

GOVERNMENT OF INDIA
ANTHROPOLOGICAL SURVEY OF INDIA
EN-79, Salt Lake, Sector-V, KOLKATA – 700 091

Inviting offline Bid

For Allotment of Cafeteria Space in the Foyer Area of the Central Anthropological Museum and Canteen Facility in the Administrative Building of Anthropological Survey of India (An.S.I.)

The Anthropological Survey of India invites offline Bid from eligible and experienced vendors/agencies/caterers/food service providers for running and managing a cafeteria in the foyer area of the Central Anthropological Museum, EN-79, Salt Lake, Sector-V, Kolkata – 700091, to provide refreshment facilities within the museum premises and canteen facilities in the Administrative Building of An.S.I.

Bids are invited from qualified vendors/agencies/caterers/food service providers for operating the cafeteria outlet in the available space of the museum premises and for providing canteen services in the Administrative Building of An.S.I.

Interested bidders fulfilling the eligibility criteria may submit their bids at the registered office of the Anthropological Survey of India, as per the schedule given below.

BID DATA SHEET

Sl. No.	Particular	Details
1.	Tender Inviting Authority	Director, Anthropological Survey of India
2.	Name of Work	Running and Management of Cafeteria in the Foyer Area of Central Anthropological Museum
3.	Tender Type	Open Tender
4.	Mode of Submission	Offline
5.	Location	Anthropological Survey of India, Central Anthropological Museum, EN-79, Salt Lake Sector - V, KOLKATA 700 091
6.	Nature of Contract	License Basis

7.	Contract Period	1 Year (Extendable based on performance)
8.	Earnest Money Deposit (EMD)	Rs. 25,000/-
9.	Security Deposit	Rs. 75,000/-
10.	Bid Publishing Date	27/05/2026
11.	Last Date for Bid Submission	04/06/2026 at 6.00 PM
12.	Opening of Technical Bid	05/06/2026
13.	Pre-Bid Meeting	If required 01/06/2026
14.	Opening of Financial Bid	05/06/2026
15.	Bid Validity	90 Days from date of opening
16.	Method of Selection	Highest Monthly License Fee (H1)
17.	Performance Monitoring Authority	Head of Office, Anthropological Survey of India, Head Office, Kolkata
18.	Working Hours	As specified by the An.S.I. time to time (Aprox 12 to 16 Hours)
19.	Utilities Charges	Electricity/Water on actual use basis
20.	Jurisdiction	Kolkata, West Bengal

SCOPE OF WORK

The cafeteria and staff canteen shall provide light refreshments, packed working lunches, tea, coffee, fruit juices, and other packaged food items at reasonable prices for museum visitors, researchers, staff members of An.S.I., and other visitors.

The selected bidder shall operate and manage the cafeteria and staff canteen on a licence basis under the supervision of the Officer-in-Charge (Museum) and the Head of Office, Anthropological Survey of India, Head Office, Kolkata, ensuring that all services are maintained in a professional, orderly, and hygienic manner while upholding the dignity and decorum of a Government institution.

ELIGIBILITY CRITERIA

- Must be a registered firm/company/individual caterer.
- Must have 2 -5years' experience in running a cafeteria/canteen/food outlet in a government /semi government/private reputed institutions.
- The bidder must possess:
 - ❖ FSSAI License
 - ❖ PAN Card
 - ❖ GST Registration
- The bidder must not have been blacklisted by any Government organization.
- The bidder must have sufficient manpower to operate the cafeteria.

BID SUBMISSION PROCESS

Bids shall be submitted offline at the registered address of Anthropological Survey of India at EN-79, Salt Lake Sector - V, KOLKATA 700 091, in two parts:

Part-I: Technical Bid

- The technical bid should include:
- Filled Technical Bid Form
- PAN copy
- FSSAI License
- GST Registration
- Experience certificate
- Undertaking / non-blacklisting declaration
- EMD details

Part-II: Financial Bid

The financial bid shall contain:

- Monthly License Fee quoted by the bidder

Financial bid shall be submitted only in the prescribed BOQ format.

LICENSE FEE

- The successful bidder shall pay the monthly licence fee to the Anthropological Survey of India, in advance, within the first week of each month, through a Demand Draft drawn in favour of **‘Pay and Accounts Officer, Ministry of Culture, Kolkata’**.
- The financial bid shall consist of the monthly license fee offered by the bidder.
- The bidder offering the highest license fee will normally be considered for award of contract.
- Electricity and water charges as per actual used will be charged separately.

EARNEST MONEY DEPOSIT (EMD)

All bidders must submit an Earnest Money Deposit of **Rs. 25,000/-**

The EMD shall be submitted through:

Demand Draft in favour of: **"Pay and Account Officer, Ministry of Culture, Kolkata"**.

The EMD of unsuccessful bidders will be refunded after finalization of the tender.

SECURITY DEPOSIT

The successful bidder shall deposit **Rs. 75,000/-** as Security Deposit through Demand Draft in favour of **"Pay and Account Officer, Ministry of Culture, Kolkata"** before signing the agreement.

The security deposit shall be refunded upon completion of the contract period, subject to satisfactory performance, as certified on the recommendation of the Officer-in-Charge (Museum).

CONTRACT PERIOD

The contract shall be valid for **one year** from the date of commencement.

The contract may be extended subject to satisfactory performance, with the approval of the Competent Authority, based on the recommendation of the Officer-in-Charge (Museum).

EVALUATION METHOD

Stage-1: Technical Evaluation (Qualifying)

- Document verification
- Experience relevance

Stage-2: Pre-Bid Meeting

- If required

Stage-3: Financial Evaluation

- Only technically qualified bidders' financial bids will be opened
- Highest Monthly Licence Fee (H1) will be selected

GENERAL TERMS & CONDITIONS

1. The cafeteria shall operate during the hours specified by An.S.I.
2. The licensee must maintain cleanliness and hygiene.
3. Only approved food items may be sold.
4. Sale of alcohol, tobacco, or prohibited items is strictly banned.
5. The cafeteria space shall not be sublet.
6. The concerned official may inspect the cafeteria at any time.
7. The licensee shall not undertake any minor or major alteration, decoration, or structural modification in the allotted space without prior written permission from the Competent Authority, based on the recommendation of the Officer-in-Charge (Museum).
8. Any alteration, decoration, or modification permitted by the Competent Authority shall be undertaken entirely at the licensee's own cost and risk, and shall conform to the instructions and standards prescribed by the Officer-in-Charge (Museum).
9. In the event of any damage to the allotted space, premises, or fixtures arising during the course of operation, the licensee shall be solely responsible for repairing, restoring, or making good such damage at their own expense, to the full satisfaction of the Officer-in-Charge (Museum).

TERMINATION OF CONTRACT

The contract may be terminated if:

- The services are unsatisfactory
- The terms and conditions are violated
- Hygiene standards are not maintained

Termination may be done with **one month notice**.

DISPUTE RESOLUTION

Any dispute arising out of this contract shall be subject to the jurisdiction of the Kolkata court.

NOTE:

The Anthropological Survey of India (AnSI) reserves the right to accept or reject any or all bids and to cancel the tender process at any stage without assigning any reason thereof, and the decision of the Competent Authority shall be final and binding.

CONTACT DETAILS

For any clarification regarding the tender, bidders may contact:

Head of Office

Anthropological Survey of India, EN-79, Salt Lake, Sector-V, Kolkata 700 091

ANNEXURES

Annexure I – Technical Bid Form

Annexure II – Financial Bid Format

Annexure III – Undertaking / Non-Blacklisting Certificate

ANNEXURE – I

TECHNICAL BID FORM

(Application Format)

Tender for Allotment of Cafeteria Space in the Foyer Area of Central Anthropological Museum and Canteen Facility in the Administrative Building of An.S.I.

1. Basic Information of the Bidder

Sl. No.	Particulars	Details to be Filled by Bidder
1.	Name of the Bidder / Firm	
2.	Name of the Proprietor / Authorized Person	
3.	Address of the Firm	
4.	Contact Number	
5.	Email Address	
6.	Type of Organization (Proprietor / Partnership / Company)	
7.	Year of Establishment	

2. Registration Details

Sl. No.	Document	Details
1.	PAN Number	
2.	GST Registration Number	
3.	FSSAI License Number	
4.	Any other relevant registration	

(Attach self-attested copies of the above documents)

3. Experience Details

Sl. No.	Name of Institution/Organization	Type of Work (Cafeteria/Canteen etc.)	Period of Contract	Contact Details
1.				
2.				
3.				

(Attach proof of experience if available)

4. Staff Details

Sl. No.	Category	Number of Staff
1.	Cook	
2.	Helper	
3.	Serving Staff	
4.	Cleaning Staff	

5. Details of Earnest Money Deposit (EMD)

Particular	Details
Amount	Rs.
DDNo.	
Bank Name	
Date	

6. Declaration

I / We hereby declare that:

- The information provided above is true and correct.
- I / We have read and understood all the terms and conditions of the tender.
- I / We agree to abide by the rules and regulations of the Anthropological Survey of India.

Signature of Bidder: _____

Name: _____

Date: _____

Seal of Firm: _____

ANNEXURE – II

FINANCIAL BID FORMAT

(Price Bid Table)

Tender for Allotment of Cafeteria Space in the Foyer Area of Central Anthropological Museum,

Financial Quote

The bidder shall quote the Monthly License Fee payable to the Anthropological Survey of India for running the cafeteria.

Sl. No.	Particular	Amount (Rs.)
1	Monthly License Fee Offered	Rs. _____ per month

Declaration

I / We agree to pay the above quoted monthly license fee to the Anthropological Survey of India for running the cafeteria in the foyer area of the Central Anthropological Museum.

I / We also agree to comply with all the terms and conditions mentioned in the tender document.

Signature of Bidder: _____

Name: _____

Date: _____

Seal of Firm: _____

ANNEXURE – III

UNDERTAKING / NON-BLACKLISTING CERTIFICATE

Tender for Allotment of Cafeteria Space in the Foyer Area of Central Anthropological Museum.

UNDERTAKING

I / We hereby declare that:

I / We have carefully read and understood all the terms and conditions of the tender document issued by the Anthropological Survey of India for running the cafeteria in the foyer area of the Central Museum.

I / We certify that the information furnished in the tender documents is true and correct to the best of my/our knowledge and belief.

I / We further declare that our firm / company / organization has not been blacklisted or debarred by any Government Department, Public Sector Undertaking, or Autonomous Institution.

I / We agree to comply with all rules and conditions mentioned in the tender document.

In case any information furnished by us is found to be false or incorrect, the tender may be rejected and the Earnest Money Deposit (EMD) may be forfeited.

Signature of Bidder: _____

Name: _____

Date: _____

Seal of Firm: _____