



SBI LIFE INSURANCE CO. LTD.

No. SBI LIFE /MS/ CO/ 102

Dated 26/12/2017

TENDER NOTICE FOR CATERING SERVICES

SBI Life Insurance Company Ltd invites sealed tenders from reputed, registered and licensed professional companies to provide Catering services for Corporate Office at Mumbai, for a period of 36 months from the date of award of contract. The agency should have overall turnover of Rs 4 crores during last three years and experience of having executed an order of one client worth Rs 50 Lakh for any of the last three years.

For complete details and formats of Application for Pre-Qualification (Technical) Bid please log on to website **www.sbilife.co.in**. Last date for receipt of technical proposals is 11/01/2018 up to 13:00 Hrs. SBI LIFE reserves the right to reject any/all proposals without assigning any reason whatsoever

Sr Vice President

(Management Services)



Application for proposal for Catering services for Corporate Office at Mumbai

SBI Life Insurance Company Limited is a joint venture between the State Bank of India and BNP Paribas Assurance. It started its operations in 2001, and has a network of 14 regional offices and over 800 branches and a work force of over 12000 employees located across the country. SBI Life's Corporate Office is at Mumbai.

SBI Life solicits proposals from reputed Service Providers for providing cafeteria services at its Corporate Office at Andheri (E) Mumbai.

This Pre-Qualification profile attached is for short listing of service providers for providing catering services for the Corporate Office at Mumbai.

This RFP is not an offer by SBI LIFE but an invitation for Bidder response. No contractual obligation of whatsoever nature shall ever arise from the RFP Process unless and until a formal contract is signed and executed by the duly authorized signatories of SBI Life and the Bidder.

Responses submitted after the stipulated date and time will not be entertained.

SBI Life reserves the rights to amend, modify, add, delete, in part or in full any conditions or specifications without assigning any reason during the entire process. The Bidders shall be entirely responsible for their own costs and expenses that are incurred while participating in the RFP, subsequent presentations and contract negotiation process.

The Bidder will not be permitted to submit the bid in a consortium with any other service provider/bidder. Bids submitted by consortium will be summarily rejected.

All the Bids and supporting documentation should be submitted in English. The bidder on awarding the contract will be expected to mobilize and begin catering services in SBI Life Corporate Office by 1st April 2018.

The time schedule of various activities to be carried out for awarding the contract of catering services is listed below:

| Sr No | Activity | Start Date | End Date |
|-------|---|------------|--------------|
| 1 | Release of RFP | 26/12/2017 | 10/01/2018 |
| 2 | Submission of Technical bids | 26/12/2017 | 11/01/2018** |
| 3 | Opening of Technical bids and short listing of vendors at 3.30 PM | 11/01/2018 | 11/01/2018 |
| 4 | Site visits of short listed vendors | 15/01/2018 | 18/01/2018 |
| 5 | Submission of Commercial bids | 19/01/2018 | 25/01/2018** |
| 6 | Opening of Commercial bids at 3.30 PM | 25/01/2018 | 25/01/2018 |

**** Bids will be accepted up to 1 PM only**

The Bidding process involves 3 stages.

1st Stage Short listing of the Applicants (Technical Evaluation) (Annexure A)

The Prospective Bidder should

- a) Be a bonafide catering Service provider of sound financial standing and should have adequate number of technically and professionally qualified personnel to manage work efficiently with central kitchen at Mumbai in the vicinity of Andheri (East).
- b) Be currently providing catering services in a Public Sector/Reputed Private Sector organization.
- c) Having valid Licenses from competent authorities to work as catering service provider in Mumbai.
- d) Be a Private/Private Ltd. Co/Public Ltd. Co/Partnership Firm with a minimum of 10 years experience in providing catering services in any Central Govt's/State Govt's/ Public Sector undertaking or reputed private institutions.
- e) Have at least one client where services of similar nature are rendered for more than 1000 persons for more than one year.
- f) Provide information as is required in the questionnaire about their company services, competencies and capabilities.
- g) Have a overall turnover of Rs. 4 crore at least for the last three financial years

2nd Stage

SBI Life at its own discretion may visit the central kitchen/kitchens and the locations where cafeteria services are being provided by the short listed bidder for hygiene and upkeep and also test the quality of food being served at different times.

3rd Stage (Price Proposal)

A proposed table of menu will be shared with the short listed Bidders. The Company will arrange a pre-bid inspection visit to the fully equipped cafeteria premises at Corporate Office. The short listed bidders will be requested to make commercial bids in the prescribed format along with an EMD of Rs. 50,000/-. Only the short listed firms/companies will be issued tender document governing the terms and conditions & commercial bid.

MISCELLANEOUS

- 1) The Company may, at its sole discretion, cancel the entire process at any stage of the bidding process.
- 2) The Bids should be in the prescribed format only.
- 3) Interested and eligible bidders may submit their application, in confidence, in the prescribed format in a sealed cover. This form (attached as Annexure1) is to be filled up and accompanied by DD/pay order of Rs. 500/-towards non-refundable application money in favor of “SBI Life Insurance Co Ltd” payable at Mumbai and should be submitted BY 13:00 hrs on 11/01/2018 at the office of THE **Vice-President (Management Services), Corporate Office, SBI Life Insurance Co Ltd ‘NATRAJ’ Ground Floor, M V Road & Western Express Highway Junction, Andheri (E) Mumbai-400069**
- 4) SBI Life reserves the right to select /reject any/all applications without assigning any reason thereof.
- 5) Empanelled vendor will be levied a penalty of Rs. 10000/- (Rupees Ten thousand only) per instance in case any fly/insect/worm etc is found in any food item served in the cafeteria.
- 6) In case of any dispute regarding any of the terms of this document, the decision of the VP [Management Services] of SBI LIFE shall be final and binding on all the parties.
- 7) All legal disputes, if any, will be subject to the jurisdiction of Mumbai courts only.

For SBI LIFE INSURANCE CO LTD
Sr Vice President – Management Services



Annexure-1

A) Pre-Qualification of Service Provider(Technical Component of the proposal)

| Sr No | Particulars | Details | Remarks |
|-------|--|---|---------|
| 1 | Name and Address of the Establishment | | |
| | Contact Person Details | <p>Name:</p> <p>Cell No:</p> <p>Email ID:</p> | |
| | | | |
| 2 | Year of establishment (Enclose Certificate of Registration) | | |
| | | | |
| 3 | Type of Organisation | Private / Private Ltd. Co / Public Ltd. Co / Proprietor / Partnership Firm. | |

| | | | |
|----------|--|-----------------------|---|
| | | | |
| 4 | Details of Licenses/registrations of Kitchen (Enclose a copy) | | |
| | | Valid upto | |
| A | Shop & Establishment | | |
| B | Maharashtra License under Food and Drug control Act, Govt. of India | | |
| C | BMC Health License (to serve food) | | |
| D | Medical/Health Certificate of the Kitchen Staff. | | Done after October 2017 |
| E | Fire NOC | | |
| F | Electrical department NOC | | |
| G | Police NOC | | |
| H | Society /Landlord NOC | | |
| | | | |
| 5 | Turnover for the financial Year | (Rs in Crores) | (Enclose copy of Audited Balance Sheet and P&L Account) |
| A | 2016-2017 | | |
| B | 2015-2016 | | |
| C | 2014-2015 | | |
| | | | |
| 6 | Establishment PAN No | | Enclose copy |
| | | | |
| 7 | GSTIN No | | Enclose copy |

| | | | | |
|----------|---|---|-------------------------------|---|
| | | | | |
| 8 | HSN/SAC Code | | | |
| | | | | |
| 9 | Client details with minimum billing of Rs 50 Lakhs per annum | | | Enclose reference letter of these clients (3 clients) |
| | Client Name | Name & Contact details of client | Total bill amount (Rs) | Approx Nos of Staff served |
| | | | | |
| | | | | |
| | | | | |

We hereby certify and confirm that the information furnished is true and correct.

Signature of the Authorized Person.....

Name of the Person.....

Name of the Organization.....

Place.....

Date.....

Note: 1) Please enclose separate sheets, if the above space is insufficient.
2) Provide Authority letter for the person signing this form.

EMPANELMENT OF CATERING SERVICES AT SBI LIFE INSURANCE CO. LTD.
COMMERCIAL BID

STANDARD MENU

| Sr No | Particulars | Details | Amount (Rs) per plate |
|-------|------------------|--|-----------------------|
| 1 | Breakfast/Snacks | Veg Sandwich or 2 Idlis or 1 Dosa preparation or Uttapam or Poha or Upma With Sambar/chutni/sauce etc | |
| 2 | Veg Lunch | 2 roti/chapatti, Rice, 1Dal, 1Dry Sabzi, 1Wet Sabzi, 1 Sweet, Papad, Salad, Pickle etc | |
| 3 | Non Veg Lunch | 2 roti/chapatti, Rice,1 Dal, 1 Dry Sabzi or 1 Semi-dry Sabzi, 1Chicken or Mutton or Fish preparation, 1Sweet, Papad, Salad, Pickle etc | |
| 4 | Mini Lunch | 1Veg Soup, 1 Veg Burger or Veg Kati Roll, 1 salad and 3 types of Seasonal Fruits etc | |
| 5 | Tea | 200 ml cup | |
| 6 | Coffee | 200 ml cup | |

Please enclose Standard Menu for above types of Lunch, Breakfast, Snacks items

SPECIAL MENU

| Sr No | Particulars | Details | Amount (Rs) per plate |
|-------|----------------------|---|-----------------------|
| 1 | Veg Lunch /Dinner | 2 roti/chapatti, Rice, 1Dal, 1Dry Sabzi, 1 Semi-dry Sabzi, 1 Sweet, Papad, Salad & Pickle | |
| 2 | Non Veg Lunch/Dinner | 2 roti/chapatti, Rice,1 Dal, 1 Dry Sabzi or 1 Semi-dry Sabzi, 1Chicken or Mutton or Fish preparation, 1Sweet, Papad, Salad & Pickle | |

Please enclose Special Menu for above types of Lunch, Breakfast, Snacks items

SPECIAL MENU –OUT DOOR CATERING

| Sr No | Particulars | Details | Amount (Rs) per plate |
|-------|----------------------|---|-----------------------|
| 1 | Veg Lunch /Dinner | roti/chapatti, Rice, 1Dal, 1Dry Sabzi, 1 Semi-dry Sabzi, 1 Sweet, Papad, Salad & Pickle | |
| 2 | Non Veg Lunch/Dinner | roti/chapatti, Rice,1 Dal, 1 Dry Sabzi or 1 Semi-dry Sabzi, 1Chicken or Mutton or Fish preparation, 1Sweet, Papad, Salad & Pickle | |

For outdoor catering:

- 1) Vendor needs to arrange for Tables, frills, crockery and manpower.
- 2) quote for minimum 10 pax
- 3) Enclose Special Menu options for above types of Lunch / Dinner.

NAME OF THE COMPANY: _____

AUTHORISED SIGNATORY: _____ DATE : ____/____/____