



Pune Municipal Corporation,
Pune

Invitation Of
Expression of Interest (EOI)

FOR

Leasing, Operation & Maintenance of
Canteen Facility at Pune Municipal
Corporation Building, Pune

Estate Department,
Pune Municipal Corporation,
Pune

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1) Background

Property Details and Valuation- The canteen space is located on the ground floor of the newly constructed building within the Main Municipal Corporation Building premises at Shivajinagar Peth, Pune. The total area of the said space is 127.97 sq. m. The construction of the kitchen and hall at this location has been completed by the Building Development Department. As per the Ready Reckoner rates for the year 2025-26, the valuation of this ground floor hall area of 127.97 sq. m. stands at Rs. 4,03,91,171/-, calculated at the rate of Rs. 3,15,630/- per sq.m. It is to be leased out in 'as it is' condition.

Objective and Proposal A large number of municipal officers, employees, and citizens visiting for various official works are present in the new building of the Pune Municipal Corporation at Shivajinagar Peth, Pune. It is essential to provide clean, safe, and quality food services to all of them within the building premises. With this objective, it is proposed to lease out the said canteen space located on the ground floor of the building.

Pune Municipal Corporation invites sealed Expressions of Interest (EOI) from eligible and experienced individuals, firms, companies, and food service operators for the leasing, operation, management, and maintenance of the canteen facility located within the Municipal Corporation premises at Pune.

The selected bidder/operator shall be responsible for providing hygienic, affordable, and quality food and refreshment services to officers, staff members, visitors, and the general public in accordance with the terms and conditions prescribed by the Corporation.

Interested applicants having experience in catering, cafeteria management, food court operation, or institutional canteen services are encouraged to participate in the EOI process.

2)Name Of Work

Invitation Of Expression of Interest (EOI) For Leasing, Operation & Maintenance of Canteen Facility at Pune Municipal Corporation Building, Pune.

3)General Eligibility

The applicant may be:

Proprietorship Firm / Partnership Firm/ Private Limited Company/ Catering Agency /Hospitality Service Provider/ Individual Entrepreneur, Applications are being invited from them.

The EOI document containing eligibility criteria, scope of work, lease conditions, technical requirements, and submission details Applications are to be submitted after reviewing the details provided by them.

The Corporation reserves the right to accept or reject any or all applications without assigning any reason thereof.

4) Application Submission Schedule

Sr. No.	Particulars	Details
1	Name of Work	Invitation Of Expression of Interest (EOI) For Leasing, Operation & Maintenance of Canteen Facility at Pune Municipal Corporation Building, Pune.
2	Location	Ground Floor, New Building, Pune Municipal Corporation Building, Pune-411005.
3	EOI Issuing Authority	Pune Municipal Corporation
4	Type of Contract	Lease Period 3 years
7	Application Submission Start Date & Time	20/07/2026 TO 31/07/2026 (During Office Hours)
8	Application Submission End Time	20/07/2026 TO 31/07/2026 (During Office Hours)
9	Packet A Opening Date & Time	03/08/2026 @ 12.00PM
10	Packet B Opening Date & Time	
11	Address for communication	Office of the:- Deputy Commissioner, Estate And Management, 2 nd Floor, PMC Main building, Shivajinagar -411005.
12	Venue for opening of bid	Offline in Office of the:- Deputy Commissioner, Estate And Management, 2 nd Floor, PMC Main building, Shivajinagar -411005.

Note- All applicants should submit their applications to this office in the prescribed format via the offline mode.

5) Scope of Work

The successful applicant shall:

- **The applicant is expected to provide premium services, as Offered in three-star and five-star level services.**
- Operate and manage the canteen facility within PMC premises.
- Supply tea, coffee, snacks, breakfast, lunch, beverages, and other approved food items.
- Maintain cleanliness, hygiene, and sanitation in and around the canteen premises.
- Ensure compliance with FSSAI regulations and public health standards.
- Deploy adequate manpower with Dress Code for smooth operations.
- Maintain kitchen equipment, utensils, furniture, and fixtures.
- Dispose waste as per municipal solid waste management rules.
- Ensure quality food at reasonable rates approved by PMC.
- Operate the canteen during prescribed office timings and additional timings as instructed.
- Maintain proper pest control and fire safety measures.
- Obtain all statutory licenses and approvals required for operation.
- Ensure courteous behaviour and discipline of staff.
- Hospitality and Catering arrangement for official training and workshop.
- Provisioning of compressive Catering and Hospitality Services for special government events and high level dignitary functions as per requirement / Order

5.1) Canteen Operation Requirements:

The operator shall:

- Use quality raw materials.
- Avoid use of banned plastic items.
- Ensure food safety standards.
- Display menu and rates prominently.
- Maintain uniforms for staff.
- Ensure medical fitness of employees.
- Provide complaint register.
- Maintain digital or manual billing records.
- All interior works, electrical works, HVAC works, Civil works or any such internal changes without hampering structural members of building required for operation of canteen shall be borne by bidder with prior permission of Authorised PMC officer.

5.2)Hygiene & Safety Standards:

The operator shall strictly maintain:

1. Clean cooking area.
2. Safe drinking water.
3. Waste disposal mechanism.
4. Pest control measures.
5. Fire extinguishers and safety equipment.
6. Food storage standards.
7. Daily cleaning of premises.
8. Canteen stop will be your own and the responsibility for paying their salaries will be yours.
9. It will be strictly prohibited thrown food items inside the Pune Municipal corporation premises.
10. Internal maintenance of the canteen such as Fan, Light, AC, Plumbing, Interior, Civil Works or any such internal change shall be carried out by the canteen operators at their own expense.
11. You will bear the entire responsibility for obtaining the necessary government or semi government permissions required to operate the canteen.
12. It shall be mandatory for you to take a necessary precautions regarding fire safety.
13. Child labour cannot be employed in the canteen.
14. The Pune Municipal Corporation shall have full authority to respect food items.
15. All disputes arising act of this agreement shall be resolved within the Jurisdiction exchange of the Pune courts.
16. PMC reserves the right to inspect the premises at any time.

5.3)Inspection & Monitoring:

PMC officials may inspect the canteen facility periodically. Any deficiency observed shall be rectified immediately.

Repeated complaints regarding:

- Poor food quality
- Overcharging
- Unhygienic conditions
- Misconduct
- Unauthorized activities

6) Submission Procedure

Interested applicants are required to submit their documents in two envelopes.

A) Required Technical Documents

B) Financial Quotes

A) Required Technical Documents: Envelope “A”

Applicants should attach the documents in 'Envelope A' as specified below.

- a) Having experience in operating canteen / catering / food service facilities in government or private sector.
- b) Have valid FSSAI Registration / License.
- c) Have PAN Card and GST Registration.
- d) Address Proof.

B) Financial Quotes:- Envelope “B”

Applicants should attach the documents in 'Envelope B' as specified below.

1)Rent:-

Sr. No.	Description Of Item	Unit	Reserved Rate (Rs./Month)	Quote(Rs.)	In Words
1.	Canteen Rent	Rs. Per Month			

Note:-In case of a discrepancy between the amount in figures and the amount in words, the amount in words shall be considered final.

2)Deposit:-

Sr.No.	Description Of Item	Unit	Rate (Rs.)
1.	Security Deposit	Lump Sum	

3) The applicant should include the rates in the attached 'Annexure_I' (food rate list) and submit it to this office.

7) Important Instruction

7.1) The EOI application package for the said work is available for viewing at <https://www.pmc.gov.in/en/circulars>. Applicants are requested to download the application package from the website and submit it offline at the location mentioned below within the prescribed timeframe:

Property and Management Department, Main PMC Building, 2nd Floor, Room No. 262, Shivajinagar, Pune - 411005.

- 7.2) Complete information regarding the EOI application process can be obtained from the Tender Cell Department of the Pune Municipal Corporation (PMC).
- 7.3) These applications/quotations are being invited solely for the purpose of preparing a cost estimate, financial details must be provided based on current market rates.
- 7.4) All rate sheets/applications must be submitted offline.
- 7.5) Applications received after the deadline will not be considered.
- 7.6) All documents must bear the necessary signature and stamp.
- 7.7) Quotations must be submitted in a sealed envelope.
- 7.8) The Pune Municipal Corporation reserves the right to accept or reject any rate sheet/quotation.
- 7.9) The applicant is expected to provide excellent quality service, comparable to 3-star and 5-star standards.
- 7.10) Applicants are free to mention any additional services they provide beyond those specified.

sd/-

Deputy Commissioner
Estate And Management Department
Pune Municipal Corporation

Annexure-I Canteen Rate List**A) Food Rate List:**

Sr.No.	Description Of Item	Unit	Rate (Rs.)
1.	Tea (100 ml)	Per Cup	
2.	Coffee (100 ml)	Per Cup	
3.	Milk	Per Glass	
4.	Mineral Water	Per Bottle	
5.	Pohe	Per Plate	
6.	Upama	Per Plate	
7.	Shira	Per Plate	
8.	Vada Sambar	Per Plate	
9.	Idli Sambar	Per Plate	
10.	Samosa	Per Plate	
11.	Onion Bhaji	Per Plate	
12.	Misal Pav	Per Plate	
13.	Pav Bhaji	Per Plate	

B) Vegetarian Food Rate List:

Sr.No.	Description Of Item	Unit	Rate (Rs.)
1.	Simple plate	Per Plate	
2.	Special plate	Per Plate	
3.	Panjabi plate	Per Plate	
4.	Maharashtrian plate	Per Plate	
5.	Jain plate	Per Plate	
6.	Pulav	Per Plate	
7.	Veg Biryani	Per Plate	
8.	Dal Khichadi	Per Plate	

C) Non-Vegetarian Food Rate List:

Sr.No.	Description Of Item	Unit	Rate (Rs.)
1.	Chicken plate	Per Plate	
2.	Chicken Biryani	Per Plate	
3.	Chicken Masala	Per Plate	
4.	Egg Curry	Per Plate	
5.	Egg Bhurji	Per Plate	
6.	Fish Plate	Per Plate	
7.	Fish Fry	Per Plate	

D) Meetings And Committee Meetings Rate List:

Sr.No.	Description Of Item	Unit	Rate (Rs.)
1.	Tea+Biscuit	Per Person	
2.	Tea+Breakfast	Per Person	
3.	coffee+Breakfast	Per Person	
4.	Special Snacks Pack	Per Person	
5.	Special Snacks Pack	Per Person	

Note:- Please specify the cost for hosting a special meeting or committee meeting for 100 people.

E) Training, Workshops and Conferences Rate List:

Sr.No.	Description Of Item	Unit	Rate (Rs.)
1.	Morning Tea	Per Person	
2.	Tea+Breakfast	Per Person	
3.	Launch (Veg)	Per Person	
4.	Launch (Non-Veg)	Per Person	
5.	E Tea	Per Person	

Note:- Please specify the cost for Training, Workshops and Conferences for 100 people.

F) Catering For Special Events Rate List:

Sr.No.	Description Of Item	Unit	Rate (Rs.)
1.	Administrative Ceremony	Per Person	
2.	Inaugural Ceremony	Per Person	
3.	Government Meeting	Per Person	
4.	Special Invited Meal	Per Person	

Note:- Please specify the cost for hosting a Special Events for 50 people.

G) Upas Items Rate List:

Sr.No.	Description Of Item	Unit	Rate (Rs.)
1.	Sabudana wada / kachori	Per plate	
2.	Sabudana khichadi	Per plate	
3.	Fruit dish	Per plate	

H) Sweet Items Rate List:

Sr.No.	Description Of Item	Unit	Rate (Rs.)
1.	GULAB JAMUN	Per No.	
2.	MOONG HALWA	Per plate	
3.	GAJAR HALWA / DUDHI HALWA	Per plate	
4.	PINEAPPLE SHEERA	Per plate	
5.	JALEBI	Per plate	
6.	RAVA LADDOO / BUNDI LADDO	Per No.	

Terms and Condition:-

- The rates shall include all taxes, transportation, manpower, cooking, servicing, operating & maintenance and other expenses.
- All rates in the rate sheet shall be required to be quoted in Indian Rupees.

sd/-
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