



TENDER DOCUMENT

FOR PROVIDING CATERING SERVICES AT OUR CENTRAL PROCESSING CENTRE (CPC)

SBI LIFE INSURANCE COMPANY LIMITED
7TH LEVEL (D-WING) & 8TH LEVEL,
SEAWOODS GRAND CENTRAL, TOWER-2,
PLOT NO. R-1, SECTOR-40, SEAWOODS,
NAVI MUMBAI - 400706

Tender No. AMC/MGNT SER/01-2017-2018
Dated: 23th May, 2017

**SALIENT FEATURE OF TENDER DOCUMENT
FOR PROVIDING CATERING SERVICE**

Last date & time for submission of duly filled in Tenders:

01st JUNE, 2017 - 3.00 PM

Duly filled-in Tender Documents, complete in all respects, to be sent by Registered Post/speed post/Courier or delivered in person at the above-mentioned address. No Tender Document would be accepted after 3.00 p.m. on **08th June, 2017**. SBI Life Insurance Company Limited (SBIL) shall not be liable for any postal delays what so ever.

Date & Time of opening Technical Bids:

12th JUNE 2017 – 11:00 AM

Venue for opening Technical Bids:

SBI LIFE INSURANCE COMPANY LIMITED
7TH LEVEL (D-WING) & 8TH LEVEL,
SEAWOODS GRAND CENTRAL, TOWER-2,
PLOT NO. R-1, SECTOR-40, SEAWOODS,
NAVI MUMBAI - 400706

Date & Time of opening Commercial Bids:

19th JUNE 2017 – 11:00 AM.

Venue for opening Commercial Bids:

SBI LIFE INSURANCE COMPANY LIMITED
7TH LEVEL (D-WING) & 8TH LEVEL,
SEAWOODS GRAND CENTRAL, TOWER-2,
PLOT NO. R-1, SECTOR-40, SEAWOODS,
NAVI MUMBAI - 400706

Earnest Money
Deposit (EMD)
(Refundable)

Demand Draft No. _____ dated ____/____/2017 for Rs. 25,000/- (Rupees Twenty Five Thousand only) drawn on (name of the Bank) _____ in favour of SBI Life Insurance Company Limited payable at Mumbai (To be enclosed with Technical Bid)

NOTICE INVITING TENDER

Sealed tenders are invited from experienced Catering Companies / individuals / reputed hotel professionals capable of providing catering services for running Cafeteria of high quality and hygiene for a period of two years extendable further by one more year after satisfactory performance of the contractor.

SBI Life Insurance Company Limited, Central Processing Centre invites sealed tenders under two-bid system from reputed and experienced Catering Companies / individuals / reputed hotel professionals for providing Catering Services at the above address.

The interested tenderers / contractors are required to submit the Technical and Commercial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Commercial Bid" should be placed in a third sealed cover superscribed "**Tender for Catering Services**". The duly filled tender should reach SBI Life, CPC on or before 01st June 2017 at 3.00 PM.

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from www.sbilife.co.in Any future clarification and/or corrigendum(s) shall be communicated through tender section.

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Advisor-Administration

(Signature of the Tenderer with seal)

CONTENTS

Sr. No	Particulars	Page Nos
1	Invitation for Tender	5
2	General Terms and Conditions	7
3	Earnest Money Deposit	9
4	General Information	14
5	Technical Information	15
6	Declaration	16
7	Undertaking	17
8	Details of Existing Clients	18
9	List of the items provided By SBI Life	19
10	Commercial Bid	21

This tender document consists of 24 pages. The tenderers are requested to check that the tender document is complete while receiving the same. This tender document is not transferable under any circumstances.

All folios of this tender document must be signed by the intending tenderer or such person on his behalf as is legally authorized to sign, and embossed with official seal at the time of submission.

(Signature of the Tenderer with seal)

INVITATION FOR TENDER

Tenders in sealed envelope are invited from reputed and resourceful registered/licensed contractors based in Navi Mumbai / Mumbai having at least 5 years of experience in execution of catering services to minimum 300-400 persons per day in a medium sized organization including Bank, Government Offices, PSUs and Multinationals. Interested contractors whose total employee strength is minimum 50 and are interested in empanelment on SBI Life, CPC for providing catering services to approximately 300 employees of the Company in the air conditioned Cafeteria, located at SBI Life Insurance Company Limited, Central Processing Centre (CPC), 7th Level (D-Wing), Seawoods Grand Central, Tower-2, Plot No. R-1, Sector – 40, Seawoods, Navi Mumbai – 400706 and fulfilling Terms and Conditions of the tender document, may apply.

The tenderer must affix his signature with name, designation and seal of his establishment on the left hand bottom of each page of tender invariably.

SBI Life, at its sole discretion, may extend the deadline for submission of the Tender by issuing an addendum in which case all rights and obligations of the tenderer previously subjected to the original dead line shall be subject to the extended deadline.

Bids received after due date and time will not be accepted by SBI Life, CPC under any circumstances. The Tenderer / Bidder shall ensure that the bid documents, complete in all respects, reach SBI Life, CPC, Seawoods as above before the due date and time.

Tenderers are requested to study the terms and conditions of the tender carefully and then submit tenders accordingly.

SCOPE OF WORK

The scope of catering services includes:-

- i) High Tea, working Lunch, Lunch, breakfast, snacks etc.
- ii) Conference room service during the meetings, get together & functions
- iii) Pantry services at the CPC, Conference Room, etc.

Tenderer should operate as per the working hours of SBI Life, CPC except Sundays / holidays.

The tenderer / Caterer will engage sufficient manpower to ensure prompt service and abiding rule & regulations of labour laws. All food items will be served by persons in uniform carrying photo identity card.

The intention of SBI Life, CPC is to provide hygienic and qualitative food to the executives and staff members. The caterer and his staff are expected to provide courteous service to our staff members and any deficiency noticed in this regard will be treated as a breach of contract and the contract will be terminated without any notice.

(Signature of the Tenderer with seal)

The Caterer or his employees shall not use the premises allotted to him for any other purpose except storing of food and servicing and shall not act in any manner so as to cause any nuisance or annoyance to SBI Life.

The submission of the tender itself shall be construed as acceptance of all the terms and conditions, mentioned in the tender notice, by the Tender / Caterer. The tender submitted after the deadline / new deadline, if any, for submission shall not be accepted and shall not be considered. Similarly, the tenderer shall not be permitted to modify / withdraw his / her tender document once submitted. The tender will be disqualified or rejected outright if the Tenderer / Caterer do not fulfil the terms and conditions as mentioned in tender document. Tenderer must keep the tender open for acceptance for a period of six calendar months from the due date. A Pre-bid meeting is scheduled to be held at 7th Level, Seawoods Grand Central, Tower-2, Plot No. R-1, Sector – 40, Seawoods, Navi Mumbai – 400706 at 11.30 on 05.06.2017. Any clarification/ modification given by the Committee after pre bid meeting shall become a part of original tender. The map of Cafeteria premises and the actual area will be shown to the Tenderer during the pre-bid meeting. Tenderer/s can also inspect Cafeteria premises on the same day. All such received tenders shall be opened on 06.06.2017 at 3.30 p.m. at 7th Level, Seawoods Grand Central, Tower-2, Plot No. R-1, Sector – 40, Seawoods, Navi Mumbai – 400706. One representative of the Tenderer may remain present on this date and time, if so desired. The tenders will be scrutinized as per evaluation procedure explained in Terms and Conditions. Officials of SBI Life will undertake pre empanelment visit to the Tenderers office and the canteen / centralised kitchen from where the Tenderer is providing the services before finalisation of the empanelment.

The successful Tenderer will be empanelled on the Panel of Contractors for providing canteen services and will be notified in writing by letter / E-mail that his / her tender has been selected for empanelment. The said panel will be valid for 2 years, which may further be extended by 1 year (if required). If, during the term of the contract, services are not found to be satisfactory SBI Life shall have the absolute right to cancel the contract by giving three months notice in writing. SBI Life reserves the right to call for any missing / additional information from the responding Tenderer/s and accept and reject any or all tenders without assigning any reason whatsoever.

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ADVISOR ADMINISTRATION

(Signature of the Tenderer with seal)

GENERAL TERMS AND CONDITIONS

1. Pre-qualification criteria:-

The parties interested in providing catering services should submit an undertaking in writing that, when the contract is awarded, the Tenderer shall undertake to execute same as stipulated and specified in the enquiry letter.

No commitment to accept lowest cost/tender: SBI Life, CPC is under no obligation to accept the lowest or any offer received in response to this tender and reserves its rights to reject any or all the offers including incomplete offers without assigning any reason whatsoever. SBI Life, CPC will not be obliged to meet and have discussions with any vendor and to entertain any representations other than the pre bid meet.

2. Eligibility Criteria:-

2.1 The interested parties should have a complete set up in Mumbai / Navi Mumbai, having an annual turnover of minimum of Rs. 10 Crore for the last three financial years. The party should have the desired infrastructure with all support staff. The party should also be financially sound since last five years and should be in the business of catering, hospitality, restaurant for at least five years in Mumbai / Navi Mumbai. Necessary certificates (Certificate of incorporation, ESIC, Health License, ISO certification, Provident Fund Certificate, Service tax, S&E Certificate, etc) in support of the above should be submitted along with the Technical Bid.

2.2 The party should have their Central Kitchen located in Navi Mumbai within a distance of 10-15 kms from our Seawoods Office.

2.3 The party must also have a clientele of at-least 5 organisations viz., PSU/Multinational organizations. A letter/certificate from the clients should be submitted in support of the above claim and the same should be forwarded along with the Technical Bid.

3. The Tenderer / Bidder should have registration of running catering service and must have valid Registration Certificate & Permit / License for running such Hotel / Restaurants / Catering Services etc. issued by the Competent Authority such as Navi Mumbai Municipal Corporation (NMMC) / Central or State Govt health Dept / service certificate wherever applicable which is required by the law and also must furnish duly certified copies thereof in support of the above criteria.

4. The Tenderer / Bidder shouldn't have been blacklisted by any government institution in the past three years nor should the Tenderer / Bidder have been pursuing any legal case against a Government Institution on account of catering services. Attach self certificate /declarations.

5. Tenderer / Bidders are requested to indicate their best rates together with maximum discount in the very first instance, since, further negotiations after opening price offers which is entirely at the discretion of SBI Life, CPC may or may not take place.

6. Tender submitted by the Tenderer shall be rejected out rightly if the Tender

a. Submits Incomplete Tender

b. Submits the Tender in Joint Venture

c. Does not keep the tender open for acceptance for a period of Six Calendar Months from the due date.

- d. Stipulates his / her own conditions or any alternative / conditional proposals.
- e. Does not have five years' experience of providing catering service to an organization where at least 300 persons use the service.
- f. Does not sign and affix the Stamp/ Seal of the Tenderer in the manner and at the places as enumerated / earmarked in the tender document.
- g. Does not enclose the draft towards EMD while submitting
- h. Does not have all statutory registrations /Licenses.
- i. Does not adhere to all Laws and Acts as applicable to such kind of business.
- j. Does not agree with all terms and conditions.
- k. Does not allow officials of SBI Life, CPC to visit his premises as a pre empanelment visit.

7. The tender will be scrutinized on the basis of:

- a. copy of documents submitted along with the tender form along with fulfilment of our Terms and Conditions
- b. Pre empanelment Inspection visit of places of only those Tenderer who are found prima facie eligible for empanelment on the basis of documents/ information submitted.

8. After scrutiny and analysis of tenders received from the Tenderers, they shall be evaluated on the basis of the following criteria:

- a. Experience
- b. Opinion / rating of randomly selected patrons availing the services / facility of the Tenderers.
- c. Kitchen management at the existing servicing Establishment of the Tenderers.
- d. Quality of raw / unfinished items at the existing servicing Establishment of the Tenderers.
- e. Quality of the randomly selected prepared food items at the existing servicing Establishment of the Tenderers.
- f. Cleanliness and hygiene of the Kitchen Staff and the Service Personnel provided at the existing servicing Establishment of the Tenderers as also the dining and adjacent area.
- g. Adherence to all Laws and Acts as applicable to such kind of business.
- h. Compliance of all statutory requirements.

9. The Commercial Bid will be opened only of those Tenderers who qualify on technical evaluation.

10. The Rates offered by empanelled contractors in the Commercial bid must take into consideration that space, furniture & fixture, utensils, kitchen equipment's, electricity, water, etc. are provided by SBI Life free of cost.

11. Earnest Money Deposit:

Each Tender must be accompanied by a Bank Draft / Pay Order of Rs. 25,000/- (Rupees Twenty Five thousand only) from a Nationalised / Scheduled Bank drawn in favour 'SBI Life Insurance Company Limited' as earnest money. EMD in the form of cheques / Cash is not acceptable. EMD amount will be refunded interest free in due course to the unsuccessful Tenderer / Bidders. Tenders not accompanied by EMD shall be treated as invalid and summarily rejected.

In the case of successful tenderers, EMD amount will be forfeited to SBI Life, in the following cases:-

- i) Any quotation received against this tender shall be governed by the terms and conditions indicated in the tender document. If, after submission of the quotation, the tenderer fails to honour the contract or refuses to comply with any/all of the terms and conditions of the tender, then the EMD amount shall stand forfeited to SBI Life without further intimation.
- ii) If the tenderer withdraws the offer during the validity period
- iii) The tenderer increases the quoted prices during the validity of the Tender / extension granted, as the case may be
- iv) The tenderer not responding to SBI Life's communication in time for clarification of some of the relevant terms and conditions of the tender

12. Clarifications, if any:- The Tenderers / Bidders may seek various clarifications on or before due date of submission of tender. Tender / Bidder may contact to Management Services department for further queries. Ph No: - 022-66456232 / 6261. Queries received on mail amin.niranjan@sbilife.co.in will be replied over email and is the preferred mode.

13. Period of Bid validity - Opening of Bids:-

- 1) Validity of Tender Bids will be for six months.
- 2) Bids will be accepted on or before specified date and time only.
- 3) No Bids will be accepted after the above deadline.
- 4) Opening of only the Technical Bids shall be done first.
- 5) After Technical evaluation, the Commercial bids of only those technically qualified will be taken up for further price evaluation.

14. Enclosures with Technical Bid:

The tender shall be accompanied by the following documents:-

- a. A copy of the Income Tax clearance certificate, for the last 03 years as token of having submitted the I.T. returns, shall have to be furnished along with the tender.
- b. A copy of the certificate issued by the FSSAI for providing the catering services.

c. Certificates in support of experience for having undertaken this kind of business have to be furnished. A list of organizations where the tenderer is currently providing/has provided catering services may be attached.

d. Necessary evidence in support of the constitution of the tenderer, whether sole proprietor, Partnership firm, or co-operative society or Limited Company is to be furnished, with details of the partners and their addresses in case of partnership firm, or Directors and their addresses in the case of Co-operative society or Limited Company.

e. Photocopy of certificate in support of diploma/specialization experience in the line of catering is to be furnished.

f. Earnest Money Deposit of the required amount.

g. Undertaking as per Annexure II.

If the tender is not accompanied by all the documents mentioned above the same shall be liable to be rejected summarily.

15. Bid Currency:- All costs and charges, related to the bid, shall be expressed in Indian Rupees.

16. The empanelled Contractor who becomes Successful in Commercial Bid will have to pay Security Deposit of Rs. 2,00,000/- in the form of Demand Draft / Pay Order issued by any Scheduled / Nationalised Bank.

17. The empanelled Contractor who becomes successful in Commercial Bid be awarded the contract to provide catering services in the Cafeteria situated at 7th Level, Seawoods Grand Central, Tower-2, Plot No. R-1, Sector – 40, Seawoods, Navi Mumbai – 400706 for a period of **2** years which can be extended by one more year, if required, on mutually agreed rates, terms and conditions.

18. During the initial term of 2 years of Contract, there will be no revision in the rates. If the contract is renewed for a period of one (1) year, an increase of 15% may be considered. If during the said contract period and /or during extended period of contract, the Contractor expresses his inability to fulfill the contract or run the Canteen, it will be treated as breach of Contract and the contract will be terminated. In such case, SBI Life, CPC, Seawoods reserves the right to unilaterally terminate the contract without giving any notice period.

a. Forfeit the Security Deposit submitted by the Contractor.

b. Debar the Contractor for five (5) years.

19. The Contractor shall have necessary ESIC and PF Code No. for employees of the Contractor appointed for the purpose to run the Canteen from the Canteen premises.

20. The Contractor shall remit ESIC and PF contributions regularly of all the employees deputed by him and furnish the proof of the same every month to SBI Life.

21. The Contractor, after the award of the Contract, can sublet the contract either fully or partially only in case of sale of MRP products and not catering services.

23. The Contractor shall keep the Cafeteria open and provide the catering services for the Staff of SBI Life from the Cafeteria on all working days for the following period, subject to change as decided by SBI Life :-

- Tea / Coffee counter to be made available throughout the office hours. For this, the Contractor should deploy approximately 02 service boys. Menu to be displayed compulsorily on Canteen Board. Non displaying of list of items and prices will attain penalty of Rs.100/- per day.

The Contractor shall use only good quality raw material preferably branded material for preparing food items.

26. The Contractor shall not make any alteration in the rates, quality, quantity, etc. of the articles of food and drinks which will be enumerated in the Commercial Bid of the Tender Document for sale at the Cafeteria while running the Cafeteria except with prior permission of SBI Life. If the Contractor desires to serve any additional items, the Contractor may submit an additional list for the written approval of SBI Life without changing the order of items mentioned in the Tender document and shall serve such additional articles of food and drinks at the rates as finalized by SBI Life.

Page 11 of 24

deterioration in quality shall be treated as breach of the terms and conditions and the scope of Tender shall be liable to be terminated.

28. The list of furniture, fixtures, equipment's, crockery, cutlery, etc will be provided by SBI Life and any further requirement to be arranged by the Contractor as per Annexure IV. repairs and maintenance of the assets will be undertaken by SBI Life.

29. The Contractor shall attend the Canteen Committee Meetings (if Possible) to address any issues that may arise in the matter of running the Cafeteria once in three months or as and when required by SBI Life. The Contractor shall be bound by the decisions taken in the Meetings convened as aforesaid.

30. SBI Life shall not be a party for recovery of payment of any bills or dues from any of the customers of the Contractor.

31. Termination of Contract

- i) The contract can be terminated by either party by giving three months' notice.
 - ii) "The contract is also liable to be terminated by SBI Life if
 - a) The Agency abandons the work or
 - b) The Agency assigns or sublets the work in whole or in part thereof in catering services or
 - c) The Tenderer becomes bankrupt or insolvent or goes into liquidation or is ordered to wind up or has a receiver appointed on its assets or
 - d) The Tenderer persistently disregard the instructions issued by SBI Life or
 - e) The Agency fails to adhere to the agreed schedule of the work or
 - f) The information submitted by the Tenderer in the Tender is found to be incorrect
- OR
- g) The Tenderer fails to perform its obligations or violates the provisions as per the terms of the contract"

32. On placing of the order or after renewal of the order the contractor cannot terminate the contract at his will. If the Contractor desires to terminate the contract, he shall give prior notice of at least 90 days as mentioned above; failing which, Security Deposit is liable for forfeiture.

33. The Contractor shall appoint required employees at the cost of the Contractor for the purpose of running the Cafeteria and the Contractor shall at his own cost provide to the employees so appointed with proper uniform, badges / ID cards, etc as directed by SBI Life. The Contractor must deposit the amount of ESI Contribution of the said employees appointed by him regularly in time without failure.

34. In the matter of appointment of the required employees for the purpose of assisting the Contractor to run the Cafeteria from the SBI Life premises, the Contractor shall comply with the provisions of Child Labour Act.

35. For security reasons, the Contractor shall provide the list of all the employees appointed by the Contractor for the purpose of assisting the Contractor in the matter of running the Cafeteria from SBI Life, CPC. Such list shall contain the following details of the employees appointed by the Contractor namely Name, Age, Date of Birth, Sex, Photo, Educational Qualification, Designation, Address, Telephone No. and health records. The contractor shall ensure police verification of all employees appointed by them.

36. In all cases of dispute, the matter will be referred to the Advisor-Administration and his decision shall be final and legally binding upon the Contractor

37. The disputes shall in the first instance be resolved by mutual discussions between the both parties within a period of one month failing which only the regular courts of Mumbai / Navi Mumbai will have the exclusive jurisdiction to adjudicate upon the matter

38. The monthly pest control in the Cafeteria is arranged by SBI Life. However, in case Cafeteria kitchen requiring special pest control treatment, it will have to be arranged by the Contractor.

39. The Contractor shall obtain necessary License / permission to engage Labours / Staff as required under the Contract Labour (Regulation & Abolition) Act, 1970.

40. Contractor shall obtain the necessary License from the Health Department and pay the License Fees accordingly.

41. The Tenderer must be registered under Employees State Insurance Corporation Act, 1948 and hold such Registration Certificate issued by Employees State Insurance Corporation.

42. The Tenderer desirous of getting the benefit under the provisions of MSME Act, should submit necessary valid document.

43. Selected Contractor, to whom the final contract will be awarded, shall enter into SERVICE AGREEMENT subject to the Laws. The Stamp Duty, Execution Cost etc. shall be borne by the Agency entering into Service Agreement with SBI Life.

Signature

Authorised Signatory

(Name/Designation and Seal of the Contractor

GENERAL INFORMATION

Name of the Establishment	
Status: Whether Proprietary / Partnership Firm / Private Ltd. Co. /Public Ltd. Co. (Copy of Partnership Deed / Memorandum of Association, as the case may be, to be submitted)	
Date of Establishment / Incorporation (Copy of Certificate to be enclosed)	
Address Registered Office Telephone No: E mail ID:	
Address of Kitchen, Telephone No: E mail ID:	
Names of Proprietor / Director / Partners (as the case may be)	
Name, Designation and Phone no. of persons authorized to sign the documents on behalf of the Company / Firm / Proprietary Concern (Authorization Certificate to be enclosed)	
PAN No. (Copy of PAN Card to be enclosed)	
Total Number of Permanent Employees	Kitchen Staff:- Service Boys:- Others:-
Name of Clients along with number of persons to whom catering services are being provided by you at present (supply of services to Minimum 300 persons - PSU or other than PSU)	

TECHNICAL INFORMATION

Do you have at least 5 years' experience of providing catering services to minimum 300 persons per day (Letter of recommendation from past clients to be submitted)	
Do you agree to keep tender open for six months from due date	Yes / No
Whether Company/ Partnership Firm / Proprietary Concern is Registered under following (Copy of Registration / License to be enclosed)	
Shop and Establishment Act, 1948	
Sales Tax Act,	
Service Tax Act	
Minimum Wages Act, 1948	
Have you submitted IT Returns of last three years (Copy to be enclosed)	Yes / No
Have you complied with provisions of Child Labour Act	Yes / No
Do you comply with provisions of Minimum Wages Act,	Yes / No
Have you entered in Joint Venture with any other Proprietary Concern /Partnership Firm or Co. for submitting this Tender	Yes / No
Have your Company /Firm been under litigation or any other action has been initiated by any authority for violation of any provisions of Law or have you been black listed by any Organization	Yes / No
Do you agree with all Terms and Conditions and enclosed the same with Tender document duly executed	
Have you submitted Declaration as per Annexure I	
Have you submitted Undertaking as per Annexure II	
Have you submitted Details of existing clients as per Annexure III	

Signature

Authorised Signatory

(Name/ Designation and Seal of the Contractor)

To,

Advisor-Administration
7th Level (D-Wing) & 8th Level,
Seawoods Grand Central, Tower-2,
Plot No. R-1, Sector-40, Seawoods,
Navi Mumbai - 400706

DECLARATION

Dear Sir,

ENGAGEMENT OF SERVICE PROVIDERS FOR CATERING SERVICES AT THE PREMISES OF SBI LIFE INSURANCE COMPANY LIMITED, CENTRAL PROCESSING CENTRE

I / We have read and understood the tender document / website notice for inviting tenders for the above service and instructions to the tenderers and accordingly submit our tender for technical and commercial bids in sealed envelopes.

I / We unconditionally accept Terms and Conditions mentioned in the Tender Document and attach the same duly executed by me/us. I /We agree that the decision of SBI Life in empanelment and selection of the Agency will be final and binding on me / us. All the Information furnished by me hereunder is correct to the best of my / our knowledge and belief.

I / We do hereby declare that the information furnished by us in the proforma and in the supplementary sheets is correct to the best of my/our knowledge and belief.

Yours faithfully,
(Signature)

Name

Designation

Address

UNDERTAKING

I /We, authorized representative of _____, being Indian Company/Proprietary Concern/Partnership Firm, registered under _____, bearing registration number _____ do hereby solemnly affirm and state as under :-

I / We agree to keep my / our tender open for acceptance for a period of Six Calendar Months after the last date of receipt of the tender. I / We further agree not to revoke my / our tender at any time during the said period of Six Calendar months. I / We being one of the Tenderers, confirm that I / We are not black listed / debarred from catering services by Central /State Government Department / PSUs / MNCs. I / We further affirm that no advisory / directives / warnings have been issued by Government Authority or any Organisation during last three Commercial Years and no litigation is pending, against us, in any of the Court of Law. I / We unconditionally accept the General Terms and Conditions and confirm that Annexure I to III are duly executed by us. I / We state that SBI Life Insurance Company Limited will consider my / our tender on the basis of the statement made by me / us in this Undertaking. I / We hereby state that my / our tender be evaluated for considering its responsiveness only if I / We have submitted my / our tender in compliance of the terms relating to the submission of the Tender as enumerated in the Tender Document. .

I / We further state that the information submitted to SBI Life Insurance Company Limited in these documents are true and correct and any information if found to be incorrect, shall make the contract liable to be repudiated. Further, I / We accept that in such cases, Earnest Money Deposit submitted while submission of Commercial bid will be forfeited.

Solemnly affirmed at _____ this _____ day of _____ 2017.

Authorised Signatory

NAME / DESIGNATION AND SEAL OF THE AGENCY

Date:

DETAILS OF EXISTING CLIENTS

Details of existing clients: (Separate page must be submitted for each Client)

Name of the Client	
Address of the Client	
Name, designation of contact person (Client) with telephone no. and e-mail ID	Name: Designation: Landline No.: Cell No. : Email ID:
Number of persons to whom catering services are provided per day	
Number of employees deputed by the Contractor for the said client	Kitchen Staff Service Boys Others

Signature of the Tenderer : _____

Name and Designation of the Tenderer : _____

Seal of the Tender : _____

LIST OF THE ITEMS PROVIDED BY SBI LIFE

Sr. No.	Inventory List	Quantity
1.	Tables Chairs	45 220
2.	SS Hot Bain Marie On Car 1200x1000x850+1050	2
3.	SS Refrigerated Cold Salad Counter on Cart 1200x1000x850+1050	1
4.	SS Plate Counter with Soup Turin on Cart 1500x1000x850+1050	1
5.	SS Juice & Sandwich Counter On Cart (2 Nos Grillers & 2 Nos Juicers) 1500x1000x850+1050	1
6.	SS Back Counters With Door 1500x600x850+100	5
7.	Micro Oven (20 Ltrs)	1
8.	Chafing Dish With Induction Warmer	6
9.	SS Work Table With 2 u/s. 1500x650x850+100	1
10.	Pizza Oven 600x450x250	1
11.	Table Top Hot Plate 400x500x250	1
12.	Masala Table With 2 u/s. 600x650x850+100	1
13.	Dosa Plate 900x650x850+100	1
14.	SS Work Table With 2 u/s. 1350x600x850+100	1
15.	Idli Steamer- Table Top 54 Idlis	1
16.	SS Single Bowl Sink Unit 600x650x850	1
17.	SS Two Door Vertical Refrigerator 600x650x2050	1
18.	SS Pot Rack 1000x600x1500	1
19.	SS OHS Storage Rack 800x400x300	1
20.	SS Work Table With 2 u/s. 1800x600x850+100	1
21.	Electric Fryer – Table Top	1
22.	Grease Tap	1
23.	SS Unloading Table 700x600x850+100	4

Sr. No.	Inventory List	Quantity
24.	Dish Wash Machine Hood Type 60 Rack / hr	1
25.	SS Single Bowl Sink Unit 1000x600x850+100	1
26.	SS Big Bowl Sink Unit 1800x600x850+100	1
27.	SS Dirty Dish Sorting Table 1500x600x850+100	1
28.	SS Dish Landing Table 1600x600x850+100	1
29.	SS Floor Grating 3480x200	1
30.	SS Clean Dish Trolley 900x600x850	1
31.	SS Work Table With 2 U/s. & 2 OHS 1350x750x850+450+300	2
32.	Exhaust Hood With SS Filter 4350x750x500	2
33.	Microwave Oven 20 Ltrs	1
34.	Under Counter Dishwasher 30 Racks	1
35.	Salamander / Toaster (mini)	1
36.	Sandwich Griller	1
37.	Juicer	2
38.	Soup Kettle	2
39.	Refrigerator	1
40.	Dirty Dish landing Counter	1
41.	Crockery and Utensils	Will share details later

COMMERCIAL BID

To be typed on Tenderers Letter Head

TYPE – I
Normal Lunch (Full)
Soup (Veg / Non Veg)
1 Salad
Rice (Steam, Pulao, Biryani) – Any One
Dal
Assorted Roti / Chappati
2 (Two) Veg (Dry & Gravy)
1 (One) Non Veg (Dry Or Gravy) - (Chicken Or Fish)
Raita, Papad, Pickle, Curd
1 Desert
VEG: Rs. _____
NON VEG: Rs. _____

TYPE – II
(Meeting/Executive Lunch)
Soup (Veg / Non Veg)
1 Salad
1 Starter (Veg) / (Non-Veg)
Rice (Steam, Pulao, Biryani)
Dal
Assorted Roti / Chappati
2 (Two) Veg (Dry & Gravy)
1 (One) Non Veg (Dry Or Gravy) - (Chicken, And / Or Mutton And / Or Fish)
Raita, Papad, Pickle, Curd
1 Dessert
VEG: Rs. _____
NON VEG: Rs. _____

Please Note: **Taxes as applicable will be extra**

Category	Particulars	Price
Health Meal	Health Meal – Variety 1	
Pulao & Biryani	Veg Pulao with Raitha & Papad	
	Paneer Biryani with Raitha & Papad	
	Veg Biryani with Raita & Papad	
	Chicken Biryani with Raita & Papad	
	Egg Biryani with Raita & Papad	
	Chapati subzi with Raita & Papad	
	Dal Rice Subzi with Raita & Papad	
Tea / Coffee / Juices	Tea	
	Coffee	
	Butter Milk	
	Sweet Lassi	
	Lime Juice	
Snacks	Idli Sambhar Chutni	
	Vada Pav (2 Nos)	
	Missal Pav	
	Upma	
	Poha	
	Sabudana Vada	
	Sabudana Khichdi	
	Punjabi Samosa (2 Nos)	
	Veg Cutlet	
	Dhokla	
	Plain Maggi	
	Veg Franki	
	Medhu Wada Sambhar Chutni	
	Onion Bhajiya	
	Potato Bhajiya	

	Double Half Fry Pav	
	Egg Maggi	
	Dahi Vada	
Sandwich	Bread Butter Jam	
	Veg Sandwich	
	Veg Cheese Sandwich	
	Brown Bread Veg Sandwich	
	Omlette Sandwich	
	Omlette Cheese Sandwich	
	Brown Bread Omlette Sandwich	
	Boiled Egg Sandwich	
Chaat	Sev Puri	
	Pani Puri	
	Sukka Bhel	
	Bhel Puri	
	Dahi Puri	
	Samosa Chaat	
Juices & Milkshakes	Sweet Lime (Mosambi)	
	Water Melon	
	Pineapple	
	Orange	
	Banana Milkshake	
	Chikoo Milkshake (Seasonal)	
	Mango Milk Shake (Seasonal)	
	Pomegranate Juice	
	Strawberry Milkshake	
	Kesar Milkshake	

Selling of MRP (Packet Food)

The MRP products to be sold in Cafeteria should be of the following brands as under:-

1. Britannia
2. Parle
3. Garden
4. Unilever
5. Monginis
6. PepsiCo. India Holdings Pvt. Ltd
7. Haldiram
8. Balaji
9. Coca Cola
10. ITC products
11. Nestle