



Tender For Canteen Facility for the Staffs of Canara bank Circle Office, 21 Camac Street, Kolkata

Premises & Estate Section, Circle Office :: Kolkata

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ISSUED BY

Premises & Estate Section, 5th Floor, 21 Camac Street

Circle Office :: Kolkata

E-mail: pecokol@canarabank.com

Tender Ref - Canteen/RFP/2024-25/ 08 /SP Dated: 20.05.2024

SIGNATURE OF THE CONTRACTOR

Tender for Providing Canteen Facility for the Staffs of Canara bank Circle Office, 21 Camac Street, Kolkata

Sealed tenders are invited under two bid System from established and reputed catering agencies having minimum 3 years experience of catering services for running the Staff Canteen at Canara Bank Circle Office, 21, Camac Street, Kolkata - 700016.

The Application Form can be downloaded from our Bank's website from **20.05.2024** to **11.06.2024** from the below link:- www.canarabank.com

→ Tenders → Announcements.

Last Date to submit the duly filled application form - 11.06.2024 up to 03:00 PM at Premises & Estate Section, Canara Bank Circle Office, 21, Camac Street, Kolkata - 700016.

Date of opening Technical Bids - 11.06.2024 , 04:00 PM

Date of opening Financial Bids - Will be communicated separately through email to Technically Qualified Contractors

EMD Amount - Rs.10,000/- (Rupees Ten Thousand only) by way of Demand Draft drawn infavour of "Canara Bank, Circle Office, payable at Kolkata obtained from any scheduled Bank (in a separate sealed cover), super-scribing 'EMD for selection of Contractor for carrying out Canteen services at Canara Bank, Circle Office, Kolkata and the same should be submitted along with Technical Bid. However, those who have exemption certificate from NSIC/Similar Government authorities as per provision of MSME Act will be exempted from submission of EMD subject to the submission of valid document/certificate to that effect.

General Instructions

1. Sealed tenders are invited from the competent restaurant/ Canteen contractors for running the staff canteen at Canara Bank Circle Office, 21, Camac Street, Kolkata - 700016 for its employees numbering around 150.
2. The canteen contractor should have a minimum experience of 3 years in running staff canteen in any office/ general restaurant.
3. Before quoting the rates, the interested tenderers should visit the existing canteen to Ascertain the quantity/ size of the various food items to be provided.
4. This canteen tender process is a 2 bid system. Applicants should enclose documents related to Technical Bid in separate envelope superscribed with "Technical Bid

Application for Staff Canteen Tender at Circle Office building, Kolkata Applicants should enclose Price Bid in separate envelope superscribed with "Price Bid Application for Staff Canteen Tender at Circle Office building, Kolkata". The two envelopes should be placed in a separate envelope mentioning on the cover "Tender for Staff Canteen at Circle Office building, Kolkata".

5. Tenders are invited only from the canteen contractors who are currently running canteen/ restaurant within Kolkata city limits.
6. The members of the Canteen Committee will visit/ inspect the existing running sites of the successful tenderers in the technical bid and marks will be awarded.
7. A maximum price cap has been set for all the items to be provided in the canteen. Tenderers are advised to quote within the price cap specified.
8. Amenities provided by the Bank for running of Canteen:
 - a) Dining space with tables and chairs to accommodate 30 to 40 members at a time.
 - b) Fans, lights in the dining area of the canteen.
 - c) Kitchen Platform and Exhaust chimney etc.
 - d) Electrical connection is provided in the Canteen area. A fixed amount of 3,500/- per month has to be borne by the contractor towards the electricity charges.
 - e) Water connection is provided at the kitchen and the washing area. A fixed amount of
 - f) Rs. 1,000/- per month has to be borne by the contractor towards the water consumed.
 - g) Refrigerator, Aquaguard, Deep Freezer, Ceiling fans, Kitchen racks, Exhaust fans, Wet Grinder. Gas stoves as per the requirement, Gas cylinders and all consumables have to be borne by the contractor themselves.
09. The following documents should be enclosed in the "Technical Bid" envelope:-
 - a) Profile with the relevant documents wherever required as per Annexure A.
 - b) The entire tender document with "Seal & Signature" in all the pages.
 - c) A copy of PAN card and GST registration certificate.
 - d) Certificate showing experience in running canteen/ restaurant from the existing organization where canteen is being run.
 - e) Pass sheet of the Bank account for past 6 months.

General Conditions

- 1) The contractor should possess necessary license from the competent authority to run the canteen.
- 2) The contract is valid for 36 months and the performance would be reviewed every quarter by the Canteen Committee. In case of unsatisfactorily performance during the review period, the Committee is vested with the power to terminate the contract by giving 3 months prior notice.

- 3) The selected contractor should be prepared to commence running the canteen within 7 days of issue of Work Order and also execute a stamped agreement and Indemnity Bond as per the format devised by the Committee.
- 4) In case of termination of contract before the stipulated agreement period for the reasons attributable to the contractor, the security deposit shall be forfeited.
- 6) The selected contractor shall at his own cost, has to comply with the rules of Local Labour Enforcement Office and other statutory bodies. The proof of compliance need to be submitted to the Bank within 1 month from the date of commencement of canteen facility.
- 7) The contractor needs to employ his own staff for the purposes of cooking, serving and washing and such employment should conform to the Labour Act presently in force.
- 8) The contractor must ensure that no child labour is employed and abide by the provision of the Payment of Wages act, 1936, Minimum Wages Act, 1948 and other labour legislations currently in force.
- 9) The contractor should not sublet or transfer or assign his right of running the said canteen either in whole or in part to anyone in any manner.
- 10) Further, the contractor must ensure that no person employed by him remains in the Canteen premises between 8:00 PM to 6:00 AM.
- 11) The contractor should run the canteen from 9:00 AM to 7:00 PM on all working days.
- 12) The selected contractor would be responsible for maintaining the furniture items, fixtures, equipments and all other items provided by the Bank in good condition. In case of any damages caused to the said items, appropriate amount will be recovered from the contractor.
- 13) The contractor must diligently ensure that the canteen hall, kitchen, pantry, store and the surroundings are kept clean and tidy. Utmost importance has to be given towards cleanliness of the premises. All consumable items related to cleaning will be provided by the bidder.
- 14) The contractor is required to serve coffee/ tea during specified timings to various Sections of the Circle Office building.
- 15) The contractor has to ensure that cooking/ serving vessels are washed properly. Spoons/ tumblers/ plates are to be washed in hot water.
- 16) The contractor has to ensure that his employees wear clean clothes while serving/ cooking.
- 17) The contractor has to observe utmost hygiene in preparation and serving of food and Beverages. Vegetables are to be invariably washed and cleaned before being used in cooking.
- 18) The contractor should abide by the rules & regulations framed by the Canteen

Committee from time to time.

19) The contractor should quote for prices reasonably. Any free rates which is not justifiable will lead to disqualification.

20) The Contractor should provide the Packaged Food item on MRP Basis only.

21) The contractor should follow Covid related protocols while cooking and serving.

Selection Procedure

Technical Bid

1. For selecting contractor in the Technical Bid the marks will be awarded as per below format:-

S.No.	Description of the Criteria	Marks Allotted
1	Experience in the line of activity > 3 yrs - 7 marks, >5 yrs - 10 marks	10
2	Surprise site inspection by the Canteen Committee members and feedback towards quality of food to the general customers	10
3	Surprise site inspection by the Canteen Committee members and feedback towards maintenance of cleanliness and hygiene of kitchen area and canteen area	10
4	Experience in running the canteen at the Government undertaking/ PSUs/Reputed Corporates > 1 yrs - 1 marks, >3 yrs - 2 marks, >5 yrs - 3 marks	3

For qualifying in technical bid the applicant has to secure minimum 26 marks out of available 33 marks with minimum 7 marks each in criteria 1, 2 & 3.

2. For evaluation of price bid the following formula will be used:-

Price Bid marks = (Price of each mandatory item X 5) + (Price of each optional item)

3. The contractor attaining maximum marks as per the following formula will be awarded the contract:-

Total marks = {(Technical Bid Marks X 100/33) X 0.3 + (Price Bid marks of L1 vendor / Price Bid marks of the vendor X 100) X 0.7}

Example:-

Contractor	Technical Bid					Price Bid	Total Marks Obtained
	Parameter 1	Parameter 2	Parameter 3	Parameter 4	Total		
Contractor 1	7	9	10	0	26	2100	$\frac{26}{33} \times 30 + \frac{2100}{2100} \times 70 = 23.64 + 70 = 93.64$
Contractor 2	10	8	8	0	26	2150	$\frac{26}{33} \times 30 + \frac{2100}{2150} \times 70 = 23.64 + 68.37 = 92.01$
Contractor 3	10	7	7	3	27	2200	$\frac{27}{33} \times 30 + \frac{2100}{2200} \times 70 = 24.55 + 66.82 = 91.37$

In the above case contract will be awarded to Contractor 1.

Annexure A

PART - I - Technical bid- Application form

1	Name of the Company/ firm/ partnership/ sole proprietorship	
2	Type of Company / firm / partnership / sole proprietorship etc.	
3	Name and address of the Proprietor / Partners / Directors of the company.	
4	Registered office address and telephone numbers & email address	
5	Registration (firm, company etc...,) / Registration Authority, Date, Number etc	
6	Office address through which the work will be handled (together with vendor's email address)	
7	Experience in undertaking similar supplies to other organization	
8	Total value of the supplies made to the other organizations for the last 4 years (value of the service(s))	<div style="display: flex; justify-content: space-between;"> <div>2020</div> <div>Rs.</div> </div> <div style="display: flex; justify-content: space-between;"> <div>2021</div> <div>Rs</div> </div> <div style="display: flex; justify-content: space-between;"> <div>2022</div> <div>Rs.</div> </div> <div style="display: flex; justify-content: space-between;"> <div>2023</div> <div>Rs</div> </div>
9	Whether supplying to any of the Government/Semi government undertaking/ as approved caterer(s) and if so, furnish details along with duration of association	
10	Indicate if involved in any litigation	
11	Any disputes (including with statutory authorities) which are pending and details of the stage of proceedings.	

DECLARATION

1. The information we provide is true to the best of my/our knowledge and if any information is found untrue or false, I/we may be debarred from the tender process.
2. I/We agree to abide all the terms and conditions stipulated by the Bank to qualify in the tender process and also as mentioned in General instructions and conditions.
3. I/We also agree that our track record is clean and free of illegal activity or, financial frauds. If any information is found untrue or false in this regard. I/we may be debarred immediately from the tender process.
4. I/We also agree that the rates mentioned in the tender will remain valid for a period of 36 months which is the contract period for this tender.
5. I/We understand that the Canara Bank, Bengaluru reserves the right to accept or reject any or all of the tenders either in full or in part without assigning any reason whatsoever.

Signature:

Name:

Date:

Mobile No:

Seal of the Contractor:

Documents to be submitted along with the application form:

1. Copy of Certificate of Incorporation (in case of companies registered under the Indian Companies Act) / Registration Certificate (in case of partnership firms and proprietary concerns).
2. Copy of the Memorandum and Articles of Association (in case of companies registered under the Indian Companies Act) / Partnership Deed (in case of partnership firms).
3. Copy of Income Tax Returns filed for last 4 years.
4. Two references from organizations with whom the tenderer is currently executing a similar work.
5. Copy of audited Balance Sheet for year 2020-21, 2021-22, 2022-23 & 2023-24.
6. **Experience Details:** List of similar contracts entered into, by the tenderer during the last 5 years including orders on hand at present. Similar contract for this purpose means a comprehensive contract with the other organizations.

The following may also be noted:

1. Only one tender per tenderer will be accepted.
2. It may be noted that the tenders not accompanied by any one of the above documents will be liable for rejection.

Price Bid

<u>Proposed Menu for Staff Canteen at Circle Office Building, 21 Camac Street, Kolkata</u>				
<u>Morning Breakfast</u>				
<u>Mandatory Items</u>				
<u>Item</u>	<u>Quantity</u>	<u>Max RateCap</u>	<u>Rate of Contractor</u>	<u>Remarks if any</u>
<u>Idly with Sambhar & Chutney</u>	<u>2 nos. 40 gms each</u>	<u>25</u>	-	-
<u>Medhu Vada with Sambhar & Chutney</u>	<u>1 no. 40 gms</u>	<u>15</u>	-	-
<u>Poori with Aloo Sabji</u>	<u>2 nos. moderate size and 40 gms aloo sabji</u>	<u>35</u>	-	-
<u>Paratha/ Alu paratha/ Gobi Paratha with curry, chutney, etc.</u>	<u>1 No.</u>	<u>25</u>		
<u>Plain Dosa</u>	<u>1 No</u>	<u>30</u>		
<u>Masala Dosa / Sada Dosa/ Set Dosa</u>	<u>1 no./1 no./2 nos. moderate size/3 nos. small size</u>	<u>50</u>	-	-
<u>Variety Items (Any one per day)</u>				
<u>Upma with chutney</u>	<u>150 gms</u>	<u>30</u>	-	-
<u>Poha</u>	<u>200 gms</u>	<u>25</u>		
<u>Bread (2Pcs) with single Omlet</u>	<u>set</u>	<u>35</u>	-	-
<u>Corn flakes with milk</u>	<u>50 gms, 150 ml</u>	<u>50</u>		
<u>Veg Maggie</u>	<u>100 gms</u>	<u>30</u>	-	-
<u>Single Egg Maggie</u>	<u>100 gms</u>	<u>45</u>		
<u>Single Egg Omlet</u>	<u>1 no.</u>	<u>20</u>		
<u>Double Egg Omlet</u>	<u>1 no.</u>	<u>30</u>		
<u>Lunch</u>				
<u>Mandatory Items</u>				
<u>Item</u>	<u>Quantity</u>	<u>Max RateCap</u>	-	<u>Remarks if any</u>
<u>Mini Meal</u>	<u>Plain White Rice 450 gms, Yellow Dal 100 gms or as per demand, Curd 100 ml, Papad 1 no., Veg Sabji 60 gms, Poori / Roti / Chapati 2 nos. small/1 no. big/ Alu Bhujji, Sweet (300 gms)</u>	<u>50</u>	-	-

<u>Rice & Dal/ Sambar</u>	<u>450 gms with Dal/Sambhar as per demand</u>	<u>25</u>	-	-
<u>Roti/ Chapathi with Veg sabji/ curry. Dal</u>	<u>2 nos. with 60 gms Sabji. Dal as per demand</u>	<u>40</u>		-
Kolkata Style Chicken Biryani with Raita	600gm	<u>150</u>		
Kolkata Style Mutton Biryani with Raita	600 gm	<u>220</u>		
Veg Fried Rice (400 gm) with Chicken Kassa/ Chilly Chicken (200 gms)	1 plate	<u>150</u>		
Veg Fried Rice (400 gm) with Paneer curry/ Chilly chilly (150 gms)	1 plate	<u>130</u>		
Chicken Curry/ Butter Chicken/ Chicken Kasa	1plate (200 gm)	<u>100</u>		
Fish Curry/ Fish Masala/ Fish Kalia	1 Plate (100 gm)	<u>50</u>		
Mutton Curry/ Mutton Masala	1 Plate (200 gm)	<u>150</u>		
Egg Curry/ Egg Masala	2 no. Egg	<u>35</u>		
Paneer Curry/ Matar Paneer/ Paneer butter Masala etc.	150 gm	<u>40</u>		
<u>Variety Items (Any one per day)</u>				
<u>Curd Rice</u>	<u>400 gms</u>	<u>40</u>	-	-
<u>Pulav/Veg Birvani with raita</u>	<u>500 gms</u>	<u>75</u>	-	-
<u>Fried Rice (Gobi/ Veg/ Capsicum) with Sauce/Raita</u>	<u>600 gms</u>	<u>50</u>	-	-
<u>Dal Khichdi with papad & chutney</u>	<u>500 gms</u>	<u>40</u>		
<u>Plain curd / Sweet Curd</u>	<u>100 ml</u>	15		
<u>Evening Snacks/Chats</u>				
<u>Mandatory Items</u>				
<u>Item</u>	<u>Quantity</u>	<u>Max Rate Cap</u>	-	<u>Remarks if any</u>
<u>Dosa (Onion/ Rava/ Masala)</u>	<u>100 gms</u>	<u>40</u>	-	-
<u>Veg. Noodles/ Veg chowmin with souces</u>	<u>200 gms 1 plate</u>	<u>35</u>	-	-
<u>Egg noodles/ Chowmin</u>	<u>200 gms 1plate</u>	<u>45</u>		

<u>Chicken Noodles/ Chowmin</u>	<u>200 gms 1plate</u>	<u>70</u>		
<u>Veg. Roll/ Egg Roll</u>	<u>1 no.</u>	<u>40</u>		
<u>Chicken Roll</u>	<u>1 no.</u>	<u>70</u>		
<u>Variety Items (Any one per day)</u>				
<u>Chicken Pakoda</u>	<u>1 no. 100 gms</u>	<u>40</u>		
<u>Dhokla</u>	<u>1 nos. 50 gms each</u>	<u>20</u>		
<u>Samosa</u>	<u>1 nos. 50 gms each</u>	<u>15</u>		
<u>Kachodi</u>	<u>1 nos. 50 gm</u>	<u>15</u>	-	-
<u>Veg Pakoda</u>	<u>1 No. Plate. 100 gms</u>	<u>30</u>		
<u>Cutlet Veg</u>	<u>1 nos. 50 gms each</u>	<u>25</u>		
<u>Poha / Avalakki Bath</u>	<u>250 gms</u>	<u>25</u>		
<u>French Fries</u>	<u>150 gms</u>	<u>35</u>		
<u>Masala puri/Dahi puri</u>	<u>1 plate</u>	<u>30</u>		
<u>vegetables Maggi</u>	<u>1Plate</u>	<u>30</u>		
<u>Beverages</u>				
<u>Mandatory Items</u>				
<u>Item</u>	<u>Quantity</u>	<u>Max Rate Cap</u>	-	<u>Remarks if any</u>
<u>Tea/Coffee</u>	<u>150 ml</u>	<u>10</u>		
<u>Malt (Badam Milk)/ Butter milk/ Lassi</u>	<u>100 ml</u>	<u>20</u>		
<u>Boost/ Horlicks</u>	<u>100 ml</u>	<u>20</u>		
<u>Variety Items (Any one per day)</u>				
<u>Green Tea</u>	<u>100 ml</u>	<u>10</u>		
<u>Lemon Tea</u>	<u>100 ml</u>	<u>10</u>		
<u>DAILY MORNING 09:45 AM to EVENING 6:30 PM</u>				
<u>Fruit bowl</u>	<u>Min 4 fruits 250 gms (Apple or pomegranate mandatory)</u>	<u>40</u>	-	-
<u>Seasonal fruit Juice</u>				
<u>1. Seasonal fruit</u>	<u>200 ml</u>	<u>40</u>	-	-
<u>2. Apple Juice</u>	<u>200 ml</u>	<u>50</u>	-	-
<u>3. Moosambi Juice</u>	<u>200 ml</u>	<u>40</u>		-
<u>4. Lemon Juice</u>	<u>200 ml</u>	<u>25</u>	-	-
<u>Millet drink with Jagery</u>	<u>150 ml</u>	<u>20</u>	-	-

INDEMNITY BOND FORMAT

THIS DEED OF INDEMNITY BOND executed at Kolkata on this _____ day of _____ month of year two thousand and Twenty Four (**2024**) By M/s _____ duly represented by proprietor / one of its partners Sri _____, aged _____ years, son of Sri _____, residing at _____ (hereinafter referred to as Tenderer)

In favour of

Canara Bank, a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, at 112, J.C. Road, Bangalore - 700016.

Whereas Canara Bank has invited sealed tenders on lump sum rate basis from eligible Tenderers for Catering Services of Canara Bank Circle Office, situated at 21, Camac Street, Kolkata - 700016 . The Tenderer was shortlisted and become successful in securing the subject work through competitive tendering and the work specified in the tender documents has been awarded in favour of Tenderer by Canara Bank Head Office, 21, Camac Street, Kolkata vide their letter.....

And whereas as per tender documents, the Tenderer has to enter into a Contract Agreement with Canara Bank and execute an Indemnity Bond before starting the work. The Tenderer has entered into Contract Agreement with Canara Bank on

In consideration of Canara Bank having awarded the above said Contract, the Tenderer hereby undertake to indemnify and keep harmless the Canara Bank & its architect from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, faulty construction and for violating rules and regulations, any possible damage to the building and members of public in course of execution of the work for which Tenderer shall be solely responsible.

Further, Contactor hereby indemnifies and keep Canara Bank indemnified for any loss or damages incurred or suffered or to be incurred or to be suffered by Canara Bank on account of breach of the terms and conditions of the Contract by the Tenderer.

Signature of Tenderer with seal

CONTRACT AGREEMENT FORMAT

This agreement made on this _____ day of the month of ____ in the year two thousand and TwentyFour (**2024**) BETWEEN, **Canara Bank** a body corporate constituted under the Banking & Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Circle Office, 21, Camac Street, Kolkata - 700016, its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART ;

AND

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

WHEREAS THE Bank is desirous of undertaking the and has accepted the tender opened on ____ 2024 submitted by the Tenderer & the Tenderer has agreed to perform as set out and subject to the terms & conditions set forth in the said documents mentioned herein under.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.,
 - a) Notice inviting Tender
 - b) The Tender Document comprising Tender Notice, General Instructions, General Conditions of the Contract, Selection Procedure, Technical Bid Application Form, Price Bid.
 - c) Corrigendum to tender document if any.
 - d) Letter from Tenderer dt. _____ in response to the negotiation meeting discussions held on _____
 - e) Letter of Acceptance issued to Tenderer by Bank - letter No. _____ DT _____.
 - f) Letters from and to the Tenderer, if any, leading to and prior to acceptance letter.
3. The Tenderer hereby covenants and agrees with the Bank to render the services as per all terms and conditions/rules as mentioned in the aforesaid documents which shall form part of this agreement.

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

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

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