

BANK OF MAHARASHTRA- PUNE



TENDER DOCUMENT

**FOR EXECUTIVE LUNCH
AND CANTEEN CONTRACT**

AT

“LOKMANGAL’

**BANK OF MAHARASHTRA
CENTRAL OFFICE, PUNE-411005**

Non Refundable Tender Price Rs. 1,000/-

INDEX

Sr. N.	Particulars	Page Nos.
01	Copy of Tender Notice	03
02	Draft of letter to be submitted by the contractor along with the tender – Annexure-1	04

PART I- TECHNICAL BID

03	Details to be submitted by the contractor Annexure-II	05
04	Details of facilities provided by the Bank Annexure-III	06
05	Eligibility Criteria- Annexure-IV	07
06	Terms & Conditions Annexure-V	08 to 12

PART II- Price Bid

07	Price Bid	13 & 14
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BANK OF MAHRASHTRA
Central Office "Lokmangal"
1501, Shivajinagar, Pune-411005

Tender Notice for Canteen Contract

Bank of Maharashtra invites the sealed offers in prescribed format on two bid system i.e. Technical bid and Price bid for running and maintaining the canteen at their C.O & [provide executive lunch at Lokmangal, 1501 Shivajinagar, Pune 411 005](#). The details are as under:

- | | | |
|----|---|---|
| 1 | Last date for collecting the tender forms: | On any working day of the Bank up to 15.04.2015 till 10.30 A.M. |
| 2. | Pre bid meeting | 10-04-2015 at 3.30 p.m. |
| 2 | Last date for acceptance of the tender | On any working day of the Bank forms up to 15-04-2015 at 5.30 p.m. |
| 3 | Place of collection and submission of tender forms. | Assistant General Manager,
Corporate Services Lokmangal, 1501
Shivajinagar, Pune 411 005. |
| 4 | Cost of tender form | Rs. 1,000.00 (non-refundable) in the form of Demand Draft only drawn on "Bank of Maharashtra, Pune". Payable at Pune. To be paid at the time of submitting the tender . |
| 5 | Opening of tender | To be informed separately. |

The tenders received after the last date and time of submission are liable for rejection.

The Bank reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

Asstt. Gen. Manager
Corporate Services

ANNEXURE-I

To,

The Asstt. General Manager,
Bank of Maharashtra, Corporate Services Department,
Central Office,
Pune 411005.

Sub: Tender for Canteen Contract at Lokmangal, 1501, Shivainagar Central
Office, Pune 411005.

Ref: Tender Notice Published in Daily News paper on _____

With respect to the tender notice published in above mentioned daily news
paper, I/We hereby submit my/ our tender in a required format.

I/W enclose a DD for Rs...../- bearing No:dateddrawn.....towards
Earnest Money Deposit.

I/We have adhered to the requirements prescribed by the Bank. I/We have
carefully gone through the guidelines terms and conditions and prescribed format
carefully and I/We accept the same without any alterations/ modifications.

Yours faithfully,

Signature & Seal of Contractor.

PART I TECHNICAL BID
ANNEXURE – II

Following details are to be submitted by the Contractor.

SI.No	Name and address of the Contractor	
1	Name and address of the proprietor/ partner / Director.	
2	Details of the experience in the field of running and maintaining the canteen / mess.	
3	Details of such contracts undertaken in the past. Present status of such contracts along with the copies of award of contract, duration of the said contract, certificate of appreciation, if any, and reasons if the contracts are discontinued.	
4	Contractor will obtain all the relevant and necessary licenses/ permissions required to run the canteen at Lokmangal from the Concerned depts., authorities/ municipal offices.	
5	Details of registration as per the shop and establishment Act	
6	Details of registration with Public Health Department, PMC to run and maintain the canteen, hotels etc.	
7	Details of hotels/restaurants, if owned or maintained on contract basis by the firm / proprietor/company	Details be submitted as per Form - A given below

FORM – A

Sr. No.	Name & address of the Restaurant canteen /mess etc. owned and/or maintained on the contract basis	Capacity per day for which services rendered such as breakfast/snac ks/lunch/tea/ coffe	Period		Reasons for discontinuation, if presently not owned or maintained.
			From	To	

Date:

Place:

Seal & Signature of the contractor

ANNEXURE - III

FACILITIES PROVIDED BY THE BANK FOR THE CANTEEN:

1	Gas connection	Gas connection is available. Contractor has to pay for the purchase of gas as and when required. Electrical stove/Hot plates are not allowed for cooking.
2	Electricity	Is provided by the Bank, free of cost.
3	Water	Is provided by the Bank, free of cost.
4	Furniture & fixtures	Table, Chair, Fan, Storage, Refrigerator etc . If any additional item required same can be decided after mutual discussion .(Bank will provide crockery for Executive canteen)

Note: Maintenance, repair & upkeep of items provided by the bank will be the responsibility of the contractor who can also use additional facilities(not prone to security and fire hazard) after taking prior permission from Corporate Services Department .

ANNEXURE - IV

ELIGIBILITY CRITERIA

1. The contractor should have the minimum experience of 5 years in running of the hotel/ restaurant / canteen etc., out of which 2 years experience in running the canteen / mess for any Government organization like Bank, insurance offices, govt. offices etc., are only eligible for the submission of tender. The tenders of the contractors with inadequate experience as mentioned are liable for rejection.
2. The successful bidder will have to keep interest free deposit of Rs.10000/- within a period of 7 days from the acceptance.
3. The contractor should submit Technical Bid & Price Bid in separate sealed Envelope.
4. The Technical bid should accompany a DD of Rs.5, 000.00 drawn on any Nationalized Bank in the Name of Bank of Maharashtra, payable at Pune as earnest money . In case unsuccessful bidder the said EMD would be returned / refunded within a period of 15 days without interest. In case of successful bidder the said amount of EMD would be adjusted towards the interest free deposit of Rs.10000/- to kept within 7 days. However if the successful bidder fails to deposit the amount of interest free deposit within period of 7 days the bank shall have right to cancel the contract, forfeit the EMD and award the contract to any other tenderer or cancel the process altogether .

ANNEXURE - V

TERMS & CONDITIONS

1. Area of canteen (for seating) is about 1000 sq.ft. & should be kept neat & clean. Kitchen area is 250 sft . **In addition, the contract will also include a separate pantry, servicing Executive wing including chambers of Hon Chairman & ED/ General Managers.**
2. Contract will be initially for a period of 11 months & may be renewed at the discretion of the bank on the same terms, but for maximum 2 renewals of 11 months each. If not renewed it shall automatically stands terminated at the end of contract period of 11 months.
3. The Contractor will ensure that cooking, serving and cleaning staff engaged by him will provided with at-least 2 to 3 sets of uniform, maintained ,cleaned ,washed and ironed and that said employees of the contractor will always present themselves in such uniforms at all times of functioning and working of canteen. Uniform of the employee of the contractor will be subject to prior approval from the Assistant General Manager (Corporate Services) in writing and then proceed with procurement of material & stitching of uniforms.
4. The canteen staff shall be medically fit & a certificate to that effect from recognized medical practitioner shall be submitted every quarterly.
5. Contractor shall have to sign formal contract with the Bank containing all terms & conditions contained herein.
6. Bank will provide facilities to the contractor as per Annexure III. The contractor has to bring additional equipments or utensils for cooking as per requirement at his own cost. However that shall not hamper the area atmosphere, movement space etc. in the canteen.
7. The space earmarked for canteen shall consist of canteen hall, pantry, kitchen and washing place along with store-room so specified admeasuring about 1250 sq.ft. The contractor shall use the said space for

- the purpose of maintaining and running the Staff Canteen & [cooking for executive lunch](#) during the period of the Contract. [Under no circumstances night stay will be allowed for any of canteen staff.](#)
8. The Contractor is entitled only for "use of premises" and equipments, utensils provided by Bank as a licensee only for providing canteen services to the bank as per contract and does not in any way , under any circumstances, acquire any other rights, liens or privileges on the said premises and equipments, utensils provided by Bank in any form whatsoever. The Contractor hereby agrees to use and maintain said premises and furniture and equipments describe in Annexure III in the best state of cleanliness, 'conducive to ideal hygienic conditions. The Bank may make for any purpose at its liberty requisition a part of the said premises if required by them or change the place anywhere in the Lokmangal building, without reducing compensation amount.
 9. The Bank will provide items of electrical equipment and furniture incorporated in Annexure III. The contractor will take charge of the said furniture and equipment on satisfying himself that the said items included in Annexure III are in best working conditions, and in the best state of repair. The Contractor will also pass a receipt in writing acknowledging possession of the said items of equipment and furniture. Receipt in writing of taking possession of these items will mean that he has satisfied himself on the best state of repair and working condition of all these items. (would be listed later on with the successful contractor).
 10. It will be the sole responsibility of contractor to maintain the said items in the best working condition and in the best state of .repair and that he shall handover the said items back in working conditions to the owners upon termination of the contract.
 11. If the said items are lost, misplaced *and / or* if the said items of furniture and equipment are not in the best state of working condition and repair, the Bank shall have the right to get the same replaced *and / or* repaired at

the discretion of the Bank, entirely at the cost and risk of the contractor. The statement of loss, damages, suffered and *lor* costs etc. incurred by the Bank for this shall be final & conclusive.

12. The contractor shall be solely responsible for payment of wages & other benefits & complying with all applicable laws , labor laws and rules & regulations & shall indemnify bank for any claim, loss or damage suffered by the bank .The contractors shall be responsible to comply with the provisions of Contract Labour Act along with other applicable laws.
13. Utensils, vessels, porcelains, cutlery and all other items used for cooking, storing and serving will be subject to inspection by the bank or by any authorized representative and *I* or representatives of the Bank and the employees of the Bank. All these items of utensils etc. will be washed in boiling water before any use thereof so as to maintain the highest standards of hygiene in kitchen, pantry and canteen hall.
14. Necessary gas connection including piping and initial installation of cylinders will be provided by the Bank to the contractor. The Contractor shall also pass receipt of acknowledgement of such connection to the Bank. The Contractor shall undertake to utilise the gas in a safe and hygienic manner.
15. The contractor shall pay all bills of consumed gas to the suppliers directly under advice and intimation to the Asstt. General Manager (Corporate Services)
16. Item of snacks and hot and cold beverages including their specified weights and measures form part of this contract. The proposed rates in Schedule 'B' shall be furnished by the contractor along with the rates of supply of items and the rates will then be finalized mutually between the Bank and contractor from time to time as the exigencies may demand. The contractor shall procure best available ingredients and materials required for preparation of foods such as oils, ghee, milks etc. These items and ingredients will always be made available for inspection as to

- the manufacture and quality to the authorities of the Bank at all reasonable times. The contractor shall specify manufacturers of ingredients if they so desire in Schedule 'B'.
17. Items included in Schedule 'B' may be added to or removed from "the menu" by mutual agreement between the Bank and the Contractor.
 18. If the contractor fails to abide by and/or to run and maintain in the conditions of hygiene and cleanliness as stated in the above mentioned condition and/or fails to follow other stipulations and conditions of this contract and/or fails to supply the items of menu in the prescribed manner at the prescribed rates in prescribed weights and measures, the Bank shall be entitled to terminate the said contract by a 15 days notice in writing stating clearly reasons for such termination.
 19. Responsible person shall always be present at all reasonable times, designated as Manager, who will for all purposes represent the contractor and the instructions issued to such representative Manager will be deemed to have been issued to the contractor and written communications handed over to the said manager shall be deemed to have been given to the contractor.
 20. All disputes and differences of any kind whatever arising out of and in connection with this- contract or the running of the canteen whether before or after the determination abandonment or breach of the contract shall be referred to committee appointed by the Bank who shall give the decision in writing. Such decision of the Committee shall be final and binding on the parties to the contract and without appeal.
 21. The contract can only be terminated with one month's notice by bank only without assigning any reason.
 22. Contractor shall arrange for cutlery, crockery, labour, utensils and other ancillary items that may be additionally required to give proper service for executive lunch & running the staff canteen as per the contract requirements.

22. Contractor shall be paid charges for minimum 25 persons for Executive lunch. Any additional plate, payment will be made actual basis as per agreed rate .
23. The contractor shall deposit *Rs.10,000/-* (Rs. Ten thousand only) with the Bank during the period of the contract for due performance of the contract. The Bank will have a right to forfeit the said security deposit in case of breach of contract by the contractor of any of the terms and conditions agreed to herein above & to recover any loss damages caused to the Bank & to proceed separately for the balance amount due. The contractor will ensure that police verification of all his staff members has been done and details along with the copy of police verification are handed over to Security Department of the bank for preparation of temporary pass .

PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weight ages	Self rating marks
1	Experience in HO/CO of Public sector undertaking/ Government office/ big private sector organization in which minimum strength is 200 (2 mks for 1 yr per each above mentioned office & 2 mks to be added only for second yr, and 2 mks for letter of appreciation from each present employer)	20	
2	Infrastructure i.e. manpower, utensils/ crockery /cutlery /machine etc to be provided at Lokmangal Canteen . Necessary documentation must be attached .(Minimum 8 employees including manager , any additional staff provided , 2 mks to be awarded, 5 mks for utensils/crockery/cutlery & 2 mks each for each tea/coffee machine/ juice machine/ dos and idle grinding /any other utility machine)	20	
3	Quality of food to be supplied. The vendor has to prepare 4 items out of the list given in front of bank panel member by the cook who will later on be used in Lokmangal in case of selection.	20	
4	Hygiene _ The vendor has to submit his	20	

	idea/course of actions through which he/she will keep the canteen neat, clean and hygienic.		
5	The firm must have full-fledged office at Pune	10	
6	Additional items over & above specified	10	
T O T A L		100	

NOTE: Criteria/parameters mentioned above are the just minimum requirements. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Contractors/professional/vendors scoring 65 marks & above will only be considered for pre-qualification .The financial bid of those who qualify ,will only be opened and the lowest bidder may be offered the contract .However decision of the bank in this respect shall be final.

PART -II PRICE BID

Sr. No	Name of Item	Weight in Gms	Price (Rs.)
1.	Idly Chatani / sambar	120/180	
2.	Wada Chatani/ Sambar	150/180	
3.	Batata wada	25	
4.	Sabudana Wada	90	
5.	Dosa Masala/ Plain	150/80	
6.	Uttappa Onion/Plain	140	
7.	Tomato Omlet	150	
8.	Upma	100	
9.	Kanda Bhaji	150	
10.	Misal paw	150	
11.	Sabudana Khichadi	180	
12.	Veg. Samosa/ Cutlet/Kachori	150	
13.	Shira	150	
14.	Sandwich Veg/Chutni/Jam/ Cheese*		
15.	Bread Butter/ Toast Butter *		
16.	Puri Bhaji (4 pieces)	150	
17.	Egg Omlet (Single)	100	
18.	Kanda Poha	150	
19.	Tea/ Special Tea*	125 ml	
20.	Filter Coffee/ Nescafe*	125 ml	
21.	Pot Coffee / Tea (4 CUPS)*		
22.	Lime juice/ juice with soda		
23.	Lassi Sweet/salted	300 ml	
24.	Tuk	300 ml	
25.	Cold Drinks*	200/300 ml	
26.	Thali (3 roti, dal 1 sabji, papad, pickle ,curd) with or without rice		
27.	Single Chapatti/ Puri		
28.	Rice		
29.	Biscuits/Dry Nuts/ Chips/ Kurkure/ other dry snacks *		
30.	Any additional item which vendor can offer		

No two items should be repeated within the span of four days. Everyday (morning & evening) for breakfast & evening snacks minimum four item must be prepared other than the compulsory available item . Staff Lunch will be available for specific period of time (2 P.M to 3.30 PM).

*These items must be available at canteen all the time.

M E N U: Executive Lunch at Lokmangal: Minimum 25 people per day

VEGETERIAL LUNCH: - Menu

SOUP	BOILED SABJI
GREEN SALAD	DAL
DRY SABJI	RICE
SABJI WITH GRAVY	PAPAD/ACHAR
CURD	BUTTERMILK
CUTFRUITS/	MUKHWAS

Non Vegetarian dish in the form of "Chicken Butter Masala" to be served on every Wednesday and Friday.

PLEASE SPECIFY EDIBLE OIL THAT WOULD BE USED FOR COOKING BY THE CATERER

Lunch between 1.30 to 3.30 PM (To be served hot at the time of lunch)

Items details	Rate quoted per person per day(Rs.)
Veg Soup	
Dry boiled veg of seasonal sabji like bhendi, aloo, gobhi tamater etc.	
Gravy Veg like palak panner, paneer mutter ,malai kofta etc. made in good quality oil	
Common dish every day like dal fry /dal/tur dal/dal makhani etc made in good quality oil	
Chapati/phulka made of good quality whole wheat flour	
Rice-basmati rice only Like plain rice/jeera rice/masala rice/Saffron rice etc.	
Other items served every day	

Green salad –kakadi/gajar/tamater/beet/radish/onion Pickles-Mango/onion/lemon of standard make Lijjat Papad(Roasted) Dahi boondi- veg pine apple palak aloo raita Curd & butter milk	
Total	

JAIN FOOD FOR ONE PERSON SHOULD BE SERVED EVERY DAY.

Note: Since wide choice is given in the Menu- season wise / taste wise / region wise, No single item or items of above Menu be repeated for the same week except dal . Dal should be prepared in any three different ways alternatively like Maharastrian / South Indian / Dal-tadka or like North –Indian.

NAME OF THE PROPRIETOR & SIGNATURE