

BANK OF MAHARASHTRA- PUNE



TENDER DOCUMENT

CANTEEN CONTRACT

AT

"LOKMANGAL'

BANK OF MAHARASHTRA

CENTRAL OFFICE, PUNE-411005

Non Refundable Tender Price Rs. 1,000/-

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BANK OF MAHRASHTRA
Head 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. '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 15/09/2017 till 10.30 A.M. |
| 2. | Pre bid meeting | 12/09/2017 at 3.30 p.m. |
| 2 | Last date for acceptance of the tender | On any working day of the Bank forms up to 15/09/2017 at 2.30 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 Technical Bid. | On -15/09/2017 at 4.00 P. M. |
| | Opening of Financial Bid- | Will be informed seperately |
| | | |

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, Shivajinagar Central Office,
Pune 411005.

Ref: Tender Notice Published in Daily Newspaper on _____

With respect to the tender notice published in above mentioned daily newspaper, 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.

| | | |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Sr.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, duration of the said contract, photocopy of such contacts if any, 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/snacks/lunch/tea/ coffee | 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 are to be provided by contractor from his own. |

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 3 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 security deposit of Rs.25000/- 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 90 days without interest. In case of successful bidder the said amount of EMD would be adjusted towards the interest free security deposit of Rs.-25000/- to be kept within 7 days. However if the successful bidder fails to deposit the amount of interest free security 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 sq. ft.
2. Contract will be initially for a period of 11 months & may be renewed at the sole discretion of the bank on the same terms, for next term which may be decided mutually by parties. If not renewed it shall automatically stand 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 be 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 contractor will make procurement of material & stitching of uniforms.
4. The canteen staff shall be medically fit & a certificate to that effect from a recognized medical practitioner shall be submitted every quarter.
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 equipment's 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, kitchen and washing place along with store-room so specified measuring about 1250 sq. ft. The contractor shall use the said space for the purpose of maintaining and running the Staff Canteen 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 equipment's described in Annexure III in the best state of cleanliness, conducive to ideal hygienic conditions. It is the responsibility of contractor to keep the canteen space clean & garbage if any should be taken away every day. 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 affairs. 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 affair 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 affair 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 affair, 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 *lost* 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, and rules & regulations and shall indemnify bank for any claim, loss or damage suffered by the bank. The contractor shall be responsible to comply with the provisions of all 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 / 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 utilize 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'. The contractor will display on the board item of snacks and hot and cold beverages including their specified weights and prices which are agreed as per contract, in canteen for the knowledge of all staff. Bank reserves the right to terminate the contract if it received complaints of charging the rates higher than what is agreed and displayed on board.

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 General Manager Corporate Services Department of the Bank who shall give the decision in writing. Such decision 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 labour, utensils and other ancillary items that may be additionally required to give proper service, running the staff canteen as per the contract requirements.
23. The contractor shall deposit *Rs.25, 000/-* (Rs. Twenty five thousand only) with the Bank as Security Deposit during the period of the contract for due performance of the contract. The deposit will not carry any interest. 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 and 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 (3 marks for 1 year per each above mentioned office and 2 marks for letter of appreciation from each present employer) | 20 | |
| 2 | Infrastructure i.e. manpower, utensils/ cutlery /machine, etc. to be provided at Lokmangal Canteen. Necessary documentation must be attached. (5 marks for Minimum 8 employees including manager, 2 marks to be awarded if any additional staff is provided, 5 marks for utensils/ cutlery & 2 marks each for each tea/coffee machine/ juice machine/ dosa and idly 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/her idea/course of actions through which he/she will keep the canteen neat, clean and hygienic. | 20 | |
| 5 | The firm must have 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 | 250 | |
| 2. | Wada Chatani/ Sambar | 250 | |
| 3. | Batata wada | 100 | |
| 4. | Sabudana Wada | 90 | |
| 5. | Dosa Masala/ Plain with Sambar & Chutney | 350/250 | |
| 6. | Uttappa Onion/Plain | 300 | |
| 7. | Tomato Omlet | 150 | |
| 8. | Upma | 100 | |
| 9. | Kanda Bhaji | 150 | |
| 10. | Misal pav | 150 | |
| 11. | Sabudana Khichadi | 180 | |
| 12. | Veg. Samosa/ Cutlet/Kachori | 150 | |
| 13. | Shira | 150 | |
| 14. | Sandwich Veg/Chutni/Jam/ Cheese* | 100 | |
| 15. | Bread Butter/ Toast Butter * | | |
| 16. | Puri Bhaji (4 pieces) | 150 | |
| 17. | Egg Omlet (Single) | 100 | |
| 18. | Kanda Poha | 150 | |
| 19. | Tea/ Special Tea* | 150 ml | |
| 20. | Filter Coffee/ Nescafe* | 150 ml | |
| 21. | Pot Coffee / Tea (4 CUPS)* | | |
| 22. | Lime juice/ juice with soda | | |
| 23. | Lassi Sweet/salted | 300 ml | |
| 24. | Butter milk (Tak) | 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 | 250 | |
| 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. Every day (morning & evening) for breakfast & evening snacks minimum four item must be prepared other than the compulsory available item. Staff Lunch will be available or specific period of time. (2.00 p. m. to 3.30 p. m.)

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

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 Maharashtrian / South Indian / Dal-tadka or like North –Indian.