

INDIAN EXPRESS & DHINA THANTHI - CHENNAI EDITION

केनरा बैंक  Canara Bank

Premises & Estate Section, Circle Office, Chennai
No: 524, Anna Salai, Teynampet, Chennai - 600 018

Offers are invited from experienced Hotel/ Canteen contractors for running staff canteen inside the premises of Canara Bank Circle Office, 524, Anna Salai, Teynampet, Chennai.

Tender documents are available in Bank's website <http://www.canarabank.com/english/announcements/tenders/> Last date for submission is 30.03.2020 upto 3 P.M.

Further, communications, corrigendum, amendments, if any, will be hosted in Bank's website only.

Place: Chennai
Date : 08.03.2020

Deputy General Manager
Chennai Circle



TENDER DOCUMENT

FOR

RENDERING CATERING SERVICES

AT CANARA BANK CIRCLE OFFICE,

524, ANNA SALAI, TEYNAMPET

CHENNAI - 600 018.

ADVT DT 08.03.2020



PREMISES & ESTATE SECTION,
CIRCLE OFFICE, 524, ANNA SALAI,
TEYNAMPET, CHENNAI - 600 018
Telephone 044 -2434 9350
NOTICE INVITING OFFERS (NIO)

SUBJECT: CATERING SERVICES AT CANARA BANK CIRCLE OFFICE, 524, ANNA SALAI, TEYNAMPET, CHENNAI - 600 018.

The Canara Bank proposes to avail the services from reputed agencies for catering services at Circle Office, 524, Anna salai, Teynampet, Chennai - 600 018.

1. Nature of the document : TWO BID CONCEPT.
2. Earnest Money Deposit : **Rs. 25,000/- (Twenty Five Thousand only)**
Demand draft favouring 'Canara Bank', payable at Chennai.
3. Tender fees : **Rs. 1180/- (Thousand Hundred and Eighty only)**
Demand draft favouring 'Canara Bank', payable at Chennai.
4. The offer document comprises of the following:
 - A. **TECHNICAL BID:**
 - a) Scope of works & Eligibility criteria.
 - b) General Rules & Instructions to the Applicants
 - c) Conditions of contract
 - d) Facilities provided by the Bank
 - e) Application Format
 - f) Agreement format
 - B. **FINANCIAL BID:** The Priced BOQ submitted in a separate envelope.
5. Period of issue of the documents: Till **30.03.2020** (Except Holidays).
6. Pre-bid site visit by prospective offerors: **10.03.2020 11:00 AM.**
7. Last date and time for submission of offer is - **30.03.2020 - 03:00 PM.**
8. Date of opening of Technical bid: **30.03.2020 at 03:30 PM.**
9. The price bids of eligible tenders will be opened on a convenient date with due intimation to the tenderers emerging successful in the Technical bid.

Tender Documents may be obtained from The Manager, Premises & Estate Section, Circle office, 524, Anna salai, Teynampet - 600 018 during working hours from 10:00 Hrs to 17:00 Hrs or can be downloaded from Bank's website www.canarabank.com - Announcements Page. Bank reserves the right to restrict the scope of work.

Deputy General Manager

SELECTION PROCESS:-

The selection criteria will be based on the marks scored by the tenderers on following aspects:-

1. Price bids - Proportionate marks will be awarded on sum of all the quoted rates of listed items (List enclosed) - **Max. 50 marks.**
2. Experience - Preference will be given to those contractors with experience in PSU / Government Organisations / Corporate Companies/ Reputed institutions accordingly - Maximum allotted - **40 marks.**
3. Live demo - **Maximum 10 marks.** - Eligible Technical bid vendor has to perform sample demo before the members of canteen committee.

The aggregate of the marks scored for Experience, live demo and the price quoted for food items will be taken and the canteen contract will be awarded to the tenderer securing maximum total marks.

TECHNICAL BID**PART A - SCOPE OF WORK & ELIGIBILITY CRITERIA****Scope of works:**

Canara Bank has established general staff Canteen for catering of Lunch / snacks / coffee / Tea / etc for its employees numbering around **300** working under Circle Office at Chennai. This information is only indicative for purpose of man power requirement.

Labour deployment details needs to be furnished in Technical bid like cook, caterer boys, Supervisor etc.

Bank invites tenders from reputed agencies from Chennai for providing catering services in Circle Office building. The kitchen equipments provided are basically induction/gas based and the caterer should be well experienced in use of such equipments.

Eligibility Criteria.

No	Criteria	Documents Required
01	The agency should have minimum 05 years experience of providing catering services	Copy of work orders/client certificates
02.	The agency should have provided catering services during the last 5 years as on 30.12.2019 to Government Offices / Public Sector/ reputed Private Sector offices for a minimum staff strength of 300 members.	Work Order copies /client Certificates clearly indicating the staff strength of the office where canteen service is provided (Including address of office) and period of service.
03	The agency must be Chennai based.	Copy of address proof for office / Hotel / Canteen / Restaurant at Chennai.

DOCUMENTS TO BE VERIFIED BY BANK:-

1. Copy of PAN / TAN / GSTIN Certificate.
2. Copy of LICENCE for running the Canteen / Hotel / Restaurant.
3. Pass sheet of Bank account details for past 6-months.

PART B - GENERAL RULES AND INSTRUCTIONS TO TENDERER

1. The documents consisting of Notice inviting the Offer, Scope of work & Eligibility criteria, General rules and instructions to tenderer, Method of selection, conditions of contract, Application Format, Financial bid can be collected between the dates mentioned in the Notice Inviting Offer (NIO) during the working hours except on 2nd and 4th Saturdays, Sundays and Public Holidays from Premises & Estate Section, Canara Bank Circle office, 524, Anna salai, Teynampet, Chennai - 600 018 or alternatively tender documents can be downloaded from the banks web site <http://www.canarabank.com/english/announcements/tenders/>

2. The tender is "TWO ENVELOPE CONCEPT" and it has to be submitted as such.

3. The first envelope should contain all the components of Technical Bid as detailed in the NIO with all supportive documents duly signed on all the pages **other than the financial aspects**. The envelope shall be sealed & super scribed as "Technical Bid for providing of catering services at Canara Bank Circle office, 524, Anna salai, Teynampet, Chennai"

Offerer should note that financial aspects of the offer should not be disclosed in any way, in the technical bid/ first envelope and such technical bids consisting financial aspects are liable for rejection.

4. The second envelope should contain the financial Bid ie., the Priced Bill of Quantities and shall be super scribed as " Financial Bid for providing catering services at Canara Bank Circle office, 524, Anna salai, Teynampet, Chennai" and should be sealed and submitted on the same given date and time simultaneously along with technical bid. Non submission of the same (Financial Bid) in separate sealed cover along with technical bid shall automatically render the entire offer being rejected. This envelope should contain duly filled in cost details (enclosed in the offer document) with values written in words and figures.

The Covers containing the Technical Bid as well as the Price Bid should be placed in a separate third cover mentioning on the face of the cover "Tender papers for running the Canteen at CANARA BANK, CIRCLE OFFICE, Chennai".

5. The sealed offers should be submitted to Canara Bank, Premises & Estate Section, 524, Anna salai, Teynampet, Chennai - 600 018 on or before **30.03.2020** at 3.00 pm. If last day of submission of bids is declared a holiday under NI Act by the Government subsequent to issuance of NIO the next working day will be deemed to be the last day for submission of the offer. No offer will be accepted by email or FAX.

6. The First envelope (Technical bid) will be opened in the said office on **30.03.2020** at 3.30pm.

7. The price bids of the agencies meeting the eligibility criteria only will be considered and opened.

8. Offer shall be submitted on prescribed Form only ie as per documents issued/downloaded from website have to be duly filled and submitted and no other format shall be used, except for Proformas which shall be submitted in the letter head. Wherever required, particulars can be submitted in annexure but such details shall be clearly mentioned in respective columns in the original document. All the documents, enclosures, and correspondence will form part of contract. Offer in any other format other than that prescribed in this document shall be liable for rejection. The applicant shall submit an undertaking stating that no changes, alterations are made in the offer documents issued by the Bank or downloaded from the website and same is submitted to the Bank.
9. The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of an offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.
10. Offers which are incomplete in any respect are liable to be rejected.
11. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the applicants who resort to canvassing will be liable for rejection.
12. The applicant shall furnish the list of his relatives working in the Canara Bank/list of retired Canara Bank employees employed with him.
13. The offeror or their authorized representative is requested to be present during the opening of the bids. This is optional. Bank will proceed with opening of the technical bids on the stipulated date & time unless otherwise modified.
14. It will be obligatory on the part of the offeror to tender and sign the offer documents for all the component parts.
15. The successful offer or shall execute the agreement on a stamp paper of appropriate value within 14 days from the date of acceptance of the offer, and until a formal agreement on stamp paper is prepared and signed, this offer document along with the correspondence shall constitute a binding contract between the offer or and the Bank/ Employer.
16. Conditional offers shall be rejected.
17. The offeror shall inspect the site only during the Pre-bid meeting on **10.03.2020 at 11:00 AM** to ascertain the site conditions, constraints and any other information required for making the offer. For any assistance for visiting the site intending applicants may contact **Sr. Manager, Premises & Estate Section, Canara Bank, CIRCLE OFFICE, 524, Anna salai, Teynampet, Chennai - 600018. Telephone : 044 - 2434 9350.**

18. During the course of technical evaluation if found necessary the Bank may seek supplementary details and the same shall be submitted by the tenderer within the stipulated time. Non - submission of such details in time may render such applications for disqualification from further evaluations.
19. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, or site visits will be reimbursed by the Bank.
20. Documentary proof with respect to the Eligibility criteria shall be furnished along with the application form. In this regard, copies of the work orders and certificates obtained from clients and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
21. Applications received after the due date and time are liable for rejection.
22. All entries in tender documents should be in one ink. All cancellation and insertion should be duly signed by tenderer concerned with proper indication of the name designation and address of the person signing.
23. The rate should be quoted in figures as well as in words in Indian Currency only.
24. In case the rate quoted in figures differs from those quoted in words, the rates quoted in words will be taken as the final tendered rate and shall be binding on the tenderer.
25. The tenderer shall note that the rate quoted shall be inclusive of all taxes, expenses of all types of Work force (by following Labour Laws scrupulously as per government guidelines) transportation to various locations in Chennai, lifting, shifting etc., and no claim for enhancement of quoted rates on any account shall be considered.
26. The tenderer shall deposit a sum of **Rs.25,000/-** Earnest Money Deposit along with the tender document. This EMD (Earnest Money Deposit) shall be in the form of demand draft from any nationalized bank or from a scheduled bank drawn in favour of Canara Bank, Chennai. No interest shall be paid on the EMD.
27. No alterations or additions are to be made by the Contractors to the tender document. Violation of this instruction will attract rejection of the tender at the discretion of the Bank.
28. The offer shall remain open for acceptance for a **period of 90 days from the date of opening.**

29. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the EMD as aforesaid.
30. All the parts of this tender documents i.e., Tender Notice, General rules and Instructions to tenderers, Priced bill of Quantity, offer letter, General conditions of contract, and all other parts shall form a part of the contract document.
31. The EMD of unsuccessful tenderers shall be returned within 30 days after award of work.
32. Contractor should observe utmost economy in use of electricity and water.
33. The daily menu shall be as approved by the Canteen Committee constituted by the Bank and the same shall be strictly complied.
34. Amenities provided by the Bank for running of Canteen:
- a) Water connections for cooking / drinking and washing provided. Water charges will be borne by the Bank.
 - b) Electricity shall be provided by the Bank. However it should be used only for catering the requirement of the Bank.
 - c) Canteen premises which can manage 40 - 50 people at a time.
 - d) Furniture with tables.
 - e) Refrigerator, Water filter, stove, ceiling fans, kitchen racks and exhaust chimney provided in the canteen premises.
- All other items required for cooking & serving food than those supplied by the Bank shall be brought by the contractor.
35. **SUBSIDY:** The Bank will pay Rs.75/- per employee for the month as subsidy. The employees strength range around 280 during any particular month.
36. The contract will be valid for 12 months and performance will be reviewed in every quarter by the canteen committee. In case of unsatisfactory performance during the review period, the Bank is vested with the power to terminate the contract by giving 1 month prior notice.
37. **The selected contractor shall at his own cost, have to comply with the rules of Chennai Labour Enforcement office and other statutory bodies. The proof of compliance need to be submitted to the Bank within one month from the date of contract.**
38. The contractor needs to employ his own staff for the purposes of cooking, serving and washing and such employment should conform to the labour act presently in force.

PART C. GENERAL CONDITIONS OF CONTRACT

The contractor's main responsibilities will be supplying food materials, labour, compliance of statutory requirements and providing efficient service, etc.

1. DEFINITIONS/ INTERPRETATIONS

In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them -

- a) The 'Contract' means the documents forming the tender and acceptance thereof and the agreement duly executed between the Bank and the Tenderer, together with the documents referred to therein including those conditions, the specifications, schedule of quantities, tender agreement, designs, drawings and instructions issued from time to time by the Officer-in- Charge. All these documents taken together shall be deemed to form one contract and shall be complementary to one another.
- b) The 'Tenderer' or 'Supplier' or 'Contractor' shall mean the individual Karta, or Manager of HUF, firm or Company, whether incorporated or not, undertaking the works and shall include the legal heirs/ representatives of such individual or the partners of firm and their legal heirs and successors, or company's authorised and constituted attorneys/ agents and permitted assignees of such firm or company.
- c) The 'Employer' or 'Bank' means any officer of the Canara Bank, who is specifically authorised to enter into contracts in respect of the above works.
- d) Officer In charge: The designated employee of the Bank, assigned with powers to enter into contract.
- e) Canteen Committee: The committee comprising of the Officer In charge and other staff representatives, assigned with powers to decide on the menu and also the quantity.
- f) 'Contract Price' shall mean the final accepted rates in Price Bid hereto.
- g) 'Date of Contract' means the Calendar date on which the Bank and Contractor have signed the Agreement on the stamp Paper.
- h) 'Approval' wherever used in the specifications or schedule of Quantities shall mean, respectively, approved by or approval of the 'Accepting Authority' in writing.

- i) 'Letter of Acceptance' shall mean an intimation by a letter issued by the Bank to tenderers that his tender has been accepted in accordance with the provisions in the said letter.

2. SCOPE OF WORKS: CATERING SERVICES

- 2.1 If the contract is awarded, the Contractor shall prepare and serve fresh and wholesome "meals/snacks/beverages/Fruits/Fresh Fruit juice/water bottles (Items list as per enclosure)" to the employees of the Bank at Circle office building, Chennai and such others as approved by the Bank, during the contract period.

2.2 MENU & QUANTITY

The meals / snacks to be supplied by the Contractor shall be of the type and in fixed quantities as approved by the Bank. **The Contractor shall not prepare or serve any other item without the prior approval of the Bank.** A schedule of daily menu with alterations or additions in the service items decided based on the recommendations of the Canteen Committee and communicated to the Contractor through Officer-in-Charge, shall have to be strictly followed by the Contractor.

2.3 QUALITY OF RAW MATERIALS AND FINISHED PRODUCTS

The food shall be good, wholesome and of best quality as approved by the Bank. Before using the raw materials and other ingredients for cooking, the Contractor shall ensure their quality and wholesomeness. The Bank through its authorized representatives shall have the authority to carry out test checks at their convenience of the raw materials, ingredients used for cooking, cooking arrangements and the finished eatables and will have absolute right to reject the cooked or raw items if they do not meet the required standard at its sole discretion and the same would be destroyed at the cost of the Contractor. The oil which is used for cooking shall be Sunflower oil. Only reputed brand of items to be used for cooking.

2.4 SERVICE POINTS & TIMINGS

The Contractor shall be required to provide canteen services in the canteen premises, other floors and also at various sections of Circle Office Building situated in Chennai on all the working days including Sundays and Public holidays if specifically required due to administrative exigencies.

The Contractor is required to provide services for meetings, interviews, trainings and other official occasions at rates as would be finalized mutually, for which no extra maintenance/labour charges would be payable. Notwithstanding anything hereinafter contained, the Bank will have the right to use the Canteen Hall at any time on all days including holidays at any time, as may be required.

Contractor shall serve the tea/coffee at the work station 2/3 times daily and as and when called for in the Executive cabins. The contractor shall serve Breakfast/lunch at the dining halls at various floors in the building as and when called for by the Bank's employees. Also the contractor shall serve various cut fruits / fruit juice to all Executive cabins time to time stipulated by canteen committee. The contractor shall ensure to remove the tea cups/ empty plates from the dining halls/ Conference Hall after consumption.

3 CONTRACTOR'S OBLIGATIONS

- 3.1 The Contractor shall be responsible for the proper upkeep and maintenance of the canteen premises, furniture and fixtures, cooking and serving utensils, cutlery, kitchen equipments etc. When materials supplied by the Bank becomes unserviceable and if these are to be replaced by the Bank, the same would only be replaced against the return of the unserviceable materials by the Contractor; otherwise the cost of such materials shall be borne by the Contractor.
- 3.2 For any damage, breakage or loss of any equipment or property of the Bank, the Contractor shall have to make good the same at his own cost failing which the amount will be recovered from his security deposit or from other dues as payable to him by the Bank.
- 3.3 The Contractor shall keep a proper inventory of the items placed at his disposal by the Bank and the same shall be verified by the Contractor along with the representatives of the Bank.
- 3.4 The Bank reserves the right of free access through its authorized representative(s) to inspect the Canteen, Stores, Equipments and food for ensuring their wholesomeness, cleanliness, quality and quantity at all times without any prior notice.
- 3.5 The Contractor shall keep the entire premises, utensils, crockery etc. clean, neat and hygienic. He shall use and provide at his own expenses the prescribed detergents and other requisites for this purpose. He will ensure that furniture of the canteen premises, crockery and cutlery, utensils, kitchen pantry, wash basins, lavatory urinals, drainage system are washed and cleaned in hygienic way as directed by the Officer-in-Charge or any other authorised representative.
- 3.6 The Contractor shall not use or allow to be used the Canteen premises or any part thereof for dwelling purposes and shall not allow any outsiders to loiter in and around the building without valid authority.
- 3.7 The Contractor shall also not use or allow to be used any facility, appliances, equipment provided by the Bank to him for any purpose other than providing canteen services as per the Bank's requirement.
- 3.8 The Contractor shall not, without prior consent in writing by the Bank assign or sublet the contract or any part thereof to any other party provided that it shall not relieve the Contractor from any obligations, duty or responsibility under the contract.

4 MANPOWER & WAGES

- 4.1 The Contractor shall make regular and full payment of wages / salaries and other payments to the employees and furnish necessary proof, as and when demanded by the officer-in-charge of the Bank/ concerned department of Central, State and local government agencies.
- 4.2 The Contractor shall be responsible for the compliance with applicable laws or which might become applicable, rules and regulations relating to Contract Labour (Regulations & Abolition) Act, 1970, Shops & Establishments Act, Factories Act, 1948, Employees Provident Fund Act, 1952, Payment of Gratuity Act, 1972, Payment of Bonus Act, 1965, Payments of Wages Act, 1936, Minimum Wages Act, 1948, Workmen's Compensation Act, 1923, ESI Act 1948 or such other Acts, laws or regulations passed by the Central/States, Municipal & Local Government, agency or authority.
- 4.3 The Contractor shall give advance intimation to the Officer-in-Charge indicating the time, date and venue about payment of wages. The Office-in-Charge or his authorised representatives shall witness the payment of wages and shall record the following certification in the wage register. "Certified that salary for the month of _____ has been disbursed on _____ to the canteen Contractors' workers by the Contractor in accordance with the wages specified in Minimum Wages Act".
- 4.4 The Contractor shall also be liable to pay P.F. contribution, leave, salary etc and shall be liable to observe statutory working hours. The contractor shall note that neither the contractor himself, nor the persons employed by him shall have any right or privilege for employment benefit from the bank, nor they can make any claim in this regard.
- 4.5 Proper records shall be maintained by the Contractor with respect to the above acts and such other acts as may be applicable to Contractor's working and his workmen which would be subject to check from time to time, by the Officer-in- Charge.
- 4.6 The optimum Manpower requirement in the canteen may vary from time to time for efficient and timely catering covering all categories of personnel required to be provided for canteen services, for which the contractor must, at all times maintain the needed manpower on shift basis. For any increases in manpower for efficient running of the canteen services, the Contractor shall not be entitled to any remuneration.
- 4.7 The Contractor shall maintain a register showing names and addresses of the persons engaged along with photographs of each person and shall produce the same for inspection on demand by Officer-in-Charge or such other persons so authorised by the Bank.

- 4.8 The Contractor shall arrange through the Bank's Security Department, on the advice of the Officer-in-Charge, to issue identity cards bearing photographs of the canteen employees for gate entry and shall exhibit prominently during working hours. The canteen staff shall also be liable for search on entry / exit.
- 4.9 The Contractor shall ensure that all canteen employees, during their working hours, wear proper and clean uniform.
- 4.10 The employees of the Contractor should be subjected to medical examination twice in a year at Contractor's cost by the Medical Officer nominated by the Bank. The employees should be free from all communicable, contagious infections and other diseases. In the event of any employee of the Contractor being found medically unfit, the Contractor shall arrange to replace him. Contractor has to submit medical certificate as and when required. Contractor shall fulfil all the requirements of local public health department.
- 4.11 Nothing contained herein shall be construed to create a monthly tenancy or create any such interest in favour of the Caterers or their partners / representatives / employees in respect of Canteen or the premises used by the Contractor in connection with or for the purpose of this agreement.
- 4.12 On termination of this agreement, the Contractor shall discontinue to use and handover vacant and peaceful possession of the Bank Premises of the said Canteen or other premises together with the fixtures, equipments and articles in good condition to the Bank.

5.0 CONTRACTOR'S LIABILITY TOWARDS INDEMNITY

- 5.1 The Contractor shall indemnify the Bank for any loss occurred to the Bank by any act of commission & omission made by the contractor & or its employees and it includes against any claim under the Payment of Wages Act, 1936, and/or the Minimum Wages Act, 1948, Workman's Compensation Act, Factories Act or any statutory obligations arising out of any other Act or Acts or on behalf of any person employed by him.
- 5.2 The Contract shall be in force for the period stipulated in the contract and on the expiry thereof, it will be deemed to have been terminated automatically. Further, the contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same for any period.
- 5.3 The contract will be initially for a period of one year and may be extended / renewed as per the terms mutually decided by both the parties. On renewal, a fresh contract shall be executed.
- 5.4 In the event of any dispute arising out of the clauses mentioned above, the same shall be referred to the General Manager, Circle Office, Chennai or any officer whom the General Manager will appoint for decisions and his decision shall be final and binding on both the parties.

6.0 MATERIALS

- 6.1 Contractor shall purchase and keep the required raw materials stock for the preparation of various items, including the controlled items of good quality at his own cost. Contractor shall abide by the local Government laws relating to stocking of food grains, stocking of gas cylinders, sale of food etc. and shall obtain the necessary licenses from the Competent Authority, wherever applicable. The Bank at its discretion through its authorised representative may check the stock position of all the items to see that the above is being complied by the Contractor.

7.0 MISCELLANEOUS

- 7.1 Contractor shall maintain the canteen and all pantries in clean and hygienic conditions. If the Contractor fails to engage sufficient staff for this purpose, the Bank will engage the staff on behalf of the Contractor at his risk and cost.
- 7.2 Contractor shall not exhibit or cause to be exhibited in the canteen premises any printed or written notices or advertisements of any kind, whatsoever except notices related to the working of the canteen, without the prior permission of the Bank.
- 7.3 The Bank reserves the right to deduct any amount that becomes payable by the Contractor in respect of the labour being employed by him for executing the job awarded, under any Act, or rules framed there under and in force from time to time. The same shall be recovered from bills payable to the Contractor as debt recoverable
- 7.4 The Contractor shall undertake to provide comprehensive accident insurance policy coverage in respect of every employee employed by him. Contractor shall satisfy the Management of the same within the time prescribed by the Management but before the actual commencement of the job awarded to him.
- 7.5 Contractor shall ensure that none in his employment is allowed to sell meals to outsiders by accepting cash; in the event of any employee being found selling meals to unauthorised persons, by accepting cash the Contractor shall remove such person on the instruction of such officer authorised by the Bank
- 7.6 Contractor shall ensure that peace and order is maintained in the canteen and if peace and order in the canteen is disturbed due to lapse on the part of the contractor, a penalty of Rs. 1000/- for such lapse leading to disturbance of peace/order may be imposed by the Bank.
- 7.7 If the Bank finds that the Contractor is misusing the facilities provided by the Bank for running the canteen for any other purpose not covered under the contract, the Bank will be free to levy penalty which may extend to Rs. 5000/- or more per occasion.

- 7.8 If, on inspection, it is found that the quantity / quality of meals/snacks / Fruits etc., served is not as per the norms laid down by Bank, a penalty upto Rs. 1000/- may be imposed by the Bank for every such occasion.
- 7.9 Contractor would ensure that all the canteen staff employed by him would behave courteously and decently with employees of the Bank and also ensure good manners.
- 7.10 In the event of the Contractor suspending or abandoning catering services without giving prior notice to the Bank, without handing over charge of the canteen materials entrusted to him by the Bank, the whole of security money and other dues payable to him shall stand forfeited to the Bank and he shall also be liable for such legal action deemed fit and proper for breach of contract and towards the loss of various accessories and furniture entrusted to the contractor.
- 7.11 The Officer in charge would be the final authority regarding Imposition of penalty under various circumstances as enumerated above. His decision shall be final and binding on the contractor.
- 7.12 All other items required for cooking & serving food than those supplied by the Bank shall be brought by the contractor. Cooking gas shall be brought by the contractor.
- 8.0 AGREEMENT :** The successful tenderer will have to enter into an agreement with the Bank as per the format enclosed within 14 days after acceptance of the tender by the Bank.
- 9.0 SECURITY DEPOSIT :** The successful tender will have to deposit a security deposit of **Rs.50,000 (Rupees Fifty Thousand only)** and the same shall not carry any interest.
- 10.0 TERMINATION OF CONTRACT**
- 10.1 If it is found that the quality of items supplied by the contractor and/or the services rendered are unsatisfactory or that the contractor has violated any terms and conditions of the contract and agreement, then in that event, the Bank will be entitled to terminate this contract, at any time without assigning any reasons whatsoever and without notice. In that circumstance, Bank will forfeit the security deposit submitted by the contractor.
- 10.2 If at any stage during the period of the Contract any case involving moral turpitude is instituted in a Court of Law against the contractor or his employees, the Bank reserves the exclusive and special right for the termination of the contract and the contractor shall not be entitled to any compensation from the Bank whatsoever.

11. GENERAL

- 11.1 Contractor shall adhere to safety practices and avoid hazardous and unsafe working conditions and shall comply with the safety rules in force from time to time.
- 11.2 The canteen premises will be in possession of the Bank and the contractor is permitted to enter the premises to run the canteen only. If at any time the contract is terminated or the contract comes to an end or if the Bank decides that the contractor should not be allowed to run the canteen, in that event, the Bank will be entitled to restrain the contractor from entering the building premises as well as the canteen premises. The contractor will have no right or interest in the canteen premises and other items given by the Bank.
- 11.3 Contractor shall use the canteen only for the purpose of this agreement / contract and he shall not make any structural additions or alterations to the same.
- 11.4 Contractor shall work under the supervision of the Premises & Estate Section, Circle Office and such other authorised officers of the Bank as may be nominated by the canteen management committee from time to time.
- 11.5 The contractor and his workmen will be subject to police verification regarding their antecedents.
- 11.6 The caterer should not have been black-listed by any Government or Private Organization.
- 11.7 The contract will not be given to any bidder for just being L-1. The capacity / experience / desired quality will also be considered.
- 11.8 The offer containing erasures or alterations will not be considered. There should be no hand written material, corrections or alterations in the offer. Technical details must be completely filled up.
- 11.9 The Contractor will have to provide the Bank with a list of employees category-wise located at the Canteen and also their emoluments for the purpose of verification.
- 11.10 All the personnel engaged by the Contractor entering upon the Bank's premises shall properly be identified by badges, which may be worn by them at all times while in Bank premises. The Contractor will ensure that their employees do not remain in the premises beyond their normal working hours unless otherwise authorized. Any unauthorized presence in the premises beyond normal working hours will not be acceptable and Contractor upon receipt of complaint will have to immediately withdraw such employees from working in the Bank premises.

- 11.11 All the personnel engaged by the Contractor shall wholly and purely be in the employment of the Contractor and no claim of individual / collective nature on Bank's employment by any of the employees or claim of any nature on the Bank shall be tenable. The Contractor shall at all times keep the Bank fully and effectively indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demand in any way arising out of or during the course of anything done or committed / omitted to be done by the Contractor including the demand which the Contractor's employees individually / through their Unions may have raised against the Bank arising out of this agreement or as a result of the termination therefor or earlier determination of the Contract.

PART D. FACILITIES PROVIDED BY THE BANK TO THE CANTEEN CONTRACTOR

1. Canteen space required for various purposes, such as serving hall, kitchen, washing place, store room, pantry etc., will be provided free of cost.
2. Refrigerator, Water filter, stove, ceiling fans, kitchen racks and exhaust chimney provided in the canteen premises. Tenderers may visit the canteen during the pre-bid meeting for this purpose, on request. However, cooking gas and all other items required for cooking & serving food than those supplied by the Bank shall be brought by the contractor.
3. Electricity shall be provided by the Bank. However it should be used only for catering the requirement of the Bank.
4. Water connections for cooking / drinking and washing provided. Water charges will be borne by the Bank.

PART E. APPLICATION FORMAT

1. Name of the Applicant : -----

a) Address (Head Office/Registered Office):
with telephone, e-mail, web-site details

b) Father's Name :

c) Residential Address (Proof to be Enclosed):

d). Office/Branch address at Chennai :
along with details of local in-charge's
name, mobile no.

2.

a) Status of the Firm (Whether company/
Partnership / proprietary) :

b) Name of the Proprietor/ Partners/ Directors
(with professional qualifications, if any):

I)

II)

III)

c) Year of establishment :

3. a. Whether registered with Registrar of
Companies / firm. If so, No. & Date :

b. Whether registered under shops &
Establishment Act (copy to be enclosed)

c. Whether License to run the canteen
from appropriate authority obtained or
not (copy of certificate to be enclosed)

d. Details of Registration under various
other statutory acts (attach copies of all)

4. Registration with Tax Authorities :

a) Income-tax No. PAN/GIR NO :

b) GST No. :

(furnish copies of Income-tax returns, registration):

5. Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years or TO certified by CA).

Sl. No.	Year	Turnover
1	2018-2019	
2	2017-2018	
3	2016-2017	
	Average	

6. Whether rendering canteen facilities to Government / Public Sector / Banks/private sector organizations:-

NAME OF THE ORGANISATION	Location & Address	Staff strength at each location	Year of service	Contract value

7. Details of the qualifying works (please mention only such contracts which qualifies for the category for which you have applied)

Sl. No.	Name of client canteen services extended for (name of the organization with address, concerned office)	Number of staff in the organisation at that location	Contract value	Period of service	If work left incomplete or terminated (furnish reasons) & other remarks if any
1					
2					
3					

Note: Copies of agreement details/satisfactory completion certificate obtained from the client shall be enclosed.

8. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

9. Technical bid containing:-

1. Demand draft No: _____ Dt. _____ For Rs.25,000/- (Rupees Twenty Five thousand only) issued by _____ being EMD amount.

2. Demand draft No: _____ Dt. _____ For Rs.1,180/- (Rupees One thousand One Hundred Eighty only) issued by _____ being Tender fees amount

3. Copy of PAN Card, TAN, GSTIN CERTIFICATE & REQUIRED LICENCE.

4. Pass sheet of Bank account for the last six months.

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of CANARA BANK in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the contract shall be cancelled at the discretion of the bank.

Place:
Date:

SIGNATURE OF THE APPLICANT
NAME & DESIGNATION
SEAL OF ORGANISATION

PART F. CONTRACT AGREEMENT FORMAT

This agreement made on this _____ day of the month of ____ in the year two thousand and Twenty (_____.2020) BETWEEN, Canara Bank a body corporate constituted under the Banking & Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, at 112, J C Road, Bangalore- 560 002, its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART ;

AND

M/s. _____ duly represented by one of its Proprietor/Partner _____, aged _____ years, S/o Sri _____, residing at _____ and _____ having their office at _____ (hereinafter called the Contractor) of the other part.

WHEREAS THE Bank is desirous of undertaking theand has accepted the tender opened on _____.2020 submitted by the contractor & the contractor has agreed to perform as set out and subject to the terms & conditions set forth in the said documents mentioned herein under.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.,

- a) Notice inviting Tender.
- b) The Tender Document comprising Tender Notice, General rules & Instruction to tenderers, General Conditions of the Contract, Price Bid, Agreement for duly signed.
- c) Corrigendum to tender document if any.
- d) Letter from contractor dt. _____ in response to the negotiation meeting discussions held on _____
- f) Letter of Acceptance issued to contractor by Bank - letter No. _____ DT _____.
- g) Letters from and to the Contractor, if any, leading to and prior to acceptance letter.

3. In consideration of the payments to be made by the Bank to the Contractor the Contractor hereby covenants and agrees with the Bank to perform the works in

conformity in all respects and subject to all terms and conditions/rules as mentioned in the aforesaid documents which shall form part of this agreement.

In witness whereof, the parties hereunto have set their respective hands and seals the day and year first above written.

**For & on behalf of the
Contractor with seal**

**For & on behalf of the
Canara Bank with seal**

PRICE BID**PRICE DETAILS OF VARIOUS ITEMS TO BE SUPPLIED BY THE CONTRACTOR**

I, Shri/ smt.....have gone through the general rules & instructions provided by the Canara Bank, Circle Office , Canteen Committee and am quoting the price for the items mentioned below. I undertake to supply at the rates mentioned hereunder, if the contract is awarded.

Note: 1. Offerors should mandatorily quote for all items in the price bid

2. All rates quoted should be inclusive of GST

3. All breakfast & snacks to be served with Sambar and Chutney

4. All variety rice to be served with poriyal/pappad

No.	ITEM	QUANTITY	RATES QUOTED in figure (Rs.)	RATES QUOTED in words
A	Beverages			
1	Tea	1 Tea cup		
2	Coffee	1 Tea cup		
3	Milk	1 Tea cup		
4	Horlicks	1 Tea cup		
5	Boost	1 Tea cup		
6	Lemon tea	1 Tea cup		
7	Ginger tea	1 Tea cup		
8	Fruit juice (seasonal)	1 Juice cup		
B	Plate Meals			
9	Rice (200 gm), Sambar, Rasam, Curd, vathakolambu/ any other kolambu, kootu, poriyal, pickles and Pappad	1 - plate		
10	Extra Rice	50 gm		
11	Chappati with veg kurma	2 Nos		
12	Lemon Rice	1- plate		
13	Sambar Rice	1- plate		
14	Curd Rice	1- plate		
15	Tamarind Rice	1- plate		
16	Vegetable pulav with onion raita	1- plate		
C	Breakfast			
17	Upma	1- plate		
18	Rava kichdi	1- plate		
19	Pongal	1- plate		
20	Poori with masala	3 Nos		

21	Idli	2 Nos		
22	Plain Dosa	1 No		
23	Masala Dosa	1 No		
24	Rava Dosa	1 No		
25	Plain uthapam	1 No		
26	Onion uthapam	1 No		
D	Snacks			
27	Ulunthu vadai	1 No		
28	Bonda	1 No		
29	Bajji	1 No		
30	Samosa	1 No		
31	Dahi vadai (Thayir vadai)	1 No		
32	Sambar vadai	1 No		
33	Sweet	1 No		
34	Biscuit	1 No		
35	Savouries	1 paper plate		

Place:

Date:

SIGNATURE OF THE APPLICANT
NAME & DESIGNATION
SEAL OF ORGANISATION