

Central Bank of India Tender for Staff Canteen (Corporate Office, Mumbai) andCatering Contract Central Bank of India invites tender, from established and reputable caterers having sufficient experience of running canteen / lounge facilities of big corporate / banks/ financial institutions, for its Staff Canteen at CBD Belapur Office, Mumbai Main Office, Bandra-Kurla Complex, and Chandermukhi and Bajaj Bhavan.

Procedure for submitting tender: The Tender shall be submitted in two parts viz. Part-I (Technical bid) and Part- II (Financial bid) in two separate covers which are to be sealed and put in a **Master Envelope super-scribing “Tender for Staff Canteen (Corporate Office, Mumbai) Catering Contract”, addressed to the Assistant General Manager (Security), Central bank of India and to be submitted 16th floor of Central bank of India ,Chandramukhi Building Mumbai 400 021 upto 15.00 hrs of August 19, 2016. Under no circumstances tender should be sent by Courier / by Post or to be handed over to any official of the Bank. CBI will not be responsible for any tender received through courier / by post or hand delivery.**

Schedule of Tender:-

1	Tender reference no.:CO/CANTEEN/2016-17
2	Date of Tender Notice : JULY 28, 2016
3	Address of communication/submission of tender: General Manager (GAD) Central Bank of India Central Office,16 th floor, Chandermukhi Building Nariman Point, Mumbai 400021.
4	Tender Fee: A non-refundable Tender Fee in the shape of DD/BC favouring Central Bank of India payable at Mumbai should be enclosed with Technical Bid, failing which the tender will be rejected.
5	Pre Bid Meeting : 08 August 2016 at 15.00 Hours at the Banks Central Office on 9 th floor, Chandermukhi Building, Nariman Point Mumbai
6	Last date for submission of tenders: 19 August 2016 upto 15.00 Hours (Technical Bid & Financial Bid)
7	Date and time of opening of Technical Bids: 19 August 2016 at 16.00 Hours at the Banks Central Office, on 9 th floor Chandermukhi Building Nariman Point, Mumbai

Any Bidder may visit the General Administration Department, Central Office after due intimation to take an idea of the job to be undertaken.

Cover –I

This Cover forming Part-I of the Tender should be super-scribed with the words “**Tender for Staff Canteen (Corporate Office, Mumbai) Catering Contract– Technical Bid**”, containing the following information / document. **Documents/Information to be submitted:** Company profile giving:-

- a) year of establishment;
- b) name/s of proprietor/partners of the bidders with their residential addresses and telephone numbers;
- c) self attested copy of deed of partnership, if the bidder is a partnership concern;
- d) self attested copies of certificate issued in the name of the company under shops and Establishment Act / Factory license;
- e) self attested copy/ies of income-tax returns for last 3 years (FY 2012-13, 2013-14 and 2014-15);

f) Audited Financials indicating the annual turnover for three years; (FY 2012-13, 2013-14 and 2014-15) and provisionally audited financials for 2015-16 along with bankers solvency certificate of Rs 10(Ten) Lakhs.

g) list of establishments where canteens are currently being run with dates of contract and number of lunches served per day. List of establishments where canteens were run in the past with period of contract and number of lunches served per day are also to be furnished;

h) manpower position (present);

i) declaration on letterhead of the bidder(s) that it has never been involved in any illegal activity or financial frauds;

j) Declaration on letterhead of the bidder(s) that its contract in the past was not terminated during the contract period due to unsatisfactory performance, nor it refused to continue the catering service for the Bank after the contract was awarded by the Bank in the past;

k) Each tender must be accompanied by a Non-refundable **tender document fee of Rs.3500/-(Rupees Three thousand five hundred only) per location** and earnest money in the form of Payees A/c DD/ BC per location from a nationalised bank drawn in favour of CENTRAL BANK OF INDIA, CENTRAL OFFICE payable at Mumbai and put in the Technical Bid envelop. The tenderer name etc. Should not appear on the Bank draft submitted for earnest money.

There is no bar on any contractor applying for all the 4 locations indicated.

LOCATION	EMD IN Rupees	IN HOUSE FACILITY
MMO	Rs.1,15,000.00(One lakh fifteen thousand only)	YES
CENTRAL OFFICE & BAJAJ BHAVAN	Rs. 3,25,000.00(Three lakh twenty five thousand only)	NO
CBD BELAPUR	Rs. 30,000/-(Thirty thousand only)	YES
BANDRA KURLA COMPLEX	Rs. 50,000/-/(Fifty thousand only)	NO

It may be noted that the EMD shall not carry any interest and that EMDs of the unsuccessful bidders would be refunded only after finalization of the tender or within 90 days from the date of opening of Part-I of the tender, whichever is earlier. The EMD of the successful bidder would be converted into Security Deposit and shall not carry any interest and would be refunded at the time of termination of the contract period. Tenders without EMD would not be considered;

l) Application for Tender duly signed by the authorized person(s) of the Caterer - (Annexure I);

m) The bidders must enclose the copy of terms & conditions - Annexure III A & B duly signed by the authorized person(s).

N.B: -

(1) It may be noted that tenders not accompanied by any one of the above documents or satisfactory explanation there for will be liable for rejection forthwith.

(2) Document mentioned above from (a) to (m) may be submitted in serial order.

All concerned may note that only Technical bid **(Part-I)** will be opened at **16:00 hrs (4:00 pm)** on the **August 19, 2016** for pre-qualification of the bidders.

Please Note:- The bidder awarded contract for central bank of India Officers Lounge & Dining Room, 10th floor at (Corporate Office) Mumbai is not eligible to participate in the present tender.

Cover-II

This Cover forming Part II of the Tender should be super-scribed with the words “**Tender for Staff Canteen Catering Contract - Financial bid**”. Rates for lunch, snacks and tea / coffee to be served are to be indicated in the format as given in Annexure IV. This cover will be opened subsequently after short-listing the bidders based on technical bids.

Notes:

- i) Bidder shall satisfy pre-qualification criteria (Annexure-II) to qualify in the Technical Bid.
- ii) The bidders, short-listed on the basis of the Technical bid only shall participate in the Financial bid.
- iii) Central Bank of India shall have the right to decide on the omission of the participating bidders on the basis of Technical qualifications, without giving explanation to anyone of the participants or any other parties and also exclude them on the basis so decided by the Bank to participate in the financial bid.
- iv) Part 1 of the Bid shall NOT contain any pricing or commercial information at all.
- v) Tender document received after the date and time shall not be accepted for any reason whatsoever.
- vi) In case Technical and Financial Bid are mixed up, the tender shall be rejected.
- vii) Only bids from Bidders, meeting the eligibility criteria and submitting the complete and responsive bids will be evaluated.
- vii) The evaluation procedure to be adopted for the bid will be at the sole discretion of the Bank . In the eventuality of two or more bidders having same financial bid, the evaluation Committee will decide on either or all of the following factors.
Number of years experience in providing catering to a PSU/PSB/Govt. Institution.
Site visit of an existing establishment run by the vendor.
- viii) **Acceptance or rejection of Bid:** The Bank reserves the right to accept or reject all or any bid at its sole discretion without assigning any reason whatsoever.
- ix) **Signing of Contract :** The successful bidder shall be required to enter into a contract with the Bank within 7 days of the award of the tender or within such extended period as may be specified by the Bank. The Bidder needs to intimate the bank about acceptance of all the terms and conditions in the work order by letter duly signed by proprietor/authorized signatory. The name of the authorized signatory shall be informed in writing in advance.
- x) **Resolution of Disputes:** All disputes or differences whatsoever arising between the parties out of or in relation to the catering contract, meaning and operation or effect of this Tender Document or breach thereof shall be settled amicably. If however, the parties are not able to solve them amicably, the same shall be settled by Arbitration as per Arbitration and Conciliation Act, 1996. For enforcement of awards or any other litigation, Court/Tribunal at Mumbai will have jurisdiction.
- xi) Any notice given by one party to the other pursuant to this contract shall be sent in writing to the concerned Party at the address as mentioned in the contract.
- (xii) Contract is not transferable.

A.K. JHA-Col(Retd)
ASST, GENERAL MANAGER-CSO

Annexure – I

(To be submitted on letterhead of the bidders along with Technical Bid)

The Assistant General Manager
 Security Department, Central bank of India
 Head Office, Chandramukhi Building, 16th floor
 Mumbai – 400 021

Dear Sir,

Tender for Staff Canteen (Corporate Office, Mumbai) Catering Contract

1. I/we undertake to offer my/our services in conformity with your requirements and the terms and conditions set in the Tender document.
2. I/We agree to abide by the terms & conditions of the Tender and that the bids would remain valid for at least 90 days from the last date of submission of the Tender.
3. I/We note that you are not bound to accept any or all tenders you may receive.

Dated day of _____ 2016

.....

(Signature of the authorized person of the bidders)

.....

(Name and address of the bidders)

(Seal of the bidders)

Annexure II

Pre-qualification criteria

- i) The bidders should be in the catering / canteen running business for at least five years; (Documentary evidence to be enclosed).
- ii) The bidder should be based in Mumbai and should have a full fledged office in Mumbai.
- iii) The bidder should have executed minimum of two similar catering service contracts covering one year period each, to clients like banks, financial institutions/ GovtOrganisations, PSUs and large corporates , involving supply /service of **300 or above lunches** on an average, every day, during the last three FYs ending March 2016. (Documentary evidence to be enclosed)

Management of Factory/ School/ College canteens will not be considered as similar contracts for this purpose.

- iv) The bidder should have a minimum annual turnover of Rs. **1.25 Crores** during last three FYs ending March 2016. (Documentary evidence to be enclosed).
- v) The track record of the bidders should be clean and it should not have any involvement in illegal activities or financial frauds. Tenders must be accompanied with declaration to this effect on letterhead of the bidders.
- vi) The bidder whose contract in the past was terminated during the contract period due to unsatisfactory performance, will not be eligible for applying now /considered for catering arrangement. A bidder who was awarded the contract earlier but refused to continue the contract/refused to sign the agreement as given by the Bank will also be not eligible for this catering contract.

N.B: - It may be noted that documentary evidence in respect of first four items would be essential. Tenders not accompanied by documentary evidence in respect of either one or both would not be considered and will be rejected forthwith.

Annexure III

(A) Terms and conditions of the Tender

1. The tenure of the contract shall be for 2 years and is extendable for further one year at the same rate/mutually agreed rate at the sole discretion of the Bank.
2. Tenders received after the prescribed time and date will not be considered and rejected forthwith. Decision of the Bank in this regard shall be final, conclusive and binding on the bidders. In the event of the last date for the receipt of bids is declared a public holiday for Central bank of India, the bids will be received up to the specified time on the succeeding working day.
3. Central Bank of India reserves the right to amend/ modify the tender document or issuing any corrigendum to the bid process. The bidder shall not claim as a right for the Bank to do the aforesaid.
4. The bidder shall bear all costs associated with the preparation and submission of its bid and Central Bank of India shall in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process including cancellation or abandonment of the bidding process.
5. Conditional tenders / incomplete tenders will not be accepted and will be summarily rejected.
6. Prospective bidders may only submit the bids if the bids are valid for at least 90 days from the last day of submission of the Tender.
7. For ranking of financial bids total tendered cost shall be computed on the basis of :
 - (a) rate quoted for Morning Breakfast by the bidder multiplied by approximate number (2000) of daily lunches plus
 - (b) rate quoted for lunch by the bidder multiplied by approximate number (300) of daily lunches plus
 - (c) rate quoted by the bidder for evening snacks per plate multiplied by (2000) snacks plus
 - (d) rate quoted by the bidder for Tea/ coffee multiplied by approximate number (1000) of tea/ coffee cups consumed daily.

The bidder with the lowest total cost so computed [i.e. (1)+(2)+(3)+(4)] shall qualify as L1. In the unlikely event of a tie between / among the bidders, fresh spot quotations shall be invited from the bidders whose tendered costs are tied and ranking will be decided.
8. In case the total amount worked out based on the rates quoted by the lowest bidder exceeds the budget allocated for the catering services Bank reserves its right to modify the menu and invite fresh price bids from the prequalified bidders.
9. The bidder shall quote the rates in the format as indicated in the Financial Bid (Annexure – IV) inclusive of all applicable taxes (Service Tax, VAT etc). Any deviation in the quote other than as stated in the Financial Bid (Annexure – IV) shall be rejected summarily.
10. The present contractor for Central Bank of India Officers Lounge & Dining Room (10th Floor) at Corporate Office, Mumbai is not eligible to participate in the present tender.
11. The written offer of contract issued to the successful bidder/contractor shall be accepted by the bidder in writing within 7 days from the date of issue of the offer letter. Failure to accept the offer within this period will result in forfeiture of the EMD.
12. The successful bidder/contractor shall commence the services within 7 days from the date of acceptance of the Offer or any other date as decided by the Bank. The failure, delay or evasion on the part of the successful bidder/ contractor to commence the services within the period mentioned above will also result in termination of the contract and forfeiture of the EMD.
13. No escalation in rates will be permitted during the first year of contract period. Also, no subsidy will be given over the quoted rates. However, should there be an unprecedented rise in the price of food items over a long time period, the contractor can put in a request to the Bank for a reasonable increase in the rate for consideration in the second year. Any decision in this regard by the Bank shall be final, conclusive and binding on the bidders.
14. No advance will be paid.
15. Applicable taxes will be deducted at source at the time of settlement of bills unless the bidder produces the certificate to the contrary from the Income Tax authorities. TDS certificate will be issued by the Bank.
16. The bidders must distinctly note that:-

Annexure III (contd..)

a. The contractor shall strictly conform to the scope of work and terms & conditions of the Tender (Annexure III-B);

b. EMD will be converted into Security Deposit on award of contract/acceptance of the offer and shall not bear any interest. The Security Deposit would be refunded at the time of termination of the contract by natural efflux of time or otherwise after deducting any payments due by the Contractor to the Bank in terms of the contract or otherwise. Central Bank of India may deduct or retain amount, which may be due or become due to the Contractor hereunder or otherwise, any amount owned by the Contractor to Central Bank of India. The decision of the Bank in this regard shall be final, conclusive and binding. EMD of the unsuccessful bidders would be refunded only after finalization of the tender or within 90 days from the date of opening of Part-I of the tender, whichever is earlier.

17. The successful bidder shall not discontinue the Catering Services under the Contract for a minimum period of 1 year from the date of awarding of the contract at the same rate approved by the Bank. In the case of failure to provide the Catering Services for the minimum period of 1 year, the Bank has the right to forfeit the EMD amount paid /deposited by the successful bidder.

18. Central Bank of India reserves the right to terminate the contract at any time during the currency of the contract period by giving 30 days prior notice in writing without assigning any reason therefore. However, the Contractor shall not terminate the Contract during the period of minimum 1 year from the date of awarding of the Contract and thereafter may terminate the contract by giving three months prior notice in writing, in case he decides to stop the services.

19. Central Bank of India reserves the right to reject any or all offers without assigning any reason. The Bank may decide not to avail of any services from any bidder as a consequence of this Tender/ Advertisement. The Bank also reserves the right to re-issue/recommence the entire bid process without the vendors having the right to object. Any decision of the Bank in this regard shall be final, conclusive and binding on the bidders.

I/We have read the terms and conditions and are acceptable to me/us. –

Signature of the authorized person:

- Name of the signatory (.....)

(in block capital letters) : -

Status of the signatory i.e.

proprietor/partner :

- Date :

- Address of the bidder :

- Telephone no/s :

Bidders's Seal

Scope of Work and Specific Conditions for Catering Contract: (Terms and conditions forming part of catering contract)

1) Canteen Facility in general :

Morning snacks and Tea/Coffee (self-service) ii) Lunch (Self-service) iii) Evening snack and Tea/Coffee (self-service)

Expected quantity :

aa) Approximately 2000 Breakfast per day

ab) Approximately 300 lunches per day

ac) Approximately 2000 evening snacks per day

ad) Approximately 1000 cups Tea/Coffee per day

Annexure III (contd..)

- 2) The lunch will be served to the staff members daily on all working days. In addition to Sundays and other holidays, Bank is having holidays on 2nd and 4th Saturday every month. The contractor will be liable for penalty for its inability to serve lunch on any working day unless the reasons are beyond his control. The amount of penalty would be decided by Central Bank of India on each occasion and shall be final, conclusive and binding.
- 3) Besides lunch to staff, the contractor shall also serve two times (morning and evening) snacks and tea/coffee to all staff members. Bidders shall, therefore, bid for serving tea/coffee, snacks and lunch as per the format for Financial bid.
- 4) Menu for the week will be fixed by Canteen Committee/ DGM (GAD) and will be changed every month.
- 5) The quality of articles of food and beverage and provisions shall be of good standard and be purchased from approved vendors. Masalas and other spices shall be branded and should have FPO registration. The Bank's authorized representatives will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be of unsatisfactory standard and on grounds of hygiene. The vendor shall be responsible for any established case of food poisoning.
- 6) The Bank will provide the contractor kitchen equipment, fans, refrigerator, water cooler, crockery, cutlery, vessels/utensils, water, electricity, furniture & fuel. No charges will be levied by the Bank for these items. The contractor shall ensure minimum breakage / pilferage of the articles.
- 7) The contractor shall keep the usage of water and electricity to a reasonable level.
- 8) The Contractor shall be responsible for taking good care of all equipment, utensils, etc. He shall bring to the notice of Bank, the repairs and maintenance work that are required to be undertaken from time to time. If any repairs of the equipment are to be made on account of mishandling/negligence of the workmen, except normal wear and tear, the said items shall be repaired by the Contractor at his cost.
- 9) The Contractor shall maintain inventory of the items given to him and give inventory statement by 5th of every month indicating any breakage/loss of the items provided. Breakage should be kept to reasonable level. If breakage takes place due to regular usage, the Contractor will pay 25% of the cost in respect of such breakage. Cost of any items missing and breakage due to negligence / mishandling will be recovered from the Contractor fully.
- 10) The Contractor shall be responsible for maintaining the entire dining area on the respective floor (kitchen, stores, dining hall(s) service area, etc.) spotlessly clean at all times. The crockery, cutlery, furniture and utensils used in the preparation and serving of food shall always be in clean and hygienic condition. The kitchen shall remain open at all times for inspection to the duly authorized representatives of the Bank.
- 11) It will be the responsibility of the Contractor to store the material purchased by him in a neat, tidy and hygienic manner in the space provided by the Bank. The security of such material will be the sole responsibility of the Contractor.
- 12) All the bidders are requested to visit the site and understand the scope of work before submission of tender application.
- 13) The Authorized representative(s) of the Bank shall check the quality and quantity of the items supplied and served. Complaints received from the staff on quality of food (including stale food) will be viewed seriously and penalty will be levied in such cases. The penalty could be the cost of entire food items prepared on the date of complaint.
- 14) Vegetarian and non-vegetarian cooking shall be done separately.
- 15) The Contractor shall do the disposal of leftover foods and other garbage on daily basis at regular intervals to the satisfaction of the Bank.
- 16) The contractor should have sufficient manpower to cater to the Bank's requirement.
- 17) The Contractor shall employ adequate staff to ensure consistent quality of service. Such staff shall include Chef, Assistant Chefs, Kitchen Helpers, Waiters, Dining Hall helpers, etc.
- 18) Applicable taxes will be deducted at source at the time of settlement of bills unless the Contractor produces the certificate to the contrary from the Income Tax authorities. TDS certificate will be issued.
- 19) Payments to the Contractor will be made fortnightly on the basis of number of lunches and snacks & tea/coffee availed by staff on each day.

Annexure III (contd..)

20) The Bank reserves the right to terminate the contract at any time during the currency of the contract period by giving 30 days prior notice in writing without assigning any reason therefor. However, the Contractor shall not terminate the Contract for the period of minimum 1 year from the date of awarding of the Contract and thereafter may terminate the contract by giving three months prior notice in writing, in case it decides to stop the services.

21) It will be the sole responsibility of the contractor to clean the floor, toilets and the utensils of the 15th floor and keep the entire floor neat and clean and in hygienic condition everyday.

22) The Contractor shall obtain all the requisite licenses including under Prevention of Food Adulteration Act, 1954 and Contract Labour (Regulation & Abolition) Act, 1970 and rules frames hereunder and under other applicable laws issued by the concerned Labour Department for running the establishment. The Bank shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing the running of such establishments.

23) The Contractor shall maintain the Registrars/Challan copies as under:

(I) Under Contract Labour (Regulation and Abolition) Act, 1970 a) Attendance Register b) Wage Register c) Over-time Register d) Advance Register e) Register of Deduction for Damage & Loss f) Register of Fine g) Accident Register (II) Under PF/ESIC/MLWF Act) Photo copies of PF/ESIC Monthly Challans (from the beginning of the contract) i) MLWF Challans (from the beginning of the contract) j) Agreement copy with the Bank (III) Under Minimum Wages Act, 1948 Minimum wages to all employees of the agency/ contractor as prescribed by applicable laws.

24) The Contractor shall indemnify and keep indemnified, defend and hold good Central bank of India, its officers, directors, employees and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the contractor or their services personnel on account of misconduct, omission and negligence by the contractor or his service personnel.

25) The Contractor shall maintain and provide all necessary documentation, registers and records in connection with the performance of catering services and other related documents including for complying with any statutory requirements and provisions of applicable laws.

26) The Contractor shall take all precautionary measures to ensure the safety of the workmen employed by it and Central Bank of India will not be responsible in case of any eventuality.

27) In the case of any labour problems related to the workmen staff of the Contractor deployed in Central Bank of India, the same shall be settled at the Contractor's end only. The Contractor shall indemnify Central bank of India suitably. It shall be the duty of the Contractor to clearly inform his own personnel / staff that they shall have no claim whatsoever against Central bank of India . and they shall not raise any industrial dispute, either directly and / or indirectly, with or against Central bank of India , in respect of any of their service conditions or otherwise.

28) The Contractor shall register with Registrar of the concerned Central/ State Body and shall abide by State Labour/Government of India (Ministry of Labour) rules and regulations and all other Statutory Acts/Regulations and rules relevant to this contract including Works Contract Act, Minimum Wages Act, Provident Fund Act, ESI, etc., and shall indemnify the principal employer (Central bank of India) against and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations, etc., laid down by the Government, Statutory authorities Regulations and other Government bodies, if any, from time to time.

29) The Contractor shall appoint adequate staff and a Manager as overall in-charge of catering services. The Contractor shall ensure that the workmen staff in catering are suitably trained, well mannered and wear appropriate uniforms while serving in the canteen. The Contractor shall provide the uniform along with hand gloves for serving, at their cost.

30) The Contractor shall arrange to issue Identity Cards to all his staff, through AGM (Security) of Central bank of India ., which has to be produced for inspection as and when required by Central bank of India .

31) The Contractor shall ensure:

- a. That all instructions, guidelines and specifications issued to the Contractor by Central bank of India are clearly and effectively communicated by the Contractor to its employees and personnel;

Annexure III (contd..)

b. That all instructions, guidelines and specifications are strictly adhered to by the employees and personnel of the Contractor so that reputation of Central bank of India is not damaged.

c. That no action taken by the Contractor and / or its employees and /or personnel shall violate laws and regulations.

32) The Contractor shall ensure that there is regular rotation of the employees /personnel engaged by him for the purposes of this Contract so that no employee shall be engaged under this Contract on any work related to Central bank of India for a period of more than six months.

33) The Contractor shall not employ the services of any sub contractor directly or indirectly for the purposes of catering services pursuant to this Contract.

34) Any dispute between the Contractor and the Bank, which cannot be settled by negotiation may be resolved exclusively by arbitration and such dispute may be submitted by either party to arbitration within 30 days of the failure of negotiations. Arbitration shall be held in Mumbai, India and conducted in accordance with the provision of Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof. The arbitration proceedings shall be conducted in the English language. Subject to the above, the courts of law at Mumbai alone shall have the jurisdiction in respect of all matters connected with the Contract. The arbitration award shall be final and binding. The Contractor shall not be entitled to suspend the provision of the catering services, pending resolution of any disputes and shall continue to render the catering services in accordance with the provisions of the contract notwithstanding the existence of any dispute between the Contractor and the Bank or the subsistence of any arbitration or other proceedings.

35) The contract shall be governed by and construed in accordance with the laws of India and the Courts in Mumbai shall have the exclusive jurisdiction to try any suit, proceedings in connection therewith / in that behalf.

I/We have read the terms and conditions and are acceptable to me/us.

- Signature of the authorized person:

- Name of the signatory (.....)
(in block capital letters) :

- Status of the signatory i.e. proprietor/partner : -

Date :

- Address of the bidder :

- Telephone no/s :

-

Bidders's Seal

ANNEXURE- IV

The bidders should quote rates inclusive of all applicable taxes (Service Tax, VAT etc)

Sr no.	Description	Approx. per day Quantity (A)	Rate Per Unit (Rs) (B)	Total cost for one day (Rs) (C) =(A x B)
1	Break Fast Annexure V)	2000	Rs. _____ per head	Rs. _____
2	Lunch (as per menu given in Annexure V)	300	Rs. _____ per head	Rs. _____
3	Evening Snacks (as per menu given in Annexure V)	2000	Rs. _____ per plate	Rs. _____
4	Tea / Coffee@	1000	Rs. _____ per cup	Rs. _____
Total:- (to be considered for L-1)				
Rs. _____				

@ One quote may be given for tea / coffee (combined) taking average cost.

Notes :-

A. The numbers (quantity) mentioned herein are indicative and may vary. The contractor can't claim his charges based on the above indicative quantities. The bill will be paid on the basis of actual consumption.

B. For ranking of financial bids total tendered cost shall be computed on the basis of **(1)** rate quoted for Breakfast by the bidder multiplied by approximate number of daily (2000) plus **(2)** rate quoted for lunch by the bidder multiplied by approximate number of daily (300) lunch plus **(3)** rate quoted by the bidder for snack multiplied by (2000) snacks plus **(4)** rate quoted by the bidder for Tea/ coffee multiplied by approximate number (1000) of tea/ coffee cups consumed daily. The bidder with the lowest total cost so computed [i.e. (1)+(2)+(3)+(4)] shall qualify as L1. In the unlikely event of a tie between / among the bidders, fresh spot quotations shall be invited from the bidders whose tendered costs are tied and ranking will be decided.

C. In case of miscalculation furnished by the bidder for total one day cost, per unit rate will be taken as the correct quote and total cost for one day will be corrected accordingly.

ANNEXURE - V**(A) SNACKS** (Bank working days)

(Two snacks items may be served in the morning and one in the evening)

Sr. No.	Item	Quantity(per plate snacks)	Weight
1	IdliSambar with Chatni	2 pieces	80gms
2	Wada Sambar	2 pieces	70gms
3	Vegetable Samosa	2 pieces	80gms
4	Panjabi Samosa	2 pieces	80gms
5	Upma Tomato Upma	75gms	
6	Upma(Coconut) Upma (Muter)	75gms	
7	Sabudanawada	2 pieces	75gms
8	Potato wada	2 pieces	80gms
9	Potato Poha		70gms
10	Vegetable Pattice	2 pieces	80gms
11	Vegetable Cutlet	2 pieces	80gms
12	Sweet Kachori	2pieces	80 gms
13	Bhajiya	75 gms	
14	Sheera	70gms	
15	Dalwada	2 pieces	80gms
16	Mysore Bonda	2 pieces	80gms
17	Potato puri	2 pieces	70gms
18	Dahiwada	2 pieces	80gms
19	Ragda Patties	2 pieces	80gms
20	Puree Bhaji	80gms	
21	Masala Dosa	100 gms	
22	SadaDosa	70 gms	
23	RawaDosa	70 gms	
24	MethiDosa	70 gms	
25	Onion/MatarUthappa	70 gms	
26	Tomato Omlette with single slice of bread	80 gms	
27	Veg sandwich	2 slice	
28	Bread Butter	2 slice	
29	MisalPav	2 pav	80 gms
30	SevBhelpuree	1 plate	80 gms
31	Potato Toast	2 slice	
32	Bread Roll	1 piece	
33	PavBhaji	2 pav	80 gms

Annexure V (contd..)

a)	THALI (VEGETARIAN) (250 gms rice, dal, -2-chapatis/puri, two Veg bhaji, curd, papad & pickle) (1 plate)	1000		
	Either rice 250 gms. With dal or 125 gms rice & 2 chappatis of 60 gms. (total) (Full Plate)	200		
	125 gms rice with Dal (Half Plate)	200		
	Sambhar / Dal (100 gms)	200		
	Curd (100 gms)	200		
	Papad (1 No.)	200		
b)	Veg Pulav with curry & papad (300 gms)	250		

NON-VEGETARIAN

	Chicken curry or Chicken Masala (200 gms incl. gravy)	125		
	Egg Curry or Egg masala (one egg) (150 gms incl. gravy)	125		
	Fish Curry or Fish Fry (1 piece) (180 gms incl. gravy)	125		
	Biryani (300 gms)	200		
	Egg omlet (one egg)	150		
	Egg omlet (two eggs)	150		

SWEETS

	Ladu (35 gms)	125		
	Gulab Jamun (80 gms)	125		
	Sheera / Rawa Kesari (100 gms)	125		
	Mysore Pak (40 gms)	125		
	Jalebi (4 pieces)	125		

SPECIAL VEG LUNCH ON SATURDAY WITH ONE SWEET DISH AS MENTIONED ABOVE

Sr. No.	Item	Quantity(per plate snacks)	Weight	Amt.
1	PavBhaji with Dal Khichdi	2 pieces	250gms	
2	Dal Khichdi/Lemon Rice/Tomato Kolhapuri Rice 250 gms		250 gms	
3	Fried Rice		250 gms	

Apart from menu indicated above a side dish as salad/ pakoda / dhokla etc. to be served. Sweet/ice-cream should be from well-known brand approved by our Canteen Committee.

Note:-

(i) For Bread preparations: – Bread of reputed brands like Wibs, Britanniaetc and Butter of standard brands like Amul, Sagar, Aarey, Vijaya to be used.

(ii) For preparation of Snacks & Lunch:- Refined oil like Sundrop, Godrej, Lakshmi brands to be used.

(iii) For preparation of sweets:-Shudh Ghee from reputed brands to be used.

(iv) **The number of lunches, snacks, tea/coffee quoted above is indicative only** and may vary.

TECHNICAL BID

S.N.	Particulars	Details	
1	Full Name of Firm / Company		
2	Constitution with details of Proprietor/all the Partners/Directors		
3	Complete Address		
4	Firms/Company's Contact Details of Telephone / Fax/Email ID		
5	Names, Addresses and contact details of Proprietor/Managing Partner/Managing Director		
	Telephone/Mobile No & Email ID		
6	Names, addresses and contact details of Key person/s		
	Telephone No./Mobile No./Email ID		
7	Year of Establishment of Firm/Company		
8	Tax Registration nos. And Licenses		
	PAN No.		
	TAN NO.		
	Central Sales Tax Registration No.		
	State Sales Tax Registration No.		
	VAT Registration No.		
	Service Tax Registration No.		
	Registration NO.under Contract Labour (Regulation & Abolition) Act 1970(if applicable)		
	PF Registration No.		
	ESIC Registration No.		
9	No. Of workmen employed on Roll as on 31/03/2016		
10	Details of Non-refundable Tender Money	DD No	Rs.
11	Details of EMD	DD No	Rs.
12	Please specify about experience of running staff canteen(In house canteen for last three years(attach Expe.Cert.)		
13	Details of Turn over as per last three fin yrs Audit Report(PI do not submit Balance Sheet)	Fin Yr 2013-14 Fin Yr.2014-15 Fin Yr.2015-16	Rs. Rs. Rs.
14	Solvency Certificate of Rs 10(Ten) Lakh from a Nationalized Bank		

Verification: I confirm that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that in case of furnishing of any false information or certificate/document or suppression of any material information, the bid shall be liable for rejection besides initiation of penal proceedings by the Bank as deemed fit.

Contractor / Authorized person
Name & Designation of signatory with Seal

Compliance to all the points mention in technical bid shall stand for evaluation of Technical Bid. There shall not be any dilution on the terms and conditions.