

GOA STATE POLLUTION CONTROL BOARD

गोंय राज्य प्रदूषण नियंत्रण मंडळ

(An ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 Certified Board)

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No. 2027/GSPCB/Other/14358/Admn/16304

Date: 01/10/2026

To,
The Project Director
District Rural Development Agency,
(North Goa), Spaces Building, 7th Floor,
Patto Plaza, Panaji, Goa – 403001

Sub: Request for circulation of quotation for running of canteen of Goa State Pollution Control Board amongst eligible Self Help Groups – reg.

Sir/Madam,

The Goa State Pollution Control Board proposes to engage an eligible Self Help Group (SHG) for running and managing the canteen facility at the Board's office premises located near Pilerne Industrial Estate, opposite Saligao Seminary, Saligao, Bardez, and Goa- 403511.

In this regard, the Board has decided to invite quotations from eligible Self Help Groups in accordance with the applicable guidelines of the Government of Goa.

You are therefore requested to kindly circulate the enclosed quotation notice amongst eligible Self Help Groups under your jurisdiction and encourage interested and eligible SHGs to submit their quotations to the Board by 10th October, 2026.

A copy of the quotation notice containing the eligibility criteria, terms and conditions and other relevant details is enclosed herewith for necessary action.

Thanking you,

Yours faithfully,


30/09/2026

Member Secretary
Goa State Pollution Control Board

Encl: As above
Copy to: 1. Office file, 2. Guard file

(PROFORMA FOR QUOTING RATES)

NAME OF WORK: TO PROVIDE CANTEEN SERVICE IN THE PREMISES OF THE

**GOA STATE POLLUTION CONTROL BOARD,
SALIGAO – GOA.**

1.	Name of the Agency	
2.	Address: (With Telephone / Mobile No./s	

Sr. No	Name of the Items	Unit	Estimated consumption/month	Rate (Rs.) (for the 1 st year)	Rate (Rs.) (For the 2 nd year)	Rate (Rs.) (For the 3 rd year)
1.	Tea	100 ml	1000			
2.	Coffee	100 ml	375			
3.	Limbu pani	200 ml.	350			
4.	Limbu soda	200 ml	200			
5.	Lunch (Thali) (Veg.) Rice/ dal/ fried kappa (potato/ Brinjal)/ Bhaji/ salad/ sol kadi/Papad/sweet dish		250			
6.	Lunch (Thali)(NonVeg.) such as Rice/curry/ fried fish/ kismoor/ salad/ sol kadi/ sweet dish/pickle (Bangdo/ Sardin/ Velyo/Lepo/ Small fish)		600			
7.	Lunch (Special Thali) (NonVeg.) such as: Rice/ curry/ fried fish/ kismoor/ salad/sol kadi/ sweet dish/ pickle (Prawns/ Kingfish/ Chonak/ Modso Pomfret))		100			
8.	Lunch (Special Chicken Thali) Rice Bread/ Salad /Egg		150			

II. Quote / Rate

Sr.no.	Item	Estimated per month	Rate (Rs.) (for the 1 st year)	Rate (Rs.) (for the 2 nd year)	Rate (Rs.) (for the 3 rd year)
1.	Poha/Upma,	70			
2.	PavBhaji (inclusive of one bread)	700			
3.	PuriBhaji (with four puri)	30			
4.	Idli/ MeduVada with Sambhar, chutney (2 nos.)	100			
5.	Veg. Sandwich	100			
6.	Samosa (per piece)	500			
7.	Veg Pakoda (per plate)	200			
8.	Sheera (per plate)	200			
9.	Buns	100			
10.	Mirchi (plate of two)	100			
11.	Chicken/Bread	50			

N.B: The estimated quantity / month as provided is approximate. May tend to vary lower or higher

III. Quote for buffet Breakfast / Evening Tea and Lunch

Sr.	Description	Menu	Estimated pax.	Rate (Rs.) (for the 1 st year)	Rate (Rs.) (for the 2 nd year)	Rate (Rs.) (for the 3 rd year)
1.	Breakfast	Tea / Coffee, one variety of snacks (Batatavada/Samosa/Sandwich)	50			
			More than 50			
2.	Lunch (Veg)	Salad, Main course – 2 items, 01 Dal, Rice, Bread /chapatti/Puri Mirchi /Veg Kappa, Papad, Pickle, Sol kaddi, Dessert	50			
			More than 50			
3.	Lunch (Non-Veg)	Salad, Main course – 3 items (King fish, chicken dish, prawn / fish curry) 01 Vegetable, Rice, Bread / chapatti/ Puri, Pickle, sol kaddi, Dessert	50			
			More than 50			
4.	Evening tea	Tea / Coffee, one variety of snacks	50			
			More than 50			



GOA STATE POLLUTION CONTROL BOARD
Nr. Pilerne Industrial Estate, Opp. Saligao Seminary
Saligao, Bardez Goa 403511

TENDER TERMS AND CONDITIONS
(Subject to Legal Jurisdiction of Goa)

1. REQUIREMENTS:

A Self-Help Group registered with Department of Rural Development, Panaji / reputed Agency having sufficient experience for providing canteen/catering services to a Govt. Sector / PSUs / educational institutions/ private institutions of repute are eligible to apply, for providing services of Breakfast, Lunch, Snacks, Beverages, Tea/Coffee etc. to officers and staff of this office.

There shall be no extension of the deadline for submission of the complete quote along with Bank Guarantee and all other required formalities.

The contract will be awarded on the following basis:

- a. In agreement with the terms and conditions enclosed herewith
- b. The Work order will be awarded to the Self-Help Group/ reputed Agency for which the total amount quoted is the least based on the estimated item in the Proforma.

The cooks deployed by the Self-Help Group should have expertise in cooking Goan, Vegetarian & Non- Vegetarian dishes. Raw materials, food articles, cooking gas/fuel, cleaning/washing materials/tool and man power shall have to be arranged by the Self-Help Group / Agency at his/their own without causing any damage to the Board property in the building. The Self-Help Group /Agency should be fully equipped to arrange for food, i.e., Breakfast / lunch/ evening snacks on daily basis for approximately 25 Officers and staff (on an average) working in the Goa State Pollution Control Board, Saligao – Goa.

Successful Self-Help Group / Agency has to sign a Contract Agreement with the Board / authorized person of the department subsequent to awarding the contract and required to submit a security deposit of Rs.5,000/- in the form of Bank Guarantee. In the event of the Self-Help Group/ Agency fails to perform the Terms and Conditions listed herein or causing any loss to the Board, the Bank Guarantee shall be forfeited to the Goa State Pollution Control Board without prejudice to other remedies available. **The period of contract will be for three years.**

The contract once awarded can be terminated by either party after giving 3 (three) months' notice to the other party. Nevertheless, the Board may terminate the contract of the Contractor without any notice in case the Contractor commits a breach of any of the terms of the contract. The decision of the Board that a breach has occurred will be final and shall be accepted without demur by the Contractor.

The Goa State Pollution Control Board, Saligao- Goa reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the highest maintenance charges offered, since due weightage shall be given to several factor besides the financial quote.

2. FACILITIES PROVIDED BY THE BOARD:

The Canteen premises comprises an area of 66.72 m² approx. having a kitchen, store, washing bay, serving counter and a big size fully furnished dining hall with table and chairs. The kitchen will be provided with serving counter, racks for storage of raw material, Gas stove, Bio- gas, (as and when generated) etc. by the Board. **The rent payable shall be Rs. 670/- (Rupees six hundred seventy only) i.e. @ Rs.10/- x 66.72 m²) and Rs.1,000/- (Rupees one thousand only) towards water and electricity charges totalling to Rs. 1,670/- (Rupees one thousand six hundred seventy only).**

3. TERMS AND CONDITIONS:

1.	The Self-Help Group/ Agency shall procure food articles and vegetables of good quality to the satisfaction of the Canteen Committee. The Canteen Committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the specified brand.
2.	The food shall be cooked, stored and served under hygienic conditions. The Self-Help Group / Agency shall ensure that only freshly cooked food is served and the stale food is not recycled. Stale food shall be removed from the Canteen premises as soon as possible. Un-refrigerated cooked food, not consumed within six hours in summer months and ten hours in winter months, shall deemed to be stale and unfit for human consumption.
3.	The food items should be neither too spicy nor too oily (good quality oil shall be used). The food preparation shall be wholesome and shall generally cater to the taste of the employees. Food items shall not contain any artificial food preservative, taste enhancers and use of soda bicarbonate.
4.	The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking again.
5.	The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
6.	The Self-Help Group/ Agency shall pay special attention to maintain the canteen in a neat and tidy condition at all times. For this purpose, used plates/ glasses should be removed from the dining table immediately as the person leaves the table after having his food, and the canteen shall be cleaned thoroughly after each meal regularly with phenyl etc.
7.	The Self-Help Group / Agency shall ensure that only hot and fresh food is served to the employees. Complaint, if any, in this regard shall be dealt with severely, which may include termination of the contract.
8.	The Self-Help Group / Agency shall ensure neat and clean clothes and aprons used by his / her employees handling food at all times. The contractor shall ensure that the cooks have proper shave and clipped nails while coking food and should wear apron and head gear.
9.	The canteen shall remain open from 9.00 am to 6.00 pm from Monday to Friday. However, depending on the exigencies, the contractor may be required to keep the canteen open or closed on any working days / holidays as per requirement of this department. The closure of canteen will be permitted only on public Holidays or in the event of emergency which has to be communicated to the office.
10.	Use of single use plastic is banned.
11.	The Self-Help Group / Agency shall not sublet the contract or use any portion of the premises for residential purpose of the workmen of the caterer
12.	The Self-Help Group / Agency shall make good all damage/loss which may be

	caused by any act or default by his servants or workers to any property of the Board, with the option to have damage or loss otherwise made good by charging the Contractor with the expenses.
13.	The Self-Help Group / Agency should supply the items at the rates mentioned in the rate list. The same rate list should also be displayed in canteen at a prominent place along with menu.
14.	The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to its workers before deputing them to work at the canteen facility. The contractor should pay wages to the employees as per the Minimum Wages Act, as applicable.
15.	The Self-Help Group / Agency will be solely and exclusively responsible to adhere to and meet out all statutory obligations under Indian Law in respect of compliance of all the rules, regulations and directions given by any statutory authority / State Govt./ Central Govt. / Local bodies etc. The contractor will be responsible for payment of all taxes / statutory levies while quoting the rates they may take into account all such legal / statutory payments.
16.	The Self-Help Group / Agency shall ensure that sufficient man power is deployed for preparation, during serving of each meal and for cleaning, washing and overall upkeep of canteen assets and premises

Name of the Self Help Group/ Agency / Caterer:	
Name of the Owner / Caterer	
Address:	
Contact no.	
Signature	

Contact no.

Inventory of the facilities and items that the Board shall provide to run the Canteen in the Board Premises.

Canteen Kitchen and storage room: 21.25m².

1. Stainless steel tables: 04 Nos.
2. Gas stove with double burners: 01 Nos
3. Gas stove with single burner: 01 Nos
4. Kitchen Sink: 01 Nos
5. Steel stand: 01 Nos
6. Water Purifier: 01 Nos
7. Exhaust Fans: 02 Nos
8. Insect repellent: 01 Nos
9. Chairs: 04 Nos
10. Ceiling fans: 03 Nos
11. Tube lights: 07 Nos
12. Water Taps: 02 Nos

Canteen Sitting room area: 10.80 square meters

1. Steel Tables: 11 Nos
2. Chairs: 44 Nos
3. Tube lights
4. Ceiling fans: 06 Nos
5. Insect repellent: 01 Nos

Canteen Pantry area 7.8 square meters

1. Wash Basins: 02
2. Water taps: 02