

**TENDER FOR SUPPLY OF FOOD FOR LUNCH
AT KITCO HEAD OFFICE, MM GARDENS,
CHURCH LANDING ROAD, KOCHI**

CORRIGENDUM - 1

**Sub: Tender for Supply of Food for Lunch at KITCO Head Office, Kochi –
Extension of Bid submission end date and Bid Opening date – reg.**

Ref : Tender No. KITCO/HOS/2026/CATERING/001

The Bid Submission End Date and Bid Opening Date is revised follows: -

1. Bid Submission End Date : 20.08.2026 at 3.00 PM
2. Technical Bid opening date : 20.08.2026 at 4.00 PM

**Sd/-
Managing Director**

Place : Kochi
Date : 10.08.2026

**TENDER DOCUMENT
FOR
SUPPLY OF FOOD FOR LUNCH
AT KITCO HEAD OFFICE, MM GARDENS,
CHURCH LANDING ROAD, KOCHI**

TENDER No. KITCO/HOS/2026/CATERING/001

**TENDER CONDITIONS FOR THE SUPPLY OF FOOD (LUNCH) AT KITCO HEAD
OFFICE AT CHURCH LANDING ROAD, ERNAKULAM
(TENDER No. KITCO/HOS/2026/CATERING/001)**

1. KITCO Limited, a Public Limited Company registered under Companies Act 1956/2013 (hereinafter referred to as “KITCO”) invites tenders from well-established catering agencies / persons having good experience in catering business for supply of Food (Lunch) at its Head Office at MM Gardens, Church Landing Road, Near Fine Arts Hall, Ernakulam – 682016. Only Tenders received up to 3.00 PM on 10.08.2026 will be eligible for consideration as per Tender Notice and shall be further subject to the following terms and conditions.
2. Each tender should be accompanied with Earnest Money Deposit (EMD) of Rs.10,000/- in the form of Demand Draft drawn from any of the Nationalised Banks in favour of the Managing Director, KITCO Ltd. Tender not accompanied with EMD shall not be entertained. Earnest money in cash or by cheque shall not be accepted. No concession/exemption regarding deposit of earnest money will be given on any ground, whatsoever and tenders not accompanied with EMD will be summarily rejected.
3. Tender should be filled in two separate parts and in two envelopes. First envelope shall contain the following:
 - a) EMD
 - b) Technical Bid in the proforma provided in this tender document
 - c) A self-attested photocopy of the PAN Card

Second envelope should contain the Financial Bid. The rates should be quoted in the proforma provided in this tender document. The first envelope and second envelope shall be sealed and superscribed “Technical Bid” and “Financial Bid” respectively.

4. The sealed envelopes shall be put in a third envelope, addressed to the Managing Director, KITCO Limited, MM Gardens, Church Landing Road, Ernakulam – 682 016, sealed and superscribed with “Tender for Supply of Lunch at KITCO Head Office, Ernakulam” and shall reach the above address on or before 3.00 PM on 10.08.2026. Any clarification required may be obtained before submission of the Bid.
5. The Technical Bid will be opened at 4.00 P.M. on 10.08.2026 in the presence of those tenderers who may wish to be present. An internal committee will be formed to evaluate the quality of dishes proposed to be offered by the tenderers. The Financial Bids of only those tenderers will be opened who are found to qualify conditions of the contract and shortlisted by the internal committee. The opening date and time will be intimated to the qualified tenderers.
6. The EMD of selected bidder (hereinafter referred to as “Service Provider”) will be converted to security deposit, which will be refunded on completion of contract period on satisfactory fulfillment of the contract. The EMD of other bidders will be refunded after awarding of work to selected bidder.

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7. Eligibility Criteria for the Bidders:

- The Bidder shall be a Catering Firm / Food Service Provider for Corporate Offices with minimum 3 years of operation in catering/food service sector
- The Bidder shall have Statutory approval/Licenses
- The Bidder shall have FSSAI certification

8. Scope of Work of Service Provider:

The Service Provider shall,

- Provide the utensils to carry the food to the office premises and need to take back after serving the meals
- Prepare food for lunch at their authorized premises having adequate permission and approvals as per menu approved by KITCO.
- Transport the prepared food properly and safely to reach our office at MM Gardens, Church Landing Road, Ernakulam by 12.15 PM on all working days.
- Serve the prepared food to the employees during the lunch break.
- Clean the utensils used for serving along with Plates /Glasses/Tumblers.
- Remove the entire waste materials from the office premises and dispose the same at proper location.
- Clean the entire premises latest by 2.45 PM.

9. Payment Terms:

The payment will be made after the verification/certification of bill to be raised by the Service Provider on a monthly basis. GST at applicable rates shall be paid on submission of GST Invoice in the name of KITCO Ltd., with GSTN “32AAACK9991P1ZS”.

10. General Conditions of Contract:

- Only duly approved brands of rice/ pulses/edible oil/condiments etc. shall be used. Prior approval regarding brands proposed to be used shall be obtained in writing from KITCO.
- Vegetables/ Meat/ Fish shall be procured only from hygienic and duly approved/ authorized agencies.
- The hygienically cooked fresh quality meals shall be served maintaining appropriate temperature at no extra cost to KITCO.
- Cooking, packing and service of the meal shall be done in hygienic conditions.
- The supply of meals shall be carried out uninterruptedly throughout the contract period.
- The minimum Number of meals to be supplied per day is 90 Nos.
- Washing of utensils shall be done in the space provided for this purpose.

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11. KITCO will provide the following items:
 - Utensils to serve the food (Plates /Glass/Tumbler /Serving utensils /Spoons)
 - Drinking Water
 - Detergent and Scrub for cleaning
 - Tissue Paper
12. The Service Provider will not be allowed to cook the food in the office premises.
13. The contract shall be valid for a period of one year from the date of issuance of acceptance letter by KITCO, which can be extended at the discretion of KITCO on mutual consent.
14. In case the selected bidder withdraws after award of work, the EMD of such bidder shall be forfeited and the contract will be awarded to the next lowest bidder at the rate quoted by the lowest bidder.
15. All disputes under the contract are subject to Ernakulam jurisdiction.
16. In case substandard meal is served, the Managing Director, KITCO has right to penalise the Service Provider and the contract may be cancelled and in such case the Security Deposit of the Service Provider will be forfeited.
17. It is mandatory for the Service Provider to have appropriate License under Food and Safety Act, 2006 and other statutory and mandatory approvals and licenses not limited to Trade/ Tax/ Labour etc. issued by the concerned Government authorities.
18. KITCO reserves the right to accept/reject the lowest tender or all the tenders without assigning any reason. It is not necessary that contract will be allotted to all or any parties that participated in the tender.

CERTIFIED THAT I/WE HAVE READ THE CONDITIONS CAREFULLY AND UNDERTAKE TO ABIDE BY THEM FAITHFULLY.

(Signature of Bidder)

Name of Bidder : _____
Address : _____

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**TECHNICAL BID
PARTICULARS OF BIDDER**

1. Name of the Bidder _____
2. Whether Bidder is a firm or individual _____
3. Complete Address of the Bidder
with Telephone & Email _____

4. Year of Establishment _____
5. FSSAI Certification No. and Validity _____
6. Details of Infrastructure
 - i) Cooking facility/Catering Facility Area
 - ii) Number of Cooks
 - iii) Number of other employees
7. Area of Restaurant/Sitting capacity in existing restaurant (If any)
8. Details of Major customers with number of years serving
9. Details of EMD: Bank Draft No. _____ dated _____

Signature _____

Name _____

Designation _____

Seal _____

**NOTE: BIDDER SHOULD SUBMIT SUPPORTING DOCUMENTS/ CERTIFICATE TO
JUSTIFY THEIR EXPERIENCE.**

TENDER FOR SUPPLY OF LUNCH AT KITCO HEAD OFFICE, ERNAKULAM

PROFORMA - PRICE BID

To

The Managing Director
KITCO Ltd.,
MM Gardens, Church Landing Road,
Near Fine Arts Hall,
Ernakulam – 682016

Name of the Bidder _____
Address with Phone number _____

I/We offer to provide the supply food (lunch) at KITCO Head Office, Ernakulam at a rate of Rs. _____ [Rupees _____ only] per plate as per the following menu, which is exclusive of GST.

The menu with following dishes shall be served:	
A	RICE - Single/Double Boiled rice (Kuthari)
B	CURRY - Sambhar/ Moru Curry (with Mango/Chena/Kaya/Vellarikka)
C	SIDE DISH 1
	Aviyal/Erissery/Koottu curry/Thoran (Cabbage/ Achinga/ Beans/ Kovakka/ Kaya/Vazhapindi/Vanpayar)
D	SIDE DISH 2
	Mathanga Pachadi/ Vellarika Pachadi/ Beetroot Pachadi/ Pineapple Pachadi/ Ulli Theeyal/ Olan/Mezhukcupuratty (Koorkka/Cherupayar/Vanapayar/Pacha kaya)
E	Pacha Moru /Rasam
F	Homemade Pickle - Nellika/Cherunaranga/Mango
G	Papadam - 1 No.
H	Payasam (Weekly once) - Gothambu/ Semiya/ Palada
Note:	1. The items mentioned shall be served in a periodic manner.
	2. Repetition of same item in each category shall be avoided

Name of the Bidder: _____

Signature of the Bidder: _____

PAN: _____

Stamp, in case of firm: _____

Date:

Place:

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The below rates for extra/special dishes will not be considered for tender evaluation.

EXTRA /SPECIAL DISHES		
Sl. No.	Description	Rate Per Plate (Rs.) (including GST)
1	Fish Curry /Fish Fry	
2	Chicken Curry/Chicken Fry	
3	Omelette	
4	Curd	

Note: The rates of above items are to be directly collected from the employees.

I/We understand you are not bound to accept any proposals you receive.

Yours sincerely,

Name of the Bidder: _____

Signature of the Bidder: _____

PAN: _____

Stamp, in case of firm: _____

Date:

Place: