

**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**PROVIDING CATERING SERVICES AT MAHARASHTRA GRAMIN BANK**  
**HEAD OFFICE , STAFF TRAINING COLLEGE,**  
**AURANGABAD**

**COST OF TENDER DOCUMENT – Rs 500/-**



**MAHARASHTRA GRAMIN BANK, HEAD OFFICE,**  
**“JIVANSHREE”, PLOT NO.35, SECTOR-G, TOWN CENTER,**  
**CIDCO, AURANGABAD – 431003**

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## 1 NOTICE INVITING TENDER

To

All eligible Bidders

**Reg: Tender for rendering catering services at Maharashtra Gramin Bank, Head Office, Staff Training College, Aurangabad.**

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Maharashtra Gramin Bank, Head Office, Aurangabad invites applications for pre-qualification-cum-sealed tenders, for providing catering services to Maharashtra Gramin Bank, Head Office, Staff Training College at Plot No.42 in Gut No.33 (Part), Village Golwadi, Growth Centre, in Waluj Mahanagar IV of CIDCO Aurangabad (**Proposed Address**).

**General guidelines/ details are as under:**

- 1) Tender documents are available on Maharashtra Gramin Bank website <https://www.mahagramin.in/> and tender documents can also be obtained from the Maharashtra Gramin Bank, Head Office, "Jivanshree", Plot No.35, Sector-G, Town Center, CIDCO, Aurangabad - 431003 (**Present Address for correspondence**) on payment of **Rs.500/-** (non-refundable) by way of Demand Draft/Pay Order favoring "Maharashtra Gramin Bank".
- 2) The applicant submitting through downloaded form should pay the said fee (non-refundable) of **Rs.500/-** by way of Demand Draft/Pay Order favoring "Maharashtra Gramin Bank" in tender (Envelop-'A').
- 3) A minimum experience of one year in catering for providing full day meals to at least 50 persons in a reputed organization is required. The Tenderer should mention the details of their experience in the field of Catering Services and attach testimonials from the respective organizations in proof thereof which should be of recent date. They should also indicate the details of contracts being presently held by them.
- 4) The services are required on contractual basis initially for a period of 1 (One) year.
- 5) Key dates for the tender is as follows:

Date of Issue of Tender	30.01.2021 from 11.30 am.
Last date for Submission of Queries	05.02.2021 up to 03.00 pm
Pre Bid Meeting	08.02.2021 at 03.00 pm.
Last date and time for Submission of Bid	22.02.2021 up to 01.00 pm.
Date of opening of Bid	03.00 pm.

- 6) Sealed tenders are invited in "two envelope system", Envelope No. 'A' should be super scribed "**Tender Document for Catering Services at Maharashtra Gramin Bank, Head Office, Staff Training College, Aurangabad- Technical Bid**" and EMD of **Rs.10,000/-**. Envelope No.'B' of only those tenderers who comply with all terms and conditions will be opened. Bidders are requested to go through the tender document carefully and submit the tenders in separate sealed covers, duly signed super scribed as follows:

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Envelop - A	Tender Document for Catering Services at Maharashtra Gramin Bank, Head Office, Staff Training College, Aurangabad- <b>Technical Bid</b>
Envelop - B	Price Tender Document for Catering Services at Maharashtra Gramin Bank, Head Office, Staff Training College, Aurangabad- <b>Financial Bid</b>

- 7) The Technical Bid means this tender document & EMD, excluding the Price Tender Document (Financial Bid).
- 8) Tenders are not transferable.
- 9) Each Tender must be accompanied by a Bank Draft/Pay Order of **Rs.10,000/- (Rupees Ten Thousand Only)** from a Nationalized Bank drawn on Aurangabad in favor of Maharashtra Gramin Bank, as earnest money. The tenderer's name etc. should not appear on the Bank Draft. This amount will be refunded in due course to the unsuccessful tenderers. Tenders not accompanied by earnest money shall be summarily rejected.
- 10) The earnest money of successful tenderers will be forfeited if he does not fulfill any of the following conditions :-
  - a. Furnishing of Security Deposit of **Rs.25,000/- (Rupees Twenty Five Thousand Only)** favouring "Chief General Manager, Maharashtra Gramin Bank, Aurangabad" within 5 days of the receipt of the letter awarding the contract, by means of a DD/Pay Order (A/c Payee).
  - b. Execution of the agreement document within 5 working days of the receipt of award letter or as decided by the sole discretion of the Bank.
  - c. Commencement of contract within 5 working days of the signing of Agreement document or as decided by the sole discretion of the Bank.
  - d. To comply with all the terms and conditions of the award letter and agreement.
- 11) The tenderer should quote rates on "**per head, per day, per serve**" basis. The food shall have to be served as per the menu decided by the Maharashtra Gramin Bank, Staff Training College, Aurangabad on per day basis.
- 12) Bank will open the bids in the presence of Bidders'/their representatives who choose to attend, at the time and date mentioned in Bid document at the address mentioned below.

<b>Present Address</b>
Maharashtra Gramin Bank, Head Office, "Jivanshree", Plot No.35, Sector-G, Town Center, CIDCO, Aurangabad - 431003

- 13) Price Tender Document (Financial Bid) should only indicate prices filled as per Annexure I provided in the tender documents along with terms and conditions.
- 14) The bidders are expected to furnish all the information asked for, **sign all the pages and submit the tender** i.e. Technical Bid and Price Tender Document (Financial Bid) in separate envelopes and super scribing on the envelop details of the services offered. Tender document, duly stamped and signed by the tenderer on all the pages, in token of having accepted all the terms and conditions of the tender.

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- 15) Testimonials of recent dates from the Head of the Organizations at which the tenderer has provided catering services during the last one year including the number of persons whom the services have been rendered.
- 16) The amount quoted in the financial bid should be on realistic basis, at which the tenderer is able to supply food items during contracted period.
- 17) The caterers, whose services were found unsatisfactory in the past, and/or litigants with Banks, are not eligible to participate in the Tender process.
- 18) The intention of the Bank is to provide hygienic and qualitative food to the staff members. The caterer and his staff are expected to provide courteous service to the Bank's staff. Any deficiency noticed in this regard will be treated as a breach of contract and the contract will be terminated without any notice.
- 19) The Bank is at liberty to reject any tender even after qualifying as L-1, if it is found subsequently that the quality of service is not up to the mark as per the terms and conditions laid down. If it is detected that some concealment/non-disclosure of material facts made by the tenderer in order to qualify the bid, the Bank reserves the right to reject the Tender. In the above eventuality, the Bank is entitled to forfeit the earnest money/ Security Deposit of the disqualified bidder and also to realize the expenses/loss incurred by the Bank for re-tender/compensation at the discretion of the Bank.
- 20) The tenders should be dropped in the Tender Box received by the Bank at the abovementioned **present address** on or before **22.02.2021 at 01.00 pm** in SEALED COVERS.
- 21) Tenders received after the appointment time and date shall be rejected forthwith.
- 22) The Bank reserve the right to reject any/all applications without assigning any reasons thereof.

**Chief General Manager**

Maharashtra Gramin Bank, Head Office,  
"Jivanshree", Plot No.35, Sector-G,  
Town Center, CIDCO, Aurangabad – 431003  
(Present address for correspondence)

## **2 TENDER DOCUMENT**

### **2.1 Introduction:**

Maharashtra Gramin Bank is a Government of India undertaking having its Head Office at **Present address for correspondence:** "Jivanshree", Plot No.35, Sector-G, Town Center, CIDCO, Aurangabad – 431003 and

**Proposed address for catering services:** Plot No.42 in Gut No.33 (Part), Village Golwadi, Growth Centre, in Waluj Mahanagar IV of CIDCO Aurangabad. It has its Training Centre called Staff Training College, with accommodation and infrastructural facilities spread on 3<sup>rd</sup> & 4<sup>th</sup> floors.

The Bank intends to engage services of experienced and competent contractors for undertaking catering services to around 40-50 participants on a daily basis whenever the training will be conducting, on the terms and conditions detailed in succeeding paragraphs, initially for a period of one year which can be extended for a further period on satisfactory performance.

### **2.2 Eligibility Criteria:**

- 1) Applicant should have minimum 1 (one) year experience in providing catering services in such type of training institutes or for full day meals to at least 50 persons per day in a reputed organization is required.
- 2) The tenderers should submit the details of their past work experience in **(as per Annexure III)** from respective organization in the field of Catering Services and attach testimonials from the respective organization/s in evidence thereof which should be of recent date. They should also indicate the details of contracts being presently held by them. **This information is to be kept in Envelop 'A'**.
- 3) Tenderers are required to sign the Terms and Conditions of the tender and submit it along with attested copies of the following certificates in **Envelop 'A'**.
  - i. Detailed Bio-data of the service provider **(as per Annexure II)**.
  - ii. Terms and conditions duly signed by the tenderer.
  - iii. Tender offer **(as per Annexure IV)**
  - iv. Name/s of Proprietor/ Partners/ Directors of the applicant entity with their residential addresses and telephone/mobile numbers.
  - v. Income tax Permanent Account Number (PAN).
  - vi. Copy of Registration Certificate under Shops & Establishment Act.
  - vii. Attested copy of Food License.
  - viii. List of establishments where canteen is being run by the tenderers along with certificates of recent dates.
  - ix. Turnover for the last three years supported by ST/GST Returns.
  - x. Copy of professional tax certificate.
  - xi. Copy of Trade Certificate.
  - xii. Copy of GST Certificate.

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- xiii. A self declaration certificate that the bidder has not been declared ineligible/ disqualified to participate for corrupt, fraudulent or any other unethical practice by any public/ reputed organization **(as per Annexure V)**
- xiv. A Self- declaration certificate that the bidder strictly adheres to a) Child Labor Abolition Act, b) Essential Commodities Act c) Food and Beverages Act d) State Guest Contract Act and e) any other Act as applicable from time to time must be enclosed **(as per Annexure VI).**
- xv. Letter of authorization to bid, if any **(as per Annexure VII).**
- xvi. Undertaking stating abide by all the terms and conditions including all annexure(s), corrigendum(s) etc. Stipulated by the Bank in this tender **(as per Annexure VIII).**

**Tenders incomplete/deficient in any respect whatsoever or not fulfilling the prescribed conditions are liable to be rejected.**

**2.3 Issue of Tender and Bid Submission:**

- 1) Bids are invited from service providers who are eligible to do catering business in Maharashtra under relevant Laws as in force at the time of bidding.
- 2) The Tender can be downloaded from the Bank's website, i.e., <https://www.mahagramin.in/> in tender section.
- 3) Bidders will be given permission to visit the site with prior appointment up to one day prior to the last date of submission of tender.
- 4) The Service provider shall not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of work or which in the opinion of the Bank might be deemed to have reasonably been inferred to be so existing before the commencement of work.
- 5) Bank shall not consider any request for date-extension for bid-submission on account of late downloading of Tender by any prospective service provider.
- 6) Bank reserves the right to amend the tender prior to the last date for bid-submission. The Bank may at its discretion, extend the last date for bid-submission on any justified ground.
- 7) The Service provider shall bear all the costs associated with the preparation and submission of bid and Maharashtra Gramin Bank or its any employee will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 8) Technical Bids and Financial Bids are to be submitted in separate sealed covers, duly signed and super scribed as:  
**Technical Bids / Financial Bids Tender Document for Catering Services at Maharashtra Gramin Bank, Head Office, Staff Training College, Plot No.42 in Gut No.33 (Part), Village Golwadi, Growth Centre, in Waluj Mahanagar IV of CIDCO Aurangabad**
- 9) The name and address of the service provider shall necessarily be written on all the covers. Bids duly sealed, addressed to the Chief General Manager should be dropped in the tender box **on or before 22.02.2021 up to 1.00 P.M.** at the following address:  
**Present Address:** Maharashtra Gramin Bank, Head Office, "Jivanshree", Plot No.35, Sector-G, Town Center, CIDCO, Aurangabad – 431003

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- 10) In the event of the specified date for bid-submission being declared a holiday for the Bank, the bids will be received up to the appointed time on the next working day.
- 11) Any bid received by the Bank after the last date/ time for bid-submission will be rejected and returned unopened to the service provider.
- 12) Only authorized personnel of the firm or organization shall sign the bid.
- 13) The proposal must be accompanied with an undertaking letter duly signed by the designated personnel providing a Bid commitment. The letter should also indicate the complete name and designation of the personnel.
- 14) In case the principal service providers authorize their business partners to bid on their behalf, a separate authorization letter as per format Annexure VII (Letter of Authorization to bid) enclosed, along with a commitment to fulfill the terms of tender should be submitted.
- 15) The certified photocopy of Resolutions/ Authority/ Power of Attorney having authority to authorize the person to submit Bid documents on behalf of the company shall be enclosed.

**2.4 Bid Contents:**

**A) Technical Bid and Earnest Money:**

- 1) The Technical Bid should be completed in all respects and contain full information required in the documents.
- 2) It should not contain any price information. It is mandatory to submit the technical details in the prescribed format duly filled in along with the offer.
- 3) In case of non-submission or partial submission of technical details, Bank at its discretion may not evaluate the offer.
- 4) The technical bid must be submitted in an organized and structured manner.
- 5) Earnest money deposit of **Rs.10,000/-** in the form of Demand Draft issued by a scheduled commercial Bank in India favoring “**Maharashtra Gramin Bank**” payable at **Aurangabad** must be submitted along with the technical bid.
- 6) No interest would be payable on the earnest money deposit amount.
- 7) This amount would be forfeited if the service provider withdraws his bids during the period of bid validity.
- 8) The earnest money must be submitted along with technical bid. In the event of non-submission of earnest money deposit, the proposal would be rejected.
- 9) EMD would be released to the unsuccessful bidders after signing of the contract agreement with L1 bidder and finalization of Bank’s internal procedures for the same.
- 10) EMD of the successful bidder shall be released after submission of the Security Deposit.
- 11) The EMD shall be from any scheduled commercial Bank in India other **Maharashtra Gramin Bank**.

**B) Financial Bid:**

- 1) The Price quoted should be only in Indian Rupees.
- 2) The rates quoted in the Bid shall be inclusive of all labour, cleaning material, present & future taxes and duties such as Excise Duty, Octroi and also delivery and cost of material at site and any other taxes applicable and exclusive of GST. Further rates shall be inclusive of labour



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charges, uniform for labour, crockery, materials required for catering, insurance premium covering any risk to labour etc.

- 3) The Bids with correction and or overwriting, if not duly authenticated, will be **liable for rejection.**

**2.5 Bid Essentials - Contents of document to be submitted**

The service provider shall submit the following:

- 1) The Bank in case of non-adherence to the Format or partial submission of bid will not evaluate the bid.
- 2) Each page of it shall be serially numbered, signed and duly stamped by the service provider or a duly authorized person to sign on behalf of the Service provider,
- 3) Any interlineations, erasure or overwriting shall be valid only if these are duly authenticated by the person(s) signing the bid.

**A) Technical Bid and Earnest Money (This information is to be kept in Envelop 'A'):**

- i. Applicant should have minimum 1 (one) year experience in providing catering services in such type of training institutes or for full day meals to at least 50 persons per day in a reputed organization is required.
- ii. The tenderers should submit the details of their past work experience in **(as per Annexure III)** from respective organization in the field of Catering Services and attach testimonials from the respective organization/s in evidence thereof which should be of recent date. They should also indicate the details of contracts being presently held by them.
- iii. Earnest money deposit of **Rs.10,000/-** in the form of Demand Draft issued by scheduled commercial Bank in India favoring **"Maharashtra Gramin Bank"** payable at **Aurangabad** must be submitted along with the technical bid.
- iv. Detailed Bio-data of the service provider **(as per Annexure II).**
- v. Terms and conditions duly signed by the Tenderer.
- vi. Tender Offer **(as per Annexure IV).**
- vii. Name/s of Proprietor/ Partners/ Directors of the applicant entity with their residential addresses and telephone/ mobile numbers.
- viii. Letter of Authorization to Bid, if any **(as per Annexure VII)**
- ix. Power of Attorney (if any).
- x. Income tax Permanent Account Number (PAN).
- xi. Copy of Registration Certificate under Shops & Establishment Act.
- xii. Attested copy of Food License.
- xiii. Turnover for the last three years supported by ST/GST Returns.
- xiv. Copy of professional tax certificate.
- xv. Copy of Trade Certificate
- xvi. Copy of GST Certificate
- xvii. Copy of Certificate of Incorporation, Copy of Memorandum & Article of Association, Copy of Registered Partnership deed if any.

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- xviii. A self declaration certificate that the bidder has not been declared ineligible/ disqualified to participate for corrupt, fraudulent or any other unethical practice by any public/ reputed organization **(as per Annexure V)**
- xix. A Self- declaration certificate that the bidder strictly adheres to a) Child Labor Abolition Act, b) Essential Commodities Act c) Food and Beverages Act d) State Guest Contract Act and e) any other Act as applicable from time to time must be enclosed **(as per Annexure VI).**
- xx. Undertaking stating abide by all the terms and conditions including all annexure(s), corrigendum(s) etc. Stipulated by the Bank in this tender **(as per Annexure VIII).**
- xxi. All pages of bid document must be signed and stamped.
- xxii. Details of Litigation/Arbitration, if any.
- xxiii. Other information -Any other relevant information, which is necessary to be furnished, must be provided.

**B) Financial Bid:**

- i) Covering Letter.
- ii) Financial Bid as per Annexure I.

**2.6 Pre-Bid Meeting:**

A pre-bid meeting will be held on **08.02.2021 at 03.00 pm** at the following address to clarify doubts or queries if any, of the service providers.

**Maharashtra Gramin Bank, Head Office, "Jivanshree", Plot No.35, Sector-G, Town Center, CIDCO, Aurangabad – 431003 (Present Address)**

The service providers shall give in writing the points on which clarifications are required by them, sufficiently in advance. Clarifications/ details furnished by the Bank in writing alone shall be binding and shall form part of the tender document.

Clarifications are to be requested by prospective service providers in the following format (in word document) through e-mail [cmstaff@mahagramin.co.in](mailto:cmstaff@mahagramin.co.in) and the hardcopy through courier/hand delivery. The last date of submission of queries is **05.02.2021 up to 03.00 pm.**

S No	TENDER Clause No/Page No	TENDER Term	Service providers Request for following Clarifications

Changes if any made in the tender conditions, consequent to the pre-bid meeting will be informed to the service providers participated in the pre-bid meeting besides uploading the corrigendum in Bank's website. However, newspaper advertisement notifying the corrigendum will not be published. Hence the Service providers shall keep visiting the Bank's website for changes if any made in the tender document consequent to Pre-bid meeting.

## **2.7 Bid Opening:**

- 1) The Bank will open the bids, in the presence of Service providers/ their representative (with letter of authorization) who choose to attend, at the time and date mentioned in Bid document at the address mentioned below:

<b>Present Address</b>
Maharashtra Gramin Bank, Head Office, "Jivanshree", Plot No.35, Sector-G, Town Center, CIDCO, Aurangabad – 431003

**Date: 22/02/2021 Time: 3.00 pm**

- 1) The service providers' representatives who are present shall sign register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for Bank, the bids shall be opened at the appointed time and place on next working day.
- 2) The commercial bid shall be opened in the presence of Service providers' representative, whose bids are considered as responsive as per the technical and other qualification criteria as underlined in the bid document.
- 3) No offer can be modified or withdrawn by a Service provider after submission of Bid/s.
- 4) If any of the Service providers or all the Service providers, who submitted Bids are not present during the specified date and time of opening, Bank will proceed further with opening of the Bids in their absence.

## **2.8 Bid Evaluation:**

- 1) The tenders received within the due date and time only will be considered for evaluation.
- 2) The Technical bids shall be opened and the bid/s received will be scrutinized to determine whether they are complete in all respects as per the requirement of tender and subsequent clarifications, whether the documents have been properly signed and whether items are offered as per this tender requirements.
- 3) The Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information have been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order.
- 4) Technical bids of the service providers meeting the minimum pre-qualification criteria will be evaluated for compliance of other terms and conditions.
- 5) Based on the evaluation results, the Bank will shortlist the service provider who are considered to be suitable. The decision of the Bank regarding the short-listing of the service provider shall be final and binding on the bidder.
- 6) The Technically successful bidder, for quality check, will arrange the food for the staff for three days on the dates informed by Bank before opening of Commercial Bid. The payment for which will be made as per the rates accepted by the Bank of L1 bidder. Also team of Bank can, pay on site surprise visit for food quality checkup etc.
- 7) The commercial bids of only the successfully qualified bidders whose Technical bids are found acceptable will be opened subsequently on the date that will be conveyed to them in advance.

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- 8) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If the supplier does not accept the correction of the errors, its bid will be rejected.
- 9) If there is discrepancy between words and figures, the amount in the words will prevail.
- 10) The L1 bidder will be determined on the basis of the evaluation method as detailed in the next clause.

**Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer**

### **➤ Clarifications of Bids**

To assist in the examination, evaluation and comparison of bids the Bank may, at its discretion ask the service provider for clarification and response shall be in writing and no change in the price or substances of the bid shall be sought, offered or permitted.

## **2.9 Notification of Award:**

The acceptance of a tender, subject to contract, commercial considerations & compliance with all the terms and conditions will be communicated in writing by means of placing order at the address supplied by the service provider in the tender response. Any change of address of the Service provider, should therefore be promptly notified to The Chief General Mahager, Maharashtra Gramin Bank, Head Office, at Plot No.42 in Gut No.33 (Part), Village Golwadi, Growth Centre, in Waluj Mahanagar IV of CIDCO Aurangabad and written confirmation of such notification obtained.

## **2.10 Signing of Contract:**

The successful service provider(s) shall be required to enter into a contract with Bank within 05 days of the award of the tender/ Letter of Intent or within such extended period as may be specified by The Chief General Mahager, Maharashtra Gramin Bank, Head Office, at Plot No.42 in Gut No.33 (Part), Village Golwadi, Growth Centre, in Waluj Mahanagar IV of CIDCO Aurangabad.

**3 TERMS AND CONDITIONS OF CONTRACT**

1) The tenders should be dropped in the Tender Box kept in the Head Office at the above mentioned **present address** on or before **01.00 pm of 22.02.2021** in a **SEALED COVER**. The cost of tender document/terms & conditions shall be **Rs. 500/-**.

2) The specifications regarding ingredients to be used for preparing the tea/ coffee/ eatables, breakfast/ lunch/ snacks/ dinner will be as under:

<b>Atta Fresh</b>	: Sharbati (Sehore, M.P.)
<b>Rice</b>	: HMT
<b>Butter</b>	: Amul
<b>Jam</b>	: Kissan/Tops
<b>Bread</b>	: Modern/Britania, Top'N'Town - (Atta Bread)
<b>Veg. oil</b>	: Filtered-GroundNut/Sunflower/RiceBran(Tin-Packed)
<b>Salt</b>	: Tata/ Annapurna
<b>Tea (Bags)/Coffee</b>	: Tajmahal/ Tetley/Nescafe/Sunrise/ Redlebel
<b>Pulses</b>	: Standard Quality
<b>Masala / Spices</b>	: Packed AGMARK- MTR/MDH/Catch
<b>Ketchup</b>	: Maggi, Kissan
<b>Pappad</b>	: Lijjat (Masala/Plain)
<b>Ice Cream</b>	: Cream Bell/Amul/Dinshaw/Vadilal/Top'N'Town
<b>Curd</b>	: Fresh
<b>Pickle</b>	: Nilons/Mothers
<b>Biscuits</b>	: Britannia/Parle
<b>Ghee</b>	: Amul/Goverdhan/Nutrilite/Sanchi/Patanjali
<b>Paneer</b>	: Milk Paneer - fresh

3) THE CATERING CONTRACTOR shall provide the daily catering at the Maharashtra Gramin Bank, Head Office, Training College hostel/ accommodation as per terms and conditions and as per timings decided by the training college from time to time.

4) Catering is required for about 40-50 trainees daily, whenever the training will be conducting. Exact number of trainees will be advised to the caterer after commencement of each programme.

5) The Caterer will be paid the amount as per the final rate approved by the Bank in the tender process and quoted by the caterer as per the break-up under the following heads:

- a. **Bed tea/Coffee**
- b. **Breakfast**
- c. **Forenoon tea/Coffee**
- d. **Lunch**
- e. **Afternoon tea/Coffee**
- f. **Dinner**

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- 6) Food to be served to the trainees on the lines of approved Menu (Copy enclosed i.e. as per Annexure I) or as suggested by Canteen Committee from time to time.
- 7) THE QUALITY of the ingredients used in preparation of the eatables and beverages etc. shall be of Agmark (As mentioned in terms and conditions point no 2).
- 8) The items of the Menu may change with permission from Bank, to provide variety and a first class standard will be maintained by using standard items of consumption and sufficient in quantity at all times to the entire satisfaction of the trainees and Institute. The College shall have full right to refuse the service of any item in the food without any notice but giving reasons for such refusal and decision of the Bank/ Principal shall be final. In case of refusal by the Bank/ principal or by the trainees collectively not to take their meals or any preparation due to meager quantity or poor quality of eatable/or due to any other convincing reason/s for which the Caterer is responsible, after an investigation by one of the Faculty and Principal, no payment for such Breakfast/Lunch/Dinner/Tea etc. would be made, if so decided by the Principal and the caterer shall bear the entire expenses for alternative arrangements to be made by the College Authorities.
- 9) That hot bed tea/coffee will be served in the rooms and breakfast, lunch and dinner will be served in the dining hall. Forenoon tea/coffee and afternoon tea/coffee will be served in the class rooms or in the dining hall as decided from time to time on working days and in dining hall on holidays. Appropriate meals will be served to the sick persons in their respective rooms. Tea/Coffee will be served in cups and saucers/mugs of good condition and quality.
- 10) **Electric connection/fixtures, furniture, fans, water coolers & canteen space premises except kitchen utensils, crockery and serving items without any rent or charge will be provided by the Bank. The caterer shall take care of the articles/equipment provided by the Bank as a Bailee, in terms of Indian Contract Act and return all the equipment in good and working order on the expiry/termination of the contract. Minor repairs and maintenance of the above furniture/Equipment supplied by the Bank will be carried out by the Caterer.**
- 11) **That the Bank will provide water supply and electricity free of charge but not power for cooking. The recurring charge on the consumption of gas or any other fuel used by Caterer will be borne by the Caterer.**
- 12) THE CONTRACTOR shall engage the services of sufficient number of able, trained, efficient, neat, healthy, honest, well-behaved and skilled persons for cooking, serving and cleaning of kitchen, dining halls and services areas at his cost. The attendants/waiters/cooks should be properly trained and shall wear smart and neat uniform with their name-badges. The contractor must engage appropriate number of trained cooks/waiters/ for providing authentic Indian dishes of various tastes, as per menu. He will be responsible for the good conduct and performance on their part and contractor shall be deemed for all legal and contractual purposes, as the employer of the said persons and such persons will not have any claim for employment in the bank now or at a future date. The contractor shall be responsible for meticulous compliance with provisions of the Contract labour (Regulation & Abolition) Act, 1970 and submission of various returns under the relevant rules framed under the above Act. The number of such persons employed will be determined by the parties to this contract, by exchange of letters from time to time. But in any case, the

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- contractor shall have to engage the services of sufficient number of bearers etc. and one or more supervisors.
- 13) The service provider will have to employ the required staff at his own cost and bear all the statutory and other liabilities for rendering catering service. The service provider undertakes to pay monthly wages to the workers as per the minimum wages of Govt. orders and also pay P.F., Bonus, Gratuity and variable Dearness Allowance under Minimum Wages Act, 1948 as notified by govt. from time to time.
  - 14) The Service provider will ensure that his employees abide by the orders of the Principal/ Faculty Members/ any other person authorized by the Principal for the purpose of discipline etc.
  - 15) A complete list of persons engaged by the service provider together with the bio-data and latest photograph should be submitted to the Institute by the service provider before commencement of the work order. Any change in the staff should be intimated to the Bank immediately.
  - 16) The Service provider shall provide list of person on duty employed by him in connection with performance of his contract for catering services, furnish proof by submitting copies of such letters received by the employees. The list so provided to Bank shall make clear that the concerned employee is the employee of the Service provider only and the Bank has no obligation or any relationship as to employment or otherwise whatsoever with him.
  - 17) The service provider shall issue proper identity cards to his staff with latest photograph which the staff of the Service provider shall wear at all times.
  - 18) All the persons employed by the service provider should be well mannered and should be in proper uniform. The employed persons should wear uniform on all days during the catering hours. The cost of the uniform has to be borne by the service provider.
  - 19) All the persons employed by the service provider should be above 18 years of age and medically fit to work.
  - 20) The service provider shall be responsible for the safety of his staff and should follow all rules and regulations pertaining to safety. In case of any damage to property OR persons, the service provider shall be responsible for such damages. The service provider has to take personal insurance policies against such risk/damage. Service provider should indemnify the Bank for any claims arising from the above.
  - 21) The service provider shall be responsible for the good conduct and performance on the part of the staff and shall be deemed for all legal and contractual purposes, as the employer of such persons and such persons will not have any claim for employment with the Bank now or at a future date. Any consequence arising out of such claims shall be the sole responsibility of the service provider.
  - 22) The Service provider shall be responsible for the proper behaviour of all his staff (supervisory and workmen) and others and shall exercise a degree of control over them and in particular without prejudice to the said generality the Service provider shall be bound to prohibit and prevent any employee (supervisory and workmen) from trespassing or acting in any way detrimental or prejudicial to the interest of the community or of the properties or occupier of lands or Properties in the neighborhood and in the event of such employees trespassing, the Service provider shall be responsible for consequent claims or action for

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- damages or injury or any other ground whatsoever. The decision of the officer authorized by the Principal / authorized person in the matter whatsoever under this clause shall be final and binding on the Service provider.
- 23) The Service provider shall be fully responsible for any of the consequences arising out of non-verification of the employees by the police, irrespective of whether these employees are regular or temporary or on casual/daily wages.
  - 24) Any dispute arising regarding the above contract including the interpretation of the scope of the work, the decision of the Bank shall be final and binding on the service provider.
  - 25) In case any insect/cockroach etc. is found in the food, the training college reserves the right to claim damages. The caterer will manage pest control arrangement for canteen and its related area for insect/cockroach etc. The decision of the Principal in this regard would be final. The Bank/ training college reserves the right to get the sanitation arrangements in the mess checked by the Health Department or any competent authority and it will be the sole responsibility of the caterer to keep the kitchen/mess in good sanitation with use of disinfectants.
  - 26) The Caterer or his employees shall not use the premises allotted to him for any other purpose than for the preparation of food storing and servicing and shall not act in any manner so as to cause any nuisance or annoyance to the Institute.
  - 27) No living quarters will be provided by the Bank for the kitchen staff and bearers. The Caterer will also ensure that his staff does not trespass the hostel premises except when on service duty.
  - 28) The Service provider shall maintain and upkeep the canteen/ dining hall, Store, Washing Place, surroundings etc. in the said premises in clean and hygienic condition to the satisfaction of the Bank.
  - 29) It shall be the responsibility of the Service provider to employ sufficient staff and to provide cleansing material of first class quality for the cleaning, washing area, pantry, kitchen, dining hall and service area. Cleanliness and maintenance of all these areas including adjoining open spaces will be the exclusive responsibility of the Service provider.
  - 30) The Service provider shall remove garbage from kitchen and dining hall etc. daily at his own cost and dump / dispose off at proper place. Any stale and / or rejected material (raw or cooked), shall be removed from Bank premises immediately by the Service provider.
  - 31) Item-wise daily catering services provided will be entered in a register which will be maintained by the Service provider. The Service provider will also be required to furnish authenticated item-wise daily catering service provided statement to authorized officer of the Bank
  - 32) The Service provider shall also maintain all registers as required by the Food & Supply Department and obtain such license(s) as required for the storage of different commodities, materials, items etc.
  - 33) The Service provider shall comply with all applicable laws, rules and regulations in force. The Service provider shall keep and get renewed such license(s), permission etc. from time to time. The Service provider shall be responsible for any contravention of the Local, Municipal, other Laws, Rules, Regulations etc. The Service provider shall produce the license(s)



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- permission etc. so obtained to the College or furnish copies thereof as and when required by the Bank.
- 34) All the Rules & Regulations regarding hygiene, health etc. issued by the State, Municipal Corporations, any other authorities shall be strictly adhered to by the Service provider.
  - 35) Preparation of food for outside private parties not authorized by the bank is strictly prohibited in the Bank training college kitchen/store room.
  - 36) The caterer will have to provide catering within Bank only.
  - 37) The Caterer will ensure a high quality of services and for the purpose Caterer or his authorized Manager will always be present in the dining hall during the service of breakfast, lunch and dinner and at the center at pre-lunch and post-lunch tea/coffee breaks. The Caterer will also call on the training college Principal every Tuesday and Saturday/Friday during the office hours or thereafter with prior appointment, to discuss the arrangements, complaints etc., if any, regarding running of the mess.
  - 38) On specific occasion, the caterer might be required to serve special lunch/dinner etc. which will be paid for at an agreed rate.
  - 39) No difference charges would be paid on the days of fasting, the caterer should provide UPVAS dishes for lunch and if required for dinner for the number of trainees on fast on that day.
  - 40) The Institute is with capacity of 50 trainees. The Caterer is required to serve food to the trainees who report for training the day previous to the commencement of training courses.
  - 41) The normal timings for the catering services shall be 8:00 pm. to 9:45 pm. Bed tea to be served in the rooms at 6.00 am. The Bank/Principal shall have the discretion to the timings, whenever warranted, with prior information to the Caterer.
  - 42) The Principal or Resident Officer or one of his representatives is authorized to take food/dinner every day for test/check and no charges will be made in this regard.
  - 43) When seminars, conferences, special programme etc. of non-residential nature are held, when only partial services are availed of i.e. lunch and tea, etc. charges will be paid only for the services actually availed of at agreed rates.
  - 44) The caterer will submit half yearly medical certificates from Bank's Doctor to the effect that the cooks/bearers are medically fit for the duties they perform.
  - 45) The Caterer shall keep the College indemnified against all the claims, if any, mentioned in clauses of the agreement.
  - 46) That if the Bank suffers any loss on account of non-performance of any term(s) of the agreement or on account of any act or omission of the caterer or his servants or by reason of his negligence or misconduct in the due discharge of his duties under this agreement, the Bank will be entitled to recover the loss, from the said caterer.
  - 47) Initially THE CONTRACT will be for a period of one year from the date of awarding the contract subject to review at quarterly intervals. It can be renewed/ extended for further 2<sup>nd</sup> year and 3<sup>rd</sup> year subject to satisfactory services of caterer.
  - 48) THE CONTRACT shall be terminated by one month notice at the option of the Bank. THE CONTRACTOR shall have the option to terminate the agreement after giving three month notice to the Bank of such termination.
  - 49) The Principal and faculty members/staff members (contract labours) are to be served lunch, tea with snacks as per the rules of the bank. The caterer shall charge only "as per actual" for

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- the faculty and staff of the Bank. No advance intimation will be necessarily given to the caterer in the case of absence of any faculty or staff on any particular day. However, efforts will be made to inform the caterer in case any faculty or staff member is present on duty, but is not taking lunch or afternoon tea. Bank may change the menu as per seasonal requirement.
- 50) The **Resident Officer** of the training college or for that matter any other authorized official of the Bank will have unhindered access to the kitchen, storeroom, cooking areas to check on hygiene and quality of preparation of food articles.
  - 51) The bank shall have the right to change the status of the “residential trainee” to “Non-residential” status and vice versa to suit its genuine requirements. The caterer will merely be informed of the change and will be binding on him as regards computation of weekly bills etc. Whenever deemed fit, the bank shall also take recourse to asking residential course trainees to stay at hostels/lodges outside whenever the maximum capacity of the hostel is exhausted.
  - 52) THE CONTRACTOR shall have to deposit a sum of **Rs.25,000/- (Rs. Twenty Five Thousand Only)** as Security Deposit which will be refunded on termination of this agreement, and handing over charge of the canteen to the satisfaction of the bank.
  - 53) The Bank is entitled to forfeit the earnest money/security deposit of the bidder, if the bidder stops providing the services or services provided by the bidder are not satisfactory or the bidder withdraws from the contract before the expiry date.
  - 54) The Caterer shall bear all costs and expenses in respect of all charges, stamp duty etc. in respect of this agreement.
  - 55) The order shall be placed to lowest bidder. On acceptance of tender, the Bank shall issue a Letter of Intent (LOI) to the successful bidder.
  - 56) The Service provider shall give an unconditional letter of acceptance of LOI. The Bank has a right to cancel the order if the same is not accepted within a period of 05 days from the date of the order.
  - 57) Firm work order will be placed by the Bank, only after the successful service provider signs the Agreement.
  - 58) The Service provider shall not levy or receive any charges for table service. The Officer and other members of the staff of the Bank shall be entitled to use the canteen for consumption of food and refreshments brought by them from outside.
  - 59) Timely service and uninterrupted performance of the contractual obligation under the contract shall be the essence of the contract.
  - 60) The service provider shall be liable for payment of any or all taxes etc., now in force or thereafter imposed, increased and revised from time to time by the Central or State Government or by any other authority with respect to or covered by wages, salaries, or other compensations paid or payable to persons employed by the Service provider.
  - 61) THE CHARGES for catering shall be paid at the end of each programme upon submission of bill by the caterer.
  - 62) While making such payment the Bank shall make the following deductions.
    - a) Tax deduction, if any, as applicable as per the Government rules.
    - b) The amount equivalent to any damages/loss etc. caused to the Bank by the workmen/employees of the service provider.
    - c) Any other charges, penalties and other deduction etc.

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- d) The Bank reserves right to correct arithmetical errors or other errors in the matter in which the Bank consider suitable and deem fit. This adjustment shall be acceptable to and binding upon the Successful Bidder.
- 63) While submitting the subsequent bill the services provider must file a certificate certifying the following:
- Wages, ESI contribution, EPF contribution relating to workers was deposited/ credited to workers account, respective dept accounts.
  - We are complying with all statutory Labour Laws including Minimum Wage Act. The payment would be made on monthly basis on verification of attendance sheets, wage register, monthly ESIC/EPF/Service Tax/GST challan /Deployment sheets/ Duty Roster/Satisfaction Report duly signed by Service Provider.
- 64) In the event of sudden failure, neglect, dislocation or stoppage of the services by the Service provider, the Bank may get the work done from some other agency or department at the risk and cost of the Service provider without prejudice to its rights to enforce performance in respect of the rest of the work. The Service provider shall in such event, pay to the Bank the additional cost incurred for having such work done from some other agency. Without prejudice to any other rights that the Bank may have in this behalf either under this contract or under law the Bank may terminate the contract by giving one month notice in writing to the Service provider and in such an event the Service provider shall have no claim for any loss or damage against the Bank.
- 65) The service provider agrees that if its service is not found acceptable to the Bank or has violated any of the terms and conditions of this agreement, the Bank shall in its own discretion can debar/ black list the bidder and in such an event, the bidder shall be disqualified for participating in any future tenders floated by the Bank for any of its offices.
- 66) The service provider shall bind himself/executors or administrators and shall indemnify and hold harmless the Bank, in respect of this contract, including all of its claims, damages proceedings, costs, charges and/or any expenses whatsoever which may be imposed, enforced or brought against the Bank or any of its members, officers, employees and reasons of or consequent upon any breach or default on the part of the contract in respect or violation of any other provisions of Law/Act/Rules or regulations having the force of a law or if any award of decision by any competent tribunal, court or authority in respect of the workmen or any one employed/engaged by the service provider/sub-service provider in connection with this contract. Such indemnity bond has to be furnished/ executed on a non-judicial stamp paper worth Rs.100.00. The cost of such stamp paper, demy paper etc. shall be borne by the Service provider.
- 67) Any bribe, commission, gift or advantages given, promised or offered by or on behalf of the service provider or his parties, agents or servant or anyone his or their behalf to any officer, servant, representatives or agent of the Bank or any other person on his or their behalf in relation to the obtaining or to the execution of this or any other contract with the Bank shall in addition to any criminal liability which the service provider may incur subject the service provider to the cancellation of this and all other contracts with the Bank and also to payment of any loss or damage resulting from any such cancellation thereof. Any question or dispute as to the commission of any offence under the present clause shall be settled by the Bank in

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such manner and on such evidence or information as the Bank may think fit and sufficient and the Bank's decision shall be final and conclusive.

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## 4 Financial Bid (Envelop B)

### MENU Items

### Rate Quoted

1) **Bed tea/coffee/ milk** : Rs.

One cup Tea / Coffee / Milk to be served at 6.00 am to 7.00 am in flask in each room along with saucer / mug.

2) **Breakfast (Between 8.00 am to 9.15 am) : Rs.**

(A) **Vegetarian -**

Any one item of standard size : -----

- a. Masala dosa / Mysore Masala dosa /
- b. Onion Uttappa / Rava Masala /
- c. 4 nos. punjabi puri + Sabji
- d. Two nos. Stuffed Parathas / Aloo Parantha
- e. 2 Idlis & 2 Vadas
- f. Pav Bhaji
- g. 2 Bhatooras
- h. Upma / Poha

Along with Sambhar / Coconut Chutney / Bhaji / Dahi / Chhole, etc.

2 Toasts, Butter / Jam & 1 banana

1 Cup Tea / Coffee / Milk

3) **Forenoon tea/Coffee** : Rs.

(between 10.45 a.m To 11.00 a.m.)

1 Cup Tea / Coffee / Milk - to be served

**Note: Rate must be same as Bed tea/coffee/milk**

4) **Lunch** : Rs.

(between 01.30 p.m. to 2.30 p.m.)

(A) **Dry Vegetable – any one of:**

- a. Bhindi-do-pyaza / Bhindi Masala / Bharwan Bhindi
- b. Stuffed - Brinjal / Capsicum /
- c. French Beans /
- d. Paneer-do-Pyaja
- e. Aloo with Sukhi Bhaji / Methi / Cabbage / Cauliflower / Brinjal
- f. Mix. Veg. Makhani /
- g. Onion-Karela / Arbi / Tinda / Lauki-hanadal / Parval / Pumpkin / Gilki / Kathal

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**(B) Gravy Veg - any one of :**

- a. Palak Paneer/ Mutter Paneer/Chhola Paneer
- b. Veg Kadai-Paneer Makhanwala
- c. Butter Paneer Masala/Shahi Paneer
- d. Malai Kofta / Lauki Kofta
- e. Methi-Malai- Mutter
- f. Nav Ratan Kurma
- g. Dum-Aloo (Potato)
- h. Mushroom
- i. Rajma
- j. Chana(Chhola) Masala/Veg Makhanwala

**(C) I. Common dish every day (Items to be served daily):**

1. **Dal Fry / Dal / Tur Dal / Dal Makhani etc.**
2. **Chapati / Roti / Phulka / made of grade-I whole-Wheat flour without maida.**
3. **Rice :-HMT Rice only.**  
 Veg Biryani – once a week  
 Jeera rice/Veg pulao/ peas pulav/ Lemon rice/Palak rice / masala rice / saffron rice
4. **Green salad** – kakdi / gajar / tomato / beet/ Radish / onion
5. **Pickles** – Mango /onion / Lemon mix of Standard make

**II. Common dish (Items to be served once in three days):**

1. **Sweet Dish / Fruits any one item. :**
  - a. 2 nos. Rasgulla /GullabJamun of standard size
  - b. 80 to 100 gms. of Dudhi – Gajar /
  - c. Mung-Coconut Halva/
  - d. Shrikand
  - e. Fruit Salad /
  - f. Fruit Custard / Jelly with Fruits / etc.
  - g. Ice cream (slab) at least once a week
2. **Lijjat Papad (Roasted /Fried)**

**5) Afternoon tea / coffee :Rs**

**(between 3.45 p.m. To 4.00 p.m.)**

1 Cup Tea / Coffee / Milk to be served

**Note: Rate must be same as Bed tea/coffee**

**6) Dinner :Rs**

**(to be served between 8.30 p.m. to 9:45 p.m.)**

**All items like Dry Vegetable, Gravy Veg, Common dishes (Dal, Chapati, Rice, Sweet Dish, Green salad, Pickles, Papad) as described for Lunch to be served.**

Vegetables and Sweet-Dish items cannot be repeated within 4 days.

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**Food/Snacks for Fasting (Upawas) (No Saperate cost)**

For the Fasting (Upawas) Candidates, who will not take food as above,

- (A) Breakfast -In addition to Tea/Coffee/ Milk included in breakfast, fruits**  
 (Apple, Chickoo, Papaya, Banana, Grapes, Mango)

**Cost would be taken same as Breakfast**

**(B) Lunch and Dinner**

1. SaboodanaKhichadi/Saboodana Wada/Boiled Nuts 200 Gms.,Dahi 100ml.
2. Mixed Fruit Dish -(Banana, Apple, Chickoo, Papaya, Water Melon (Tarbooj), Musk Melon (Kharbooj), Grapes, Mango, Orange, Mousambi or other seasonal fruits (any four of them 250 gms.)

The menu is subject to change in terms of feed-back from trainees and decision taken in canteen committee meeting from time to time. Menu for ensuing week shall be displayed on canteen notice board after approval by Canteen Committee.

No item of Breakfast, Vegetables, Sweet-Dish and Snacks should be repeated within 4 Days and also no item should be served more than twice in a week.

Non-residential trainees, will be charged as per quoted rate on “per head, per day, per serve” since the menu shall not include bed tea and dinner.

**SUMMARY OF RATES QUOTED**  
**PER DAY/PER PERSON (residential)**

<b>Particulars</b>	<b>Rate</b>	
1) Bed tea/coffee	Rs.	
2) Breakfast	Rs.	
3) Forenoon Tea/ Coffee (Same as Bed-Tea)	Rs.	
4) Lunch	Rs.	
5) Afternoon Tea/ coffee (Same as Bed-Tea)	Rs.	
6) Dinner (Same as Lunch)	Rs.	
<b>Aggregate Rate for Residential trainees</b>	<b>Rs.</b>	

(Inclusive of all taxes except GST)

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Note : In case of non-residential trainee, the rate shall be **Rs. + GST since** the menu shall not include **bed tea and dinner**

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(Tenderer's Signature)

**Tenderer's Name and Address**

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel Nos: \_\_\_\_\_

Mobile No \_\_\_\_\_



### 5 SERVICE PROVIDER'S BIO-DATA/PROFILE

SrNo	Information regarding	Details to be furnished by the Bidder
1	Name & Complete Address of the firm	
2	PAN No.	
3	Type of organization & year of Incorporation.	
4	Correspondence address with contact person, name, telephone number, mobile number, E-mail etc.	
5	Name & details of Directors/Partners/ Proprietor	
6	Company Profile with year of establishment	
7	Details of offices	
8	Whether registered with Registrar of Companies, if so, number & date	
9	Turnover of Last 3 years	2017-2018-Rs. 2018-2019-Rs 2019-2020-Rs.
10	Income Tax No.	
11	Sales/ Commercial Tax No.	
12	GST Registration No& Trade Certificate	
13	Names of the Bankers with address	
14	Details of the work executed by the firm during last 1 year (only those works to be mentioned that qualify the pre-qualification criteria). Copies of Satisfactory work certificate obtained from employers to be enclosed.	
	<b>Sr. No.</b>	<b>Name &amp; Address of the Organisation/Department (Past &amp; Present)</b>
	<b>No. of Persons being catered</b>	<b>Period</b>
		<b>From</b>
		<b>To</b>

Authorized Signatories

(Name and Designation, seal of the firm)

**6 DETAILS OF PAST WORK PERFORMANCE**

S.No.	Name of the organization	Year of award of contract	Duration of contract	Whether completed/ incomplete	Address & Contact details of employer

Note: Performance certificate from the Client for each work mentioned above should be enclosed. Applications by those firms who do not submit Performance Certificate from the previous employers are liable to be rejected summarily.

Authorized Signatories

(Name and Designation, seal of the firm)

## **7 TENDER OFFER**

(On Company's Letter Head)

To

The Chief General Manager,  
Maharashtra Gramin Bank, Head Office,  
"Jivanshree", Plot No.35, Sector-G, Town Center,  
CIDCO, Aurangabad – 431003(**Present Address**)

Dear Sir,

**Re: Tender Offer for rendering Catering Services for Maharashtra Gramin Bank, Head Office, Staff Training College, Aurangabad.**

- 1) Having visited the site, obtained tender document from Head Office and examined the conditions of contract, general terms & conditions and nature of the job, schedule of quantities for the above named work, we submit our offer for the above job in terms the conditions of contract, specifications for the sum stated in this Tender Document or such other sum as may be ascertained in accordance with the said conditions of contract.
- 2) We have independently considered the amount of penalty to be levied in case of loss of any kind due to laxity on our parts as per general terms & condition hereto and agree that it represents fair estimate of the loss likely to be suffered by us.
- 3) If this tender is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract agreement in the prescribed form. Unless and until a formal agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding contract between us.
- 4) We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Authorized Signatories

(Name and Designation, seal of the firm)

**8 LETTER OF SELF- DECLARATION**

No.....

Dated: / /2021

(On Company's Letter Head)

To  
The Chief General Manager,  
Maharashtra Gramin Bank, Head Office,  
"Jivanshree", Plot No.35, Sector-G, Town Center,  
CIDCO, Aurangabad – 431 003 **(Present Address)**

Dear Sir,

Sub: Letter of Self-declaration.

We M/s ..... (Name and address of the bidder) hereby declare that, we have not been declared to be ineligible / disqualified to participate for corrupt, fraudulent or any other unethical business practice and also have not been Blacklisted / removed by Public/any reputed Organization during last 3 preceding years.

Yours faithfully,

Authorized Signatories

(Name and Designation, seal of the firm)

**9 LETTER OF SELF- DECLARATION**

No.....

Dated: / /2021

(On Company's Letter Head)

To

The Chief General Manager,  
Maharashtra Gramin Bank, Head Office,  
"Jivanshree", Plot No.35, Sector-G, Town Center,  
CIDCO, Aurangabad – 431 003 **(Present Address)**

Dear Sir,

Sub: Letter of Self-declaration.

We M/s\_\_\_\_\_ (Name and address of the bidder) hereby declare that, we will

Strictly adhere to a) Child Labor Abolition Act b) Essential Commodities Act c) Food and Beverages Act d) State Guest Contract Act and e) any other Act as applicable from time.

Yours faithfully,

Authorized Signatories

(Name and Designation, seal of the firm)

**10 LETTER OF AUTHORISATION TO BID**

No.....

Dated: / /2021

(On Company's Letter Head)

To

The Chief General Manager,

Maharashtra Gramin Bank, Head Office,

"Jivanshree", Plot No.35, Sector-G, Town Center,

CIDCO, Aurangabad – 431 003 **(Present Address)**

Dear Sir,

Sub: Letter of Authorization to bid for rendering Catering Services for Maharashtra Gramin Bank, Head Office, Staff Training College, Aurangabad.

We M/s.....(Name and address of the Bidder/Agency) here by authorize

M/s. (Name and Address of Authorized person), to submit a bid, and sign the contract on behalf of us for the services required by the Bank as called for vide the bank's request for proposal reference no .....

Yours faithfully, (NAME)

(Name of bidder/agency on whose behalf the proposal is submitted)

Note: This letter of authority should be on the letterhead of the principal on whose behalf the proposal is submitted and should be signed by a person competent and having the power of attorney to bind the principal.

## **11 UNDERTAKING**

We hereby undertake and agree to abide by all the terms and conditions including all annexure(s), corrigendum(s) etc. Stipulated by the Bank in this tender.

I/We hereby declare that the information submitted above is true and to the best of my knowledge nothing material has been suppressed or concealed.

I/We understand that the price / rates agreed and accepted shall be firm and shall not be subject to any variation during the period of contract.

Authorized Signatories

(Name and Designation, seal of the firm)