

## TENDER INVITATION

### CATERING FOR STATE BANK LEARNING CENTRES, THIRUVANANTHAPURAM, ERNAKULAM AND FORT KOCHI

1. State Bank of India invites tenders from interested parties having minimum 1 years experience in catering services for providing catering service at its Learning Centres: (i) Thiruvananthapuram (ii) Ernakulam and (iii) Kochi. The relevant terms and conditions are given below. The Bank reserves the right to accept or reject all offers at any stage without assigning any reason whatsoever.

2. The tender should be submitted in the prescribed format given as Annexure 1 (Technical Bid) and Annexure 2 (Price Bid). The Technical Bid (Annexure 1) and Price Bid (Annexure 2) should be submitted in two separate sealed covers and the said covers should be put in another sealed cover and submitted. Tender submitted in deviation to the standard format will be rejected. **Vendors intend to bid for more than one centre, separate application requires to be submitted.**

3. This Tender document and the formats mentioned above can be downloaded from [www.sbi.co.in](http://www.sbi.co.in) under 'procurement news' and print out of the same can be taken and submitted.

4. Tenderers should make an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only) at the time of submission of the tender. No interest shall be payable by the Bank on the EMD in case of refund. If a tenderer is not selected, the EMD will be refunded without any interest after finalisation of the tender. Tenders not accompanied with EMD will be rejected summarily. EMD is to be submitted by way of Demand Draft or Pay Order in favour of State Bank of India payable at Thiruvananthapuram and should be enclosed along with the Technical bid. Cheques will not be accepted towards EMD. In case of selected tender, the EMD will be retained and adjusted towards the Security Deposit which is required to be furnished. Bank reserves the right to forfeit the EMD given by the successful bidders in case of failure to make the required security deposit and / or execute agreement with the Bank and / or the tenderer fails or withdraws from undertaking the work awarded by the Bank within such time as the Bank may stipulate.

5. Additional information, if any may be submitted as attachments. All pages including this letter and the pages containing the terms and conditions given hereinafter should be signed by the tenderer or the authorized person and submitted along with the Technical bid.

6. The tender shall be submitted in English and should be legible, transparent and unambiguous. There shall not be any overwriting, corrections, insertions etc in the tender and other documents submitted. Incomplete tenders, conditional tenders, tenders received late, tenders not conforming to the terms and conditions prescribed in the tender documents or not accompanied with the enclosures as stated herein shall be summarily rejected without informing the tenderers.

7. The amount should be quoted in Indian Rupees. **Special care should be taken to write the rates in figures as well as in words.**

8. The rates quoted should be valid for 3 years, subject to satisfactory review every year.

9. The bidder should sign all pages / tender documents. Companies/ partnership firms and proprietary institutions are eligible to submit bid. The Managing Director, Managing Partner or the Proprietor respectively of the above entities should sign the tender/ other documents on their/ its behalf with seal. In case any other person signs the tender documents, the relevant authority to sign shall be enclosed.

10. Submission of more than one tender for the same centre by the same bidder is not allowed. **The applicants shall produce necessary documents showing relevant experience in rendering catering services.**

11. The tender can be submitted either by post or courier or directly to the address given below. The bank will not be responsible for any loss or delay in transit.

12. The bidder or authorized representative will be allowed to be present at the time of opening of the tender.

13. The tenders in Annexures 1 and 2 are to be submitted on or before 2 PM of **10<sup>th</sup> July 2017** and should be **superscribed “ Quotation for Catering, SBLC, Thiruvananthapuram/Ernakulam/Kochi - Technical Bid/Price Bid”**, as the case may be.

14. The L1 (Lowest) quotation will be considered based on the rate mentioned against item No.A (Total for food) of PRICE BID (Annexure 2). Bidder whose tender is accepted will have to enter into an agreement in the format prescribed by the Bank.

15. The tenders will be opened at **3 PM** on **10th July 2017** at Premises Department, Local Head Office, Poojappura, Thiruvananthapuram. Price bids of tenderers who are technically qualified will only be opened.

16. The tendering process can be modified/ postponed /cancelled at the discretion of the Bank, without assigning any reason. Bank also reserves the right to reject any or every tender or all tenders without assigning any reason whatsoever at any stage.

19. Interested persons having good repute and necessary experience may forward their tenders in the prescribed format duly filled in a sealed cover superscribed as Application for Catering Contract for Centre.....to the following address,

**The Assistant General Manager  
Premises Department  
State Bank of India  
Local Head Office  
Poojappura, Thiruvananthapuram- 695012**

For further details/ clarifications, please contact the Asst General Manager, Premises Department, Local Head Office, Poojappura. Telephone number 0471-2192433 / 9447711992.... Email: [cmld.lhotri@sbi.co.in](mailto:cmld.lhotri@sbi.co.in)

Thiruvananthapuram  
26.06.2017

Assistant General Manager

## TERMS AND CONDITIONS

### A. General Terms and conditions

1. The contractor shall provide the following services:  
Prepare and serve fresh and wholesome meals/snacks/beverages and such other food as per the prescribed menu, to staff undergoing training at the respective Learning Centre and also for guests/staff/faculty/such other persons as the Bank may require.
2. The prescribed food menu prepared by the Bank is given in **Part I of Schedule I** hereto.
3. The Bank will provide the premises covering kitchen, pantry, dining hall for preparation and service of food and the following
  - a) Tables, chairs and other furniture in the dining hall.
  - b) Tables and racks in the kitchen for the use of the kitchen staff and utility staff and suitable sideboards in the service area for use of service personnel.
  - c) The Bank will also provide electricity connection and adequate water supply in the kitchen, store and dining area free of charge. However, the contractor shall not be entitled to use electricity for cooking purposes or any other unauthorized purposes contrary to the same shall be charged and shall be deducted from the security deposit or pending bills. The Contractor shall keep the usage of water and electricity to a reasonable level. The Bank is free to install an electric meter to monitor the consumption of electricity by contractor.
  - d) The Bank has provided the connection for cooking gas. But the arrangements for the cooking gas supply and all the expenses thereof have to be met by the contractor (including repairing of burners etc).
4.
  - a) The contractor will have to provide table cloths, table mats, paper napkins for the dining room as well as crockery, cutlery, cooking utensils and other kitchenware and the same shall be of first class quality, to the satisfaction of the Bank.
  - b) The Contractor will provide refrigerator and cold storage unit for preservation of food etc as and when required.
  - c) A menu board should be kept in the dining hall at the Contractor's expense and the menu for the day should be displayed on it every day.
  - d) The contractor shall incur all expenses, whatsoever in connection with the preparation of the food.
5. The Contractor shall take full responsibility for the safe custody and proper care of furniture, crockery and all other articles supplied to him and he shall duly return them in the good condition in which they were taken (natural wear and tear exempted) on conclusion or termination of the contract period. The cost of the damage caused to any furniture or other utensils by the negligence of the contractor will be deducted from the security deposit. The contractor, will also render, as and when required by the Bank, an account of Kitchen equipments, utensils, cutlery, crockery, furniture, fittings, etc. given to him by the Bank and any officer authorized by the Bank will have right to inspect and check such kitchen equipment, utensils, cutlery, crockery, furniture, fittings, any

other materials, belonging to the Bank at any time. The Contractor will not take any item supplied to him by the Bank outside the premises of the Bank without the express permission in writing from the Bank.

6. The Contractor shall be paid amounts at the rate agreed for actual number of trainees who consume the food and for the respective item of meals/food which they are provided with. However the contractor shall be paid the total agreed charges for all the items mentioned in the menu together, for a minimum number of 25 (Twenty Five) persons daily except when the Learning Centre closes down for a period of 3 days or more. Normally, the Training Centre closes down for the Annual Closing roughly from 15th March to 14th April every year, but the Bank reserves the right to keep the Training Centre open during this period at its discretion, in which case, full catering arrangements will have to be provided. If the Training Centre closes down as above, no minimum charges will be paid.

7. The billing in respect of the catering service may be done by the Contractors as per the rates agreed, once in a fortnight and payments will normally be effected by the Bank within 3-4 working days.

8. If a guest/officer of the Bank is invited to deliver a talk/lecture or otherwise participate in discussions/Interface sessions at the Training Centre, the Contractor shall not charge any extra amount for serving food to him/them, provided that such guests/officers shall not exceed three a day.

9. In the event of illness of any trainee, the Contractor will provide light diet consisting of kanji, bread, fruits, etc. as per medical advice and extra charge will be paid.

10. All the office staff at the training centre, including the instructors/guests not exceeding 20 (excluding the trainees) shall be supplied with mid-morning tea/coffee/snacks and afternoon tea/coffee/snacks at agreed cost.

11. The Contractor shall have to supply food packets to the trainees going out on excursion/field visits, etc. held in connection with any programmes at no extra cost.

12. In case a trainee is absent or does not take his meals on a particular day, the Assistant General Manager, Learning Centre would give prior information of absence at least two hours in advance to the Contractor and he will not charge in respect of the absentees for that meal/meals.

13. The list of participants for the training programme will be provided to the contractor for making adequate food arrangement.

14. No guests other than those invited by the Bank are to be served any food in the mess/dining hall.

15. No food/meals/refreshments prepared in the SBLC Canteen should be taken out for catering to the outsiders/outside parties nor shall the contractor permit any unauthorised occupation of any of the rooms.

**B. Period of contract.**

1. The contract will be for a period of 3 years subject to satisfactory review every year. Agreement in the format prescribed by the Bank will have to be entered into by the Contractor. The price/rates quoted/mentioned herein, agreed and accepted by the contractor shall be binding on the contractor and the contractor shall not have any right to claim any variation during the period of contract. The rates quoted shall be deemed to include and cover all costs, expenses, taxes and liabilities of every description and all risks of every kind of action to be taken in performing the contract. The Contractor shall be deemed to have known the nature, scope, magnitude and extent of services to be rendered and materials to be procured, though the contract documents may not fully spell out all the details.

**C. Security Deposit**

1. The Contractor has to deposit a sum of Rs.25,000/- (Rupees Twenty Five Thousand Only) with the Bank as cash security deposit for the fulfillment of the terms and conditions of the contract till the expiry of its term. This deposit would not carry any interest. The deposit amount will be refunded on expiry/termination of the contract after deducting the amount against any loss caused due to the negligence/violation of terms and conditions by the contractor.

**D. Ensuring quality of food**

1. The Contractor shall ensure that optimum standard of cleanliness and hygiene is maintained while preparing the food. The food supplied by the contractor shall be good, wholesome and of best quality to the satisfaction of the Bank. Before using the raw materials and ingredients for cooking, the Contractor shall ensure their quality and wholesomeness. Only such oil as permitted by the Bank shall be used for cooking. Oil once used should not be normally reused.
2. The Assistant General Manager, State Bank Learning Centre and other officers connected with the Learning Centre shall have the right to inspect at any time the food and beverages supplied by taking meals and beverages with the trainees and shall also carry test checks at their convenience, of the raw materials, ingredients used, cooking arrangements and finished eatables and will have the absolute right to have cooked or raw items destroyed at the cost of the contractor, in his / their sole discretion, if they do not meet the standard of hygiene, quality & wholesomeness. No extra charges shall be payable to the contractor if the food is consumed by the officials of the Bank, if the same is for testing purposes.
3. The food served should not have monotonous taste. Contractor shall ensure that food items prepared are served/ supplied immediately and under no circumstances prepared food shall be kept for more than Three Hours. The food shall be served as per the timings fixed by the authorized

officials of the Learning Centre.

4. In the event of insufficient/bad quality/non-serving of food as agreed, the Bank will be within its rights to make suitable deductions from the Contractor's bills, which will be binding on the Contractor.

#### **E. Maintaining cleanliness / Hygiene etc**

1. The Contractor will arrange at his cost for proper disposal of kitchen waste and ensure that no unhygienic conditions are caused by waste disposal. The Contractor shall keep the entire waste water/drainage/disposal system in good order and functional by clearing solid waste materials, etc. at intervals during the day daily. Any blockage in the drainage system shall be cleared promptly at the cost and responsibility of the Contractor.

2. Maintenance of high standard of cleanliness in the kitchen, dining hall, etc would be the sole responsibility of the Contractor. The Contractor must also maintain in a clean state the chairs and other furniture in the dining hall and pay particular attention that the servicing tables are cleaned with adequate frequency during servicing hours.

3. No living rooms / quarters will be provided by the Bank for the Contractors or his employees, unless it is convenient to the Bank to spare suitable rooms/ quarters for the purpose. However any portion of the Bank's premises, if used by the Contractor or his employees, must always be kept in clean and hygienic condition.

#### **F. Payment of taxes etc**

1. The Contractor shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State/Central Govt. or any local body or authority. The Contractor shall as and when required by the Bank furnish such proof of payment, or compliance of the obligations including registration certificate, clearance certificate etc.

#### **G. Deployment of staff by contractor and maintenance of discipline by employees**

1. The contractor shall employ at his own cost and expenses sufficient and competent staff as may be required for the fulfillment of the Contractor's obligations under the agreement and shall give his / her professional expert guidance and supervision to the work. The Contractor or his authorised representative will visit the Bank's office once in a week and contact the designated person/s.

2. If in the opinion of the Bank any staff or supervisor of the Contractor is found unsuitable the contractor shall be liable to change the staff / supervisor forthwith. The contractor shall be responsible for the discipline of his personnel and Bank's Orders/directives shall be binding on the contractor.

3. It is specifically required that the Contractor shall provide at all times a bell boy preferably conversant in Hindi/English to be available at the reception desk to offer services to Bank guests/trainees. The bell boy should be

available to offer service at all the rooms for guests/trainees.

4. The Contractor shall provide adequate number of bearers. The Contractor will ensure that the bearer will remain clean and neatly dressed while on duty and shall provide them with uniforms. A supervisor appointed by the Contractor will oversee and co-ordinate the duties of the bearers and will be responsible for efficient service.
5. Contractor shall ensure that neither of the employees are allowed to sell food prepared at the canteen to outsiders nor permits any unauthorised persons to occupy the rooms provided for accommodation of the trainees. In the event any employee is found to be indulging in such acts the contractor shall remove such person on the instruction of officer in charge of the learning centre immediately.
6. The rules and regulations of the Bank regarding security / conduct inside the Bank premises will be distinctly observed by the Contractor as well as the employees of the contractor and the contractor will be solely responsible for the observation of these rules and regulations by his employees. The contractor shall also ensure that his employees do not make use of the premises provided by the Bank for any illegal, immoral or unlawful purpose.

#### **H. No employer – employee relationship**

1. The employees employed by the contractor shall be in the employment of the contractor only and not of State Bank of India and the contractor shall be solely responsible for all acts of commission or omission of his employees and the contractor shall indemnify the Bank against any loss occurred due to the act of any of his employees.
2. The contractor shall be solely responsible for the payment of wages of his employees and the Bank shall in no way be concerned with the same. Bank shall in no way be concerned or responsible for the welfare of the employees employed by the contractor and the contractor shall be solely responsible for the welfare of his employees as per the various Government acts and Regulations whether Central or the state, that shall be applicable to him from time to time.
3. In the event of any injury to the contractor's employee/s arising out and in the course of employment, the liability to pay compensation etc in terms of any relevant legislation shall be on the contractor. Anyhow the contractor also hereby declares that he shall at all times keep the Bank effectually indemnified against any liabilities or compensation or damages which the Bank may be required to pay to any of his employees in terms of any order or direction of any court or other competent authority.
4. The Bank shall not be liable or responsible for claims or demands of the employees of the Contractor and the Contractor shall indemnify and keep the Bank indemnified against any loss, claims/demands made by the employees of the Contractor against the Bank.



**I. No tenancy / license etc created**

1. The premises made available to the contractor for providing the services as stated above will not create or deem to create any right to the contractor in the premises either as a tenant, lessee or licensee or otherwise and the contractor hereby agrees that he will not claim any right as a tenant, lessee or licensee of the premises..
2. The contractor agrees that he will immediately vacate the premises along with his employees on expiry of the contract term or termination of the contract as mentioned hereafter.

**J. Liability of contractor to compensate / pay damages**

1. The Bank shall not be responsible or held liable for any damage to person or property consequent upon the use, misuse or failure of any tools and equipment used by the contractor, even though the same has been provided by the Bank to the Contractor. The acceptance and / or use of any such tools and equipment by contractor shall be construed to mean that the contractor accepts all responsibility for and agrees to indemnify from said use, misuse or failure of such tools and equipment.
2. All permanent installations and furniture such as electrical fittings, plumbing, water taps are the responsibility of the Bank and all normal repairs and replacements will be undertaken by the Bank. However if the damage is caused to such installations / fittings etc due to any act attributable to the contractor / employees of the contractor then the contractor shall be liable. Any such damage caused shall be made good by the contractor immediately to the Bank without any loss of time, failing which the cost of equipments, properties etc. will be recovered from his bills or from other means as deemed fit by the Bank, including recovery from the security deposit. On such recovery, if security deposit gets reduced, the same has to be made good by the contractor and if the security deposit is not sufficient for the recovery, the contractor undertakes to make the required payment.
3. If the Bank suffers any loss on account of non-performance of any of the agreed terms of this Agreement then the contractor shall be liable to make good the loss and any claim made by the Bank regarding the loss caused shall be final and binding on the contractor. Failure of equipment etc. or non availability / non co-operation by the employees will not be an excuse for not providing service and in such cases; the contractor shall be bound to make alternate arrangements.
4. In the event of sudden failure, neglect, dislocation or stoppage of the services by the contractor, the Bank may at its discretion get the work done / service provided by some other agency or person at the risk and cost of the contractor without prejudice to its rights to enforce performance in respect of the rest of the work from the contractor. The contractor shall in such event, pay to the Bank the additional cost incurred for having such work done from some other agency / person. In case of non payment, the amount will be deducted from the bills of contractor or from the security deposit.

5. If for any reason, the contractor abandons providing services without the permission of the Bank, the Bank will be at liberty to break open the lock and make inventory of the articles. Such an inventory shall be final and binding on the contractor for all purposes. The cost of any articles, if found lost will have to be paid by the contractor or else will be deducted from the bill or the security deposit.

## **K. Penalty for non compliance**

1. Without prejudice to the right of the Bank to terminate the contract or claim damages as may be available to the Bank, the Bank shall also be entitled to impose penalty on the contractor on occurrence of the following events
  - a) In the event of non-fulfillment of any of the terms of contract regarding supply of food or delay in supply, short supply of food/meal, use of inferior type of ingredients, stuff, raw materials used for making food, the Bank may impose penalty up to Rs.1000/- (Rupees One Thousand only) for each such default, depending upon its nature.
  - b) In the event of lack of cleanliness and hygienic conditions in the Kitchen or dining hall, a penalty up to Rs.1000/- (Rupees One Thousand only) per day may be imposed on the contractor till remedial action is taken.
  - c) If the Bank finds that the contractor or his employees are misusing the facilities or premises provided by the Bank for any other purpose not covered under the contract, the Bank will be free to levy penalty up to Rs.1000/- (Rupees One Thousand only) during each day of misuse.
  - d) For any other default in complying with the terms and conditions of the contract a penalty up to Rs.1000/- per default.
2. The penalty shall be imposed for each day on which the default occurs or is continued. The decision of the Bank regarding the imposition of penalty will be final and binding.

## **L. Recovery / Withholding of amounts**

1. The damages / penalty / any other amounts payable by the contractor shall be realized by deducting the amount from pending bills or otherwise deducting from the security deposit or other amounts of the contractor available with the Bank. The Bank shall also have the right to withhold reasonable sums from the amounts payable to the Contractor under this contract and from the security deposit if the Contractor commits breach of any of the terms & conditions of the contract or fails to produce sufficient proof to the satisfaction of the Bank as to payment of all statutory and other dues or compliance with any other obligations under any Act, Law, Legislation etc. relevant in the matter. The contractor shall be bound by the decision of the Bank in this regard.

## **M. Termination of contract**

1. Apart from the reasons stated otherwise herein, the Bank shall have the right to terminate the contract even without any notice and without having any liability to pay any compensation to the contractor, in the following circumstances:
  - a) The Contractor assigns or sub-contracts this contract without written consent of the bank.
  - b) In case the performance of the Contractor is found to be unsatisfactory/ and/or the food supplied is found to be substandard and the contractor does not improve the service/standard of food, in spite of demand made by the Bank. In such cases, the officer in charge of the Learning centre

shall be sole authority to decide and judge the quality of service rendered by the contractor / standard of food supplied, whose decision shall be final and binding on the contractor.

- c) If it is found that the contractor is providing the service violating the provisions of any law which he is required to comply in providing the service.
- d) If at any stage during the period of the contract any case involving moral turpitude is instituted in court against the contractor or its personnel.
- e) If any of the representations made by the contractor based on which the contract is awarded is found to be false / untrue.

2. Without prejudice to the above rights to terminate the contract without notice as stated above / and /or elsewhere herein, the Bank may also in case of non compliance / non performance of any of the terms and conditions of the contract, issue a notice of 7 days requiring the contractor to comply with the conditions and in case the contractor does not rectify the deficiency / take steps for compliance then the Bank shall be entitled to treat the contract as terminated. If the bank exercises its right to terminate the contract for non performance / non compliance of any of the terms of the contract then the entire security deposit furnished by the contractor or part thereof as may be decided by the Bank in its discretion shall stand forfeited.

3. At any time during the currency of the contract, the Bank will have the right to terminate the contract by giving a notice of 30 days even without assigning any reason.

4. On the expiry of the period of contract or its earlier termination by the Bank, the Contractor shall remove his properties / personnel/employees from the premises of the Bank and hand over to the Bank all the articles/properties entrusted/provided by the Bank to him in good order. On termination of contract by the Bank for any reason whatsoever, the Bank shall be entitled to engage the services of any other person, agency or contractor to meet its requirement without prejudice to its rights including claim for damages or other amounts due from the contractor.

#### **N. Compliance with Laws / rules / regulations etc**

1. The Contractor will ensure strict compliance with the provisions of the Prevention of Food Adulteration Act (PFA) and other statues / orders etc in the matter of ingredients/materials used in the preparation of food and beverages and regarding the food and beverages themselves. If any action is initiated by any authority under the PFA Act against the Contractor, their employees, the Bank or the Bank officials in relation to the food provided, the Bank will have the option to terminate the contract with immediate effect without any notice and without in any way being liable for any loss/damage, cost or expense which Contractor may suffer as a consequence thereof. The Contractor also agrees to indemnify the Bank and its officials against any or all loss caused consequent to any action under the PFA Act or Rules. A copy of the PFA Act is furnished to the Contractor.

2. The Contractor shall abide by all rules/regulations/laws applicable for the engagement of personnel for his work and protect the Bank from any claims/demands/orders whatsoever made by any court / authority/department of Government, etc. in respect of such engagement.
  
3. The contractor shall comply with the provision thereof in as far as the catering services are concerned and the contractor shall be solely responsible for the breach of any act or regulation relating thereto and he shall indemnify the Bank for any loss or damage the Bank may suffer due to the default of the contractor.
  
4. The Contractor shall obtain necessary licence(s), permit(s), consent(s), sanction(s) etc. as may be required or called for from/by local or any other authorities for doing the above services. The Contractor shall comply with all applicable laws, rules and regulations in force. Further, the Contractor shall obtain such permission/license(s) as may be required under the relevant labour laws or under any other Laws in force relating to his services. The Contractor shall as and when required produce the licence/permission etc. so obtained or furnish copies thereof. The contractor shall also keep and get renewed such licence, permission etc. from time to time. The Contractor shall be responsible for any contravention of the Local, Municipal, other Laws, Rules, Regulations etc.
  
5. All the Rules & Regulations regarding hygiene, health etc. issued by the State, Municipal Corporations, any other authorities shall be strictly adhered to by the Contractor. The contractor also undertakes to indemnify the Bank against any loss or damage on this score.

**SIGNATURE OF THE TENDERER :** \_\_\_\_\_  
**NAME** : \_\_\_\_\_  
**STAMP** : \_\_\_\_\_

**SCHEDULE I**  
**PART I**

**MENU FOR STATE BANK LEARNING CENTRES**

SI	Particulars of items	No.of days in a week	Quantity
1	Bed Coffee/Tea	7	1 Cup per person
2	<b><u>Breakfast</u></b>		
	i. Uppuma/Plantains/Pappadam/Chutney+Cornflakes with Sugar and Milk	(MON) 1	Unlimited
	ii. Vadai/Idly/Sambar/Chutney	(TUE) 1	Unlimited (Vadai 2 nos)
	iii. Idi Appam/Vegetable Stew/Soya Bean/Mushroom Masala Curry	(WED) 1	Unlimited
	iv. Vella Appam or Palappam with Potato Masala or Soya Bean/Mushroom Masala Curry	(THU) 1	Unlimited
	v. Puttu/Kadala/Peas Masala/Egg Curry/Plantains/Pappadam	(FRI) 1	Unlimited
	vi. Ghee Roast or Masala Dosai & Vadai+Sambar/Chutney, Dosai Powder & Oil	(SAT) 1	Unlimited (Vadai 2 Nos)
	vii. Plain Dosai/Sambar, Chutney	(SUN) 1	Unlimited
	viii. Eggs as Omelette/Half boiled/full boiled/Scrambled/Bull's eye	7	2 eggs Unlimited
	ix. Toasted Bread/Butter/Jam	7	Unlimited
	Coffee/Tea		1 Cup per person
3	<b><u>Pre-Lunch refreshments:</u></b> Coffee/Tea (During Tea Break), Biscuits	7	1 Cup per person
4	<b><u>Lunch:</u></b>		
	i. <b><u>Vegetarian Meals:</u></b> Rice (both boiled and raw), Dal, two curries, Pappad, Chips, Pickles, Sambar, Rasam, Curd (1 Cup), Butter Milk, Chappathis & Fruit Salads or Ice cream or Custard Pudding	6 days: viz. SUN, MON, TUE, WED, THU & FRI	Quantity unlimited
	<b><u>On non-vegetarian side:</u></b> Dish for non-vegetarians: (anyone dish) Chicken curry/fry Fish curry/fry Egg Curry	1 1 1	Sufficient quantity (1 or 2 pieces) for each person

	Mutton Curry	1	(approx 150gms)
	<b>ii. Biryani (Veg) &amp; Non Veg</b> Salad, Pappad, Pickle, Curd (1Cup)/Ice cream or Fruit Salad or Custard Pudding or Fruits	SAT 1	Unlimited
5	<b>Post Lunch refreshments:</b> Coffee/Tea (during Tea break)	7	1 Cup per person
6	<b>Evening Refreshments:</b> Coffee/Tea with snacks like Vadai, Bonda, Pakoda, Pazhampori, Plum Cake, Biscuits etc on rotation basis	7	1 Cup/person & sufficient of snacks
7	<b>Dinner:</b> Common vegetarian meal consisting of items similar to that served during lunch (all items to be freshly prepared) <b>Fresh Fruits :</b> Like Plantains, Oranges, Grapes, Apples, Guava, Pinapples etc	7	Quantity unlimited  Sufficient quantity

**SPECIAL INSTRUCTIONS:**

1	<i>Please note that some participants will prefer to have certain items like Milk, fruits etc only instead of the regular meals. The same should be provided in sufficient quantity.</i>
2	<i>Oils used for cooking must be of good quality viz. Coconut oil (KERA/KPL), Sunflower Oil (SAFOLA), Rice Bran oil.</i>
3	<i>Only good quality Bread, Butter &amp; Jam to be served like Modern/Elite Bread, Kissan Jam &amp; Amul Butter etc.</i>
4	<i>The Cumin seeds (Perinjeerakam) provided for chewing after food must be of fresh and good quality.</i>
5	<i>Boiled Jeeraka water must be provided with meals.</i>
6	<i>Electricity, water and utensils will be supplied by the Bank.</i>
7	<i>The garbage generated every day while preparing food must be suitably disposed off without polluting/littering the premises and surroundings.</i>

**Annexure 1**  
**TECHNICAL BID**

**CATERING FOR STATE BANK LEARNING CENTRES**

<b>1</b>	Name	
<b>2</b>	Constitution	
<b>3</b>	Address with Telephone Number	
	(a) Office	
	(b) Residence	
<b>4</b>	Current Assignments, if any	
<b>6</b>	Experience in catering (Enclose proof )	
<b>7</b>	Capital available for investment	
<b>8</b>	Outside liabilities, if any	
<b>9</b>	Whether able to provide vegetarian/ non-vegetarian meals as per menu attached in Annexure 2	



10	Number of persons proposed to be employed for Catering		
11	Details of equipment/ machinery		
12	Details of experience certificate/ Testimonials		
13	Details of DD submitted toward Earnest money deposit	No. and date of DD / Pay order	
		Amount	Rs.10,000/-
		Drawn on	..... Bank
		Payable at	Thiruvananthapuram

I, Shri/Smt \_\_\_\_\_  
 declare having carefully gone through the conditions contained in the tender documents in respect of the above tender and agree to abide by all of them.

Place:

Date :

Signature of the Tenderer with seal

Enclose the following:

- a) Document showing experience in catering service
- b) Earnest Money Deposit (EMD) of Rs.10,000/-(Rupees Ten Thousand Only) by way of Demand Draft or Pay Order in favour of State Bank of India payable at Thiruvananthapuram
- c) The tender documents, including the tender invitation letter and the pages containing the terms and conditions (Page 1 to 19) signed by the tenderer on all pages.

**Annexure 2**

**PRICE BID**

**CATERING FOR STATE BANK LEARNING CENTRES**

SI	Particulars of items	Rate quoted per day per person(inclusive of all taxes)
1	Bed Coffee/Tea	
2	<b><u>Breakfast</u></b> One cup of Tea/coffee/milk, Sliced bread (Plain or toasted), butter (minm 15gm), Jam (minm 20 gm), 1 Steamed Banana or Egg made to order plus <b>anyone of the following dishes prepared daily.</b> i. Uppuma/Plantains/Pappadam/Chutney+Cornflake s with Sugar and Milk ii. Vadai/Idly/Sambar/Chutney iii. Idi Appam/Vegetable Stew/Soya Bean/Mushroom Masala Curry iv. Vella Appam or Palappam with Potato Masala or Soya Bean/Mushroom Masala Curry v. Puttu/Kadala/Peas Masala/Egg Curry/Plantains/Pappadam vi. Ghee Roast or Masala Dosai & Vadai+Sambar/Chutney, Dosai Powder & Oil vii. Plain Dosai/Sambar, Chutney viii. Eggs as Omelette/Half boiled/full boiled/Scrambled/Bull's eye	
3	<b><u>Pre-Lunch refreshments:</u></b> Coffee/Tea (During Tea Break), Biscuits	
4	<b><u>Lunch:</u></b> <b><u>Vegetarian Meals:</u></b> Rice (both boiled and raw), Dal, two curries, Pappad, Chips, Pickles, Sambar, Rasam, Curd (1 Cup), Butter Milk, Chappathis & Fruit Salads or Ice cream or Custard Pudding <b><u>On non-vegetarian side:</u></b> Dish for non-vegetarians: Anyone of the following : Chicken curry Fish Curry Egg Curry Mutton Curry <b><u>Biriyani (Veg) &amp; Non Veg (weekly once)</u></b> Salad, Pappad, Pickle, Curd (1Cup)/Ice cream or Fruit Salad or Custard Pudding or Fruits	

5	<b>Post Lunch refreshments:</b> Coffee/Tea (during Tea break)	
6	<b>Evening Refreshments:</b> Coffee/Tea with snacks like Vadai, Bonda, Pakoda, Pazhampori, Plum Cake, Biscuits etc on rotation basis	
7	<b>Dinner:</b> Common vegetarian meal consisting of items similar to that served during lunch (all items to be freshly prepared) <u>Fresh Fruits</u> : Like Plantains, Oranges, Grapes, Apples, Guava, Pinapples etc	
A	Total for Food	
	(Rupees.....)	

I, Shri/Smt \_\_\_\_\_ declare having carefully gone through the conditions and agree to abide by all the terms and conditions.

Name \_\_\_\_\_ :  
Signature of the Tenderer :

Place:  
Date: