



भारतीय जीवन बीमा निगम

Life Insurance Corporation of India

कार्यालय सेवा विभाग, मण्डल कार्यालय, अहूजा मार्केट, बुढार रोड, शहडोल -484001

**Tender for providing catering services at canteen in LIC of India, Divisional Office, Shahdol**

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Sr. Divisional Manager

## TENDER NOTICE

### Tender for providing catering services at canteen in LIC of India, Divisional Office, Shahdol

Sr. No	Activity	Details
1	Tender Date	08/06/2019
2	Tender Form	Can be purchased from the above mentioned address, on any working day between 08/06/2019 to 28/06/2019 Till 03:30 PM. <b>(2<sup>nd</sup> &amp; 4<sup>th</sup> Saturdays are a holiday)</b> The same can also be downloaded from our official website- <a href="http://www.licindia.in">www.licindia.in</a> >tender link. Any corrigendum regarding modification/addition in tender specification or in terms & conditions of the tender shall only be published on the above site.
3	Tender Fee	<b>Rs.295/- (Two hundred Ninety- Five only) (nonrefundable) by way of Cash/ Cheque/ Demand Draft on any Schedule Bank payable at Shahdol.</b> If contractor wishes to pay in cash, it should be done only at Divisional Office, Cash counter, F&A Dept, Burhar Bypass, New Housing Board Colony, Shahdol.
4	EMD	<b>Rs. 5, 000/- (Rupees Two Thousand Only) (to be refunded to the unsuccessful bidder after award of contract) by way of Cheque/ Cheque/Demand Draft on any Schedule Bank payable at Shahdol.</b> No interest shall be payable on this.
5	Security Deposit	<b>Rs 5, 000/- (Rupees Five Thousand Only)</b> <b>EMD of the successful tenderer shall be converted to security deposit.</b> No interest shall be payable on this.
6	Address for submission: put in tender Box in E&OS Dept, DO- Shahdol	<b>The Chairman, Store Committee, LIC of India, Divisional Office, Burhar Bypass, New Housing Board Colony, Shahdol, MP- 484001</b>
7	Submission of Bids	<b>Date: 27/ 06/2019, 15:00 Hrs.</b> (sealed bid envelops should reach on or before last date & time of submission at the above address) Would be done in the presence of one authorized representative of bidders who chose to attend. Venue: As per above address.
8	Opening of technical bid	<b>Date : 27/ 06/2019, 16:00 Hrs.</b>
9	Opening of Financial Bid, Date/ Venue	Would be informed to the technically eligible vendors and would be done in the presence of one authorized representative of bidders who chose to attend. Venue: As per above address.
10	Validity of tender rates	90 days from the date of opening of financial bid.
11	Validity of rate contract	1 year from the date of award of contract
12	Contact Details	<b>Manager (E&amp; OS Deptt.), LIC of India, Divisional Office, Shahdol. Telephone No: 07652- 240847 E mail Id : <a href="mailto:os.shahdol@licindia.com">os.shahdol@licindia.com</a></b>

Sr. Divisional Manager

## UNDERTAKING LETTER

### (ON THE CONTRACTOR'S LETTER HEAD)

The Sr. Divisional Manager  
LIC of India,  
Divisional Office,  
Shahdol

Dear Sir,

**Re: Tender for providing catering services at canteen in LIC of India, Divisional Office, Shahdol**

With reference to the above tender notice, having examined and understood the instructions, terms and conditions forming part of the tender forms, we hereby enclose our offer for **Tender for providing catering services at canteen in LIC of India, Divisional Office, Shahdol** as detailed in your above referred tender notice. I/We hereby confirm that we have not been black-listed by LIC or any PSU/ BFSI organization/ Government / Semi-Govt./ Quasi Govt. Departments in India, as on date of submission of bid in response to the above Tender.

I/We further confirm that the offer is in conformity with the terms and conditions as mentioned in the tender form. I/We also confirm that the offer shall remain valid for One year from the date of award of contract. I/We understand that the Corporation is not bound to accept the offer either in part or in full and that the Corporation has the right to reject the offer in full or in part without assigning any reason whatsoever. I/We have read the instructions appended and all terms and conditions and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and LIC of India, on the basis of the information given by me / us can be treated as invalid by the Corporation and I / We will be solely responsible for the consequences. I/We agree that the decision of LIC of India in selection of contractors will be final and binding to me / us.

All the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

**I/We confirm that I / We have not applied in the name of sister concern for the subject tender process.** We enclose herewith a Demand Draft/ Cheque for Rs. 5, 000/- (Rupees Five thousand only) favoring LIC of India and payable at Shahdol/ Copy of Misc. Receipt issued by your Cash Counter towards Earnest Money Deposit, and Demand Draft/Cheque for Rs. 295/- (Rupees Two Hundred Ninety-Five only) favoring LIC of India and payable at Shahdol/ Copy of Misc. towards tender fees. Also, I/ We agree that on being awarded the contract I / We would submit the security deposit within 7 days of receipt of the confirmation of contract

**Yours faithfully,**

**(Signature of the Contractor with seal)**

Date:

Place:

## INSTRUCTIONS REGARDING SUBMISSION OF TENDERS

1) Tender forms can be purchased from E&OS Department, LIC of India, Shahdol Divisional Office, from 08/06/2019 to 26/06/2019 during cash hours, i.e. from 10:30 AM to 03:30 PM on working days. Note that 2<sup>nd</sup> & 4<sup>th</sup> Saturday of every month is a holiday. The forms shall also be available on our official website: [www.licindia.in/](http://www.licindia.in/) tender link. Any corrigendum regarding modification/ addition in tender specification or in terms & conditions of the tender shall only be uploaded/ published on our official website.

2) Tenders shall be submitted in the TENDER BOX placed with the E&OS Department, LIC of India, Shahdol Divisional Office, on or before 28/06/2019 up to 15:00 Hrs and will be opened on same day at 16:00 hrs., subject to rules. Vendors shall ensure that their tenders are received before the date and time specified as **no consideration, whatsoever, shall be given for postal or any kind of delays. Tenders not submitted on our schedules are liable to be rejected summarily.**

3) The tenders shall be submitted in the following format:

**In a sealed cover and super scribed: ‘Tender for providing catering services at canteen in LIC of India, Divisional Office, Shahdol, date: 28/06/2019’. The envelope should also contain the name & address of the firm.**

**The sealed cover should contain two separate envelopes:**

- a. **Marked as “ENVELOPE 1- Technical Bid, Name of the firm & address”, enclosures:**
  1. Duly filled, sealed and signed technical bid (Annexure- A) and supporting documents as per list.
  2. DD/ cheque for EMD and tender fee. In case the payment is made in cash at cash counter at Shahdol D.O., copy of Miscellaneous receipt should be attached.  
Please note that **TENDERS WITHOUT EMD WILL NOT BE ACCEPTED.**
  3. UNDERTAKING Letter to the Corporation on the Supplier’s letterhead (enclosed with tender documents, page: 4-5).
- b. **Marked as “ENVELOPE 2- Financial Bid, Name of the firm & address”, enclosures:**

Duly filled, sealed and signed financial bid (Annexure- B).

**NOTE: All the supporting documents which are being submitted along with the tender forms should necessarily be attested by the authorised signatories of the firm. Without proper attestation, the document shall not be considered.**

4) The technical bid is liable to be rejected if any rate is found to be quoted or an indication of the same is found therein.

5) Contractors should fill up all the relevant blanks and **No alterations/additions are to be made by the suppliers on the contents of the tender paper.** If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and the Security Deposit issued to the Corporation shall be forfeited without any claim whatsoever on the Corporation.

6) The contractor is required to check the number of pages as per the Index above, and should any be found missing or to be in duplicate, or if the figures or writing be indistinct, he should inform The Sr. Divisional Manager at once and have the same rectified.

7) In case any clarification is sought over items in our schedule of quantities w.r.t. technical specification and commercial terms and conditions, or over the precise meaning of any items or figure, the same should be addressed to the office of the undersigned, in writing, well before opening date of tender and it will be redressed by our office immediately.

8) No liability or claim whatsoever will be admitted in respect of errors addressed in points- 7&8 above, which should have otherwise been rectified as per instructions therein.

9) **Rates quoted in words would be taken as bonafide** and in case of dispute in amount in words & figures, rates in words would be given precedence and the amount for the work order shall be worked out as per rates written in words only.

10) Tender rates shall remain valid for 90 days from the date of opening of the tender.

**Sr. DIVISIONAL MANAGER**

## **ELIGIBILITY CONDITIONS**

1. The company should be willing to provide services as and when required.
2. The company should have a valid PAN Card no. of Income tax department, GST Registration and contract labour license from **Chief Labour Commissioner**.
3. The applicant must be a Registered / Licensed Organization / Partnership firm / Sole proprietorship and should have registration with state and local authorities for undertaking the profession.
4. The applicant must have a proven track record of minimum 3 years with reputed clients in rendering catering service.
5. The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India.
6. The applicant must have annual turnover of Rs.15 lakhs and above during the last three financial years.
7. The applicant must produce relevant documentary evidence along with the tender application form.
8. Non disclosure of relevant information or furnishing of incorrect information / documents will suffer disqualification.
9. The applicant must not have been at any time declared as insolvent or convicted for any offence.
10. The applicant shall comply with all the requirements of labor laws, obtain all licences/ approvals/ permissions to carry on the business of catering services AND also SUBMISSION of renewal certificate (which should have remaining validity period of at least for 3 months as on date of tender application, ) issued by FSSAI Authorities.
11. The applicant must not have been prosecuted or suffered any penalty for violation of any labor laws by any Authority.
12. The applicant should not have rescinded/abandoned any Catering contract awarded by any of his clients before the expiry of prescribed period of contract.
13. The applicant should neither be a sub-contractor to any other entity/ person nor should he, at any, time sub-let the contract awarded to the applicant to any other person.
14. The applicant should not have suffered any disqualification in rendering the catering services at any time in respect of matters not enumerated herein.
15. The contractors, who have already rendered services/ who have been rendering services till date in any of our LIC's ZTC/STC/ DO/ ZO will be allowed to participate , if their work records are impeccable. For this, latest PERFORMANCE CERTIFICATE is required from them.
16. The applicant should not be a party to any cartel at any time for processing any contract including the present Tender.

## **TERMS & CONDITIONS OF THE CONTRACT**

The tender notice is for the Staff canteen in the premises of Jeevan Prakash, LIC of India, Divisional Office, Burhar By pass, Shahdol, MP- 484001 and is intended for the catering services for the staff and authorized visitors.

The term "office" hereafter shall mean E&OS Department, LIC of India, Divisional Office, Shahdol, "Competent authority" shall mean the Sr. Divisional Manager of LIC of India, Divisional Office, Shahdol and "Contractor" shall mean the person who is awarded this contract by LIC to run the canteen in the above said premises as per the prescribed terms and conditions of the contract.

The day-to-day working of the canteen will be watched by Committee duly constituted by the office for this purpose.

**1. Scope of work:**

The Contractor is required to supply tea, coffee and snacks etc to nearly 100 employees of LIC. In addition to the regular employees as explained above, the canteen will also cater to the needs of the authorized visitors to the organization for official work as well as to the participants in various programmes organized by the organization from time to time. Tea, Coffee, Snacks, Cold Drinks and lunch shall also be supplied for meetings or other purpose, whenever and wherever required in the premises.

**2. The contract shall be for a period of One year commencing from date of acceptance of tender, and may be extended by further one year if services are found satisfactory & upon agreed terms & conditions.**

3. The tenderers are advised to inspect the facilities, premises etc. where the services are required to be offered and assess for requirements themselves before submission of the tender.

**Contractors should put their firm's endorsement on each page of the tender document and at all the marked spaces as a token of perusal along with signatures & proper seals.**

4. **Validity of the tender:** The rates quoted shall be valid for 90 days from the date of opening of tender and if accepted, the same shall remain unchanged for a period of minimum 1 year from date of commencement of work and also for the extended period, if agreed by both.

5. The Contractor shall pay **Tender Fee: Rs.295/- in cash** (at Cash Counter of Divisional Office & Misc. Receipt copy to be enclosed with tender) or by **Demand Draft/Cheque** of Nationalized/Scheduled Bank payable at Shahdol only, which **shall not be refunded**.

**6. If the Tenderer is registered under DGS&D/ NSIC/ MSME, they have to clearly mention and submit a copy of supporting valid documents. In absence of any such document, no such consideration shall be made.**

7. Mere submission of the application for selection does not confer the right of Selection.

8. The selection would be without any liabilities from our side.

9. **Date of commencement of work:** Within 15 days of the date of issue of work order.

10. **No extra charges would be paid if an office shifts from one address to another within the same city.**

**11. Regarding billing & payment:**

a. The invoice created by the agency should be accompanied with proof of credit of payment to employees and challans for ESIC, EPF contributions & other statutory obligations towards them for the preceding month.

b. The invoices submitted by the contractor should have their GST Number clearly printed on it. The tax amount should be clearly shown in the invoice. The vendor should also mention the LIC's GST No on the invoice up loaded by them on GST portal.

**For Madhya Pradesh, GST No of LIC: 23AAACL0582H2ZT.**

**For Chhattisgarh, GST No of LIC: 22AAACL0582H2ZV.**

c. The contractor would be responsible for display of his invoice on the GST portal and to remit the tax to the government within specified period of time.

d. **Income tax**, surcharge or any other statutory tax levied by the Central/ State Government shall be recovered from the tenderer's bill, at the applicable rates.

e. **Payment: Shall be made only through NEFT &NO ADVANCE** payment shall be made.

12. After selection of the security agency, the agency should immediately execute a stamped agreement on Terms and conditions in the prescribed format.

13. Also:

(a) **Licence Fee:** Accommodation as given in Annexure-I will be provided for the canteen at a nominal licence fee of Rs.100/- per month.

(b) **Electricity:** Free. But it should not be used for cooking purposes.

The agency would use power consumption only for refrigerator, hot-case, mixer, etc.

14. Existing furniture for use within the canteen premises will be provided by LIC except almirah/racks required for storage purpose etc.
15. Nothing herein contained shall be construed to create any tenancy in contractor's favor of any of the STC's premises, properties or belongings and the STC may of its own motion, upon the termination of the contract, re-enter and retake and resume and retain absolute possession of the STC's belongings, both movable and immovable.
16. The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the office. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
17. The contractor shall arrange for items i.e crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking stove, etc. and items of similar nature of good quality, as approved by the office, at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
18. The contractor will have to provide employees in proper uniforms for service in the canteen and also for the service anywhere in the premises.
19. The timings of the canteen will be as prescribed by the office from time to time and are subject to change if need arises.
20. The cost of the Gas consumed in Canteen will be borne by the contractor and on expiring of the tenure of the contract NO DUES CERTIFICATE will have to be submitted to the office.
21. The contractor will be required to provide canteen service in the canteen premises and also in various rooms of the premises.
22. The contractor shall employ only such persons as are declared medically fit and would have to submit a certification to that effect. No such employee will be under the age of 18 years. Documentary evidence like school certificates will have to be provided by the contractor.
23. Only cooking gas is to be used in the canteen for cooking which is to be arranged by the contractor including gas cylinders.
24. The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the office for the purpose of functioning of the canteen. Furniture & fire extinguishers provided to the contractor will have to be maintained properly. Any loss/damage ( including repairs) to the same will have to be made good by the Contractor, at his cost. Refilling of fire extinguishers, however, shall be done by the Corporation. Also, LIC reserves the right/option to levy penalty on the contractor in case it is found that the water and electricity are not used reasonably.



25. Materials used for cooking & serving purpose should be of good quality. The office reserves the right to inspect the materials at any time. In case the serving cutlery is not found to be up to the mark LIC shall be authorized to impose suitable penalties, if required. Also,
  - a. The gravy/ daal/ sambhar/ chutney preparations to be made shall not be runny.
  - b. Raw materials/ ingredients being used shall be fresh and of good quality.
  - c. Water being used shall be clean.
26. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of the office. The staff employed by the contractor should be well trained w.r.t. use of fire extinguishers and should participate in all fire drills organized by the office.
27. The rate list and menu as approved by the office should be displayed conspicuously daily. The contractor may sell packaged food items but at prevailing market rates only.
28. The size and weight including quality of the various items should be approved by the office. No new items would be introduced without approval of the office. No rate will be revised without the approval of the office.
29. The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen. The contractor will have to pay the minimum wages and comply with notifications issued from time to time for ESIC, EPF and Bonus etc. as per Employees Provident Fund Act and Bonus Act.
30. The office shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the contractor and such persons as will be employed by him. While engaging his employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to the office also.
31. The contractor shall obtain licence under the Contractor Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the contractor labour Act) and all other requisite licenses at his own cost from the Appropriate Authorities and comply with the terms and conditions of the licence(s) and all other relevant and necessary provisions of the contract labour Act and the Rules framed there under all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.
32. Under no circumstances any of the contractor's employees will stay in the office premises beyond canteen hours after closing the canteen. He will ensure that the canteen rooms are properly locked and secured during closed hours of the office. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by the office from time to time which will be binding on him and his employees. The office reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.
33. The contractor shall not entertain any orders or supply eatables outside LIC.
34. The contract will be for **one year** to start with from the date of signing the agreement and the agreement may be renewed by the office on such terms and conditions as may mutually be agreed upon between the parties. LIC reserves the right to repudiate the contract at any time after giving one month's notice, if not satisfied with the working of the said contractor. The decision of the Competent authority in this regard shall be final will be binding on the contractor. The contractor, if he so desires, may seek termination of the contract by giving written notice of not less than three months duration during the agreement period.

35. The contractor will, at all times, ensure discipline, decent and courteous behavior by his employees while they remain in premises. In case any of his employees indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.
36. Under exceptional circumstances the office reserves the right to change any term and condition as and when warranted.
37. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Competent Authority will be final and binding.
38. The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.  
Every tender should be accompanied by a Demand Draft/ Cheque for Rs.5, 000/- as earnest money drawn in favour of LIC of India, Divisional Office, Shahdol. This amount may also be paid in cash, at the cash counter of LIC of India, Divisional Office, Shahdol. This amount will be refunded after the contract is finalized . No interest will be payable on this amount.
39. The contractor will have to deposit Rs.5,000/- as security in the form of D.D./ Cheque Drawn in favor of LIC of India, Divisional Office, Shahdol. This amount may also be paid in cash, at the cash counter of LIC of India, Divisional Office, Shahdol. No interest will be paid on this amount. The same will be refunded when the contract is over and canteen premises are handed over to the office and all dues from the contractor have been settled.
40. The contractor whom the above terms and conditions are acceptable, shall submit the completed tender forms to this office by **3.00 P.M** in sealed cover on or before **24.06.2019**. The tenders will be opened on 24.06.2019 at **04:00P.M** in address cited in the tender notice.
41. The contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.
42. If any case the contract violates the terms & conditions of the contract the Security Deposit will be forfeited.
43. **Either party's liabilities for any charges, payments or expenses due to the other party which** accrued prior to the termination date shall not be extinguished by termination, and such amounts (if not otherwise due on an earlier date) shall be immediately due and payable on the termination date.
44. Any obligations under this agreement which either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
45. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action. Any tender not complying partly or wholly with these terms and conditions shall be liable for rejection.
46. **EXTENSION CLAUSE:** The contract shall initially be for a period of **one year** and the same may be extended up to further one year depending on satisfactory review after every six months and on mutual understanding & agreed terms & conditions between both the parties.

- 47. TERMINATION CLAUSE:** The Corporation reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days. This decision will not be challengeable in any court of law. However, if the contractor wishes to terminate the contract before expiry of the contract period, he will have to give a notice of Two months. In both the above cases security deposit will be forfeited.
48. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. DIVISIONAL MANAGER, DIVISIONAL OFFICE- SHAHDOL whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Shahdol. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

### **THE INSURANCE LAWS (AMENDMENT) ACT, 2015**

1. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by IRDAI.
2. In terms of provisions of Section 33 (4) of The Insurance Laws (Amendment) Act , 2015, Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as “Investigating Officer”, to make an investigation as specified under Sec.33 (1) or carry out an inspection as specified under Section 33 (2) of the Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, managing Director or Other Officer of the service provider or contractor where the services are outsourced by LIC of India.

**SR. DIVISIONAL MANAGER**

I/ We have read and understood all the terms & conditions including the eligibility conditions & instruction for submission of tender forms and all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted.

**Date& Place:**

**Signature of Tenderer/ Vendor with Seal**

**ANNEXURE- A: TECHNICAL BID for hiring of Security Services**

Sr	DESCRIPTION	DETAILS
1	Name of the Company/Firm	
2	Date of establishment/ incorporation	
3	Status of the firm: (Pvt. Ltd./Public Ltd./ Partnership/ Proprietorship)	
4	<b>Company's Registered/Head office Address:</b> <b>Land line telephone no:</b> <b>Email- id:</b>	
5	<b>Company's local office Address:</b> <b>Land line telephone no:</b> <b>Email- id:</b>	
6	Name of the Chairman/Managing Director/CEO/Country Head(as the case may be), his address & telephone no.	
7	In case of a partnership, names of Partners/ Directors	
8	Name & full contact details of the representative(s) who would be calling on us & attending to our jobs.	
9	Whether registered with the Registrar of companies/Register Firms in India. If so, mention Number and date and attach Registration Certificate copy)	
10	Labor licence numbers & their validity under different under various section of labor laws. (Please attach certificates)	
11	Date of obtaining ISO 9001:2008 certificate and its <b>validity up to .....</b> <b>(Please enclose an attested copy of certificate)</b>	
12	Details if registered with any other Government Authority ( <b>DGS&amp;D/ NSIC/ MSME</b> ). <b>If yes, mention the number &amp; enclose copy.</b>	
13	Total no of catering personnel employed as on 31/05/2019	

14	Turn Over for last three years (Please attach copies of audited balance sheet & PL statements) 2015-16	
	2016-17	
	2017-18	
15	TIN No.(Please Attach Copy)	
16	PAN NO.(Please Attach Copy)	
17	ESI Registration No. (Please attach copy)	
18	EPF Registration no.(Please attach copy)	
19	GST Number (Please attach copy)	
20	NEFT Details	
	Account No.	
	Type of account	
	IFSC	
	Branch Address	
21	Any other specialties of your Organisation.	
22	Are you agreeable to abide strictly by the terms & conditions of the tenders or contract?	
23	Names of companies with which similar contracts have been drawn in the preceding 3 years. (Please attach contract copies)	
24	Names of offices of LIC with which you have been empaneled for catering services. (Please attach copies)	
25	Names of offices of PSU organisations with which you have been empaneled. (Please attach copies)	
26	Names of offices of reputed Pvt. organizations with which you have been empaneled. (Please attach copies)	

**NOTE of filling up the Technical bid: Write NA (Not Applicable) for information column that does not apply to your Firm/ Company. No column should be left blank.**

**Make sure to type this form or to fill it legibly in ink. If space provided be insufficient, please type/ write your replies on a separate sheet giving appropriate reference to the question and attach it to the form.**

**Sr. Divisional Manager**

I/ We have read and understood all the terms & conditions including the eligibility conditions & instruction for submission of tender forms and all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted.

**Signature of Tenderer/ Vendor with Seal**

**Date:**

**Place:**

**Annexure B**  
**FINANCIAL BID**

**A. Items for all time availability on all working days\*: all beverages & any 2 of the savory snacks**

S.No.	Item Name	Specifications & description	Rate
1	Hot Coffee	One cup	
2	Hot Tea	One cup	
3	1Set Coffee	Containing 4 cups	
4	1Set Tea	Containing 4 cups	
5	Half Set Coffee	Containing 2 cups	
6	Half Set Tea	Containing 2 cups	
7	Poha- jalebi	100 gm poha & 50 gm jalebi	
8	Vegetable pakoda with mint/ coriander chutney	50 gm	
9	Mangodi with mint/ coriander chutney	50 gm	
10	Bread pakoda with mint/ coriander chutney	Per piece	
11	Aloo bonda pakoda with mint/ coriander chutney	Per piece	
12	Paneer pakoda with mint/ coriander chutney	Per piece	
13	Dhokla with chutney	Per piece	
14	Samosa with mint/ coriander chutney	Per piece	
15	Kachori with mint/ coriander chutney	Per piece	
16	Stuffed paratha: aloo/ pyaj/ seasonal vegetable with achaar & curd	Per piece, Stuffed properly with 100 gm curd	
17	Aloo poori	2 poori with thick aloo subzi	
18	Idli- Sambhar with coconut chutney	2 piece with sambhar & thick chutney(not runny)	
19	Vada- Sambhar with coconut chutney	2 piece with sambhar & thick chutney(not runny)	
20	Uttapam with coconut chutney & sambhar	1 piece with sambhar & thick chutney(not runny)	

21	Bread Omelette	2 slice bread with 1 egg omelette. Chopped onion & coriander to be used for egg batter	
22	Bread toast with butter	2 slice bread with 10 gm butter	

**B. Lunch Menu for all working days\***

S.No.	Menu description	Rate
1	1 seasonal vegetable subzi(dry), 1 subzi with gravy/ rasedaar, 1 daal with tadka(toor/ arhar), tava roti, plain rice, plain curd, papad, achar, salad(fresh & seasonal) & 1 sweet	
2	1 chicken/ mutton preparation, tava roti, plain rice, plain curd, papad, achar, salad(fresh & seasonal) & 1 sweet	

\* Working days would be as per the working days of the corporation: 6 days per week except for 2<sup>nd</sup> & 4<sup>th</sup> Saturday.

**C. Lunch menu for official meetings, seminars, etc.**

S.No.	Item: Specifications & description	Rate
1	Paneer preparation	
2	Seasonal vegetable subzi	
3	Toor(arhar) daal	
4	Chicken dish: standard preparation with gravy	
5	Mutton dish: standard preparation with gravy	
4	Plain curd	
6	Boondi raita	
7	Matar pulao	
8	Jeera rice	
9	Plain rice	
10	Tawa roti	
11	Sweet dish	
12	Usual accompaniments: papad/ achar/ seasonal fresh salad	

NOTE:

- Rates quoted above should be for standard quantities of items and while taking the following into consideration:
  - d. The gravy/ daal/ sambhar/ chutney preparations to be made shall not be runny.
  - e. Raw materials/ ingredients being used shall be fresh and of good quality.
  - f. Water being used shall be clean.

**Date & Place:**  
**tenderer**

**Signature & seal of the**