phone/Mobile no. :

(FOR SMS Alert)

Email ID :

Agency's Bank name :

Bank Branch Name :

Address of the bank :

Agency Bank Account No. :

(Full Digit 11-16)

Type of A/c : Saving A/c Current A/c OD A/c CC A/c (Tick)

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Bank IFSC Code No. :

(11 DIGIT IFSC CODE)

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

.....
Signature of the Agency

With seal

.....
Date

Kindly enclose cancelled cheque leaf for verification of details.

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