



NOTICE INVITING TENDER

SBI Infra Management Solutions Pvt. Ltd., Ground Floor, Raheja Chambers, Free Press Journal Marg, Nariman Point, Mumbai – 400 021 on behalf of State Bank of India, Mumbai invite two-bid tenders from Catering Contractors for the Tender for Providing Catering Services at State Bank Bhawan & Air India Building of State Bank of India, Corporate Centre, Madam Cama Road, Nariman Point, Mumbai - 21.

2. The other details of the tender are as under:

1.	Name of Work	Tender for Providing Catering Services at State Bank Bhawan & Air India Building of State Bank of India, Corporate Centre, Madam Cama Road, Nariman Point, Mumbai – 21.
2	Cost of Tender Documents cum processing Fee (Non-refundable)	Rs. 10,000/- (Rupees. Ten Thousand Only)* non-refundable to be deposited along with Tender Part-A in the form of Demand Draft issued by any Nationalised/Schedule Bank drawn in favour of “ SBI Infra Management Solutions Pvt. Ltd. ” payable at Mumbai. (*Those Vendors who have already submitted the Technical Bid between 18.6.2018 to 6.7.2018 are exempted from payment of Tender processing fee. However, all tender documents are to be resubmitted along with EMD and enclosures, failing which Tender shall not be allowed to participate in Price Bidding process subject to their qualification.)
3	Earnest Money Deposit (EMD)	Rs 3,10,000/- (Rupees Three Lac Ten Thousand Only) in the form of Demand Draft issued by any Nationalised/Scheduled Bank drawn in favour of “ SBI Infra Management Solutions Pvt. Ltd. ” payable at Mumbai which shall be converted into Security Deposit for successful contractor, whose tender is accepted.
4	Security Deposit (ISD)	The successful Contractor whose tender is accepted by the Bank shall be bound to deposit a sum equivalent to 5% of accepted “Annual Contract Value” including EMD as Security Deposit (SD) in the form of banker's Cheque/demand draft issued by any Nationalised/Scheduled Bank favoring “ SBI Infra Management Solutions Pvt. Ltd. ” payable at Mumbai. The contractor may choose to deposit the said Security Deposit (SD) in the form of Bank Guarantee (BG) of equivalent amount issued by any Nationalized / Scheduled Bank as per the SBIIMS/Bank's approved format.
5.	Date for Downloading of Tender Document (Technical and Price Bid)	07.08.2018 to 18.08.2018 from Bank's Website: www.sbi.co.in <LINK>Procurement News
6	Last date and time for receipt of written queries for clarification from bidders in Pre-bid meeting.	At 12.00 Noon on 10.08.2018
7	Pre-Bid Meeting	At 3.00 PM on 13.08.2018 at address mentioned hereinafter. (Only written queries submitted by the bidders

		till stipulated date and time shall be discussed and clarified in the meeting)
8	Date of posting of clarifications on the Bidder's queries.	14.08.2018 (Clarifications, if any, shall be posted only on the Bank's website. No individual communication shall be provided to the Bidder).
9	Last date & time for submission of Technical bid along with EMD, Cost of tender document cum processing Fee and other documents as specified in the tender.	Up to 03:00 PM on 18.08.2018 Note: 1. It is sole responsibility of the bidder to ensure submission of their bid by stipulated date and time at specified address. The SBIIMS Pvt. Ltd. shall not entertain bids received late due to any delay on account of delivery by the courier agency/speed post or any other mode for the reasons whatsoever. 2. Tenders received without EMD and / or Tender Processing Fee shall be summarily rejected, except as stated above against point no.2..
10	Address for submission and opening of Technical bid.	Vice President & Vertical Head (FM), SBI Infra Management Solutions Pvt. Ltd., Ground Floor, Raheja Chambers, Free Press Journal Marg, Nariman Point, Mumbai-21.
11	Date and Time of Opening of Technical Bid	3.30 pm on 18.08.2018 at SBIIMS Head Office.
12	Date and Time of submission of Online Price-Bid Note: The bidders qualified and found eligible in Technical bid evaluation shall only be eligible to quote Price Bid.	*The bidders qualified and found eligible in Technical bid evaluation shall only be eligible to quote Price Bid and <u>will be advised individually through Email.</u> Price Bid will be uploaded on Service Provider's portal https://tenderwizard.com/
13	Date and Time of Opening of Online Price Bid	Through online e-tendering process hosted by Service Provider M/s Antares Systems Pvt Ltd., Bangalore Website: https://tenderwizard.com/SBIETENDER
14	Validity for Offer	3 (three) months from the date of opening of price bid
15	Date of Commencement of Work	1 st Day of Succeeding month of the Work Order
16	Penalty/Liquidated damages	As per relevant clause in the tender document
17	Period of Honoring Payment Certificate	15 days from the date of receipt of bill (excluding Sunday and Public Holidays).
18	Insurance	As per insurance clause of the tender document

3. In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.



4. Tenders received without EMD and Non-Refundable Cost of Tender Documents shall be summarily rejected and such bidders **shall not be allowed** to participate in the online price bidding process.

5. SBIIMS reserves their rights to accept any or to reject all the tenders in part or whole without assigning reasons thereof and no correspondence shall be entertained in this regard.

6. The Bidders disqualified/debarred/terminated by the SABI during the last three years from any of their projects on account of unsatisfactory performance, shall not be eligible to apply/quote.

7. Tenders can be downloaded from www.sbi.co.in (link) <Procurement News>. It shall be responsibility of the Vendor to arrange and ensure that all pages of technical and financial bid are properly bound separately. Tenders in loose pages shall be disqualified.

8. The Vendor shall sign and stamp each page of the tender document thereby ensuring the number and sequence of all pages. Tender documents without seal and signature of the authorized tenderer are liable to be rejected.

9. The intending bidders are categorically advised to submit the prequalification documents strictly in the attached formats only. The information required should be neatly filled/typed in **each and every columns and row** of the Formats. The applications received with “partly filled formats” not containing desired information in each and every columns/points/row of various annexures shall be treated as INCOMPLETE and such applications shall be **summarily rejected without any reference to the bidder and at the bidder’s risk and responsibility.**

10. The applicants are categorically advised to refrain from mentioning the remark “AS PER ATTACHEMENT/ENCLOSURES” in their applications and annexures to avoid rejection of their applications.

11. **The Technical Bid documents have to be submitted properly bound, with index of the contents reflecting the page numbers. Loose tender documents shall be rejected, rendering the Technical bid disqualified.**

12. Conditional tenders shall be summarily rejected.

Vice President and Vertical Head (FM)

ELIGIBILITY CRITERIA

ANNEXURE-A



Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

Sr. No.	Eligibility Criteria	Documents to be submitted
1	The bidder must be a Firm / Proprietary / Partnership/ Company registered under Companies Act with an experience of minimum 05 years in the field of Catering Services.	-In case of Proprietorship concerns copy of Shop License/Registration and the GST Registration certificate. -In case of firms, Copy of the firm registration Certificate and GST Registration. -In case of company, copy of certificate of incorporation issued by Registrar of Companies and full address of the registered office plus GST registration certificates.
2	Three Similar Completed works Each one having "Annual Contract Value" not less than Rs. 123.00 Lakh Or Two Similar Completed works Each one having "Annual Contract Value" not less than Rs. 154.00 Lakh. Or One Similar Completed work having "Annual Contract Value" not less than Rs. 246.00 Lakhs. In commercial building	Copy of the work order and work completion certificates issued by the principal Employers specifying following information relating to the works carried out during the period from 01/04/2013 to 31/03/2018: 1. Scope of work. 2. Contract value. 3. Area of the building. 4.No. of staff deployed by the contractor for the contract. 5. Period of the contract. 6.Monthly payment
	<u>Note: "Similar Completed Work" under this clause shall mean successful completion of Catering Services work for the Scheduled Banks, Financial Institutions, Central & State Govt. departments/Organisations, Public Sector Undertakings, Multinational National Corporations, etc..</u>	
3	The bidder should have a minimum average annual turnover of Rs. 92.00 Lakh for the last three years (as on 31-03-2018). Audited / Certified Balance Sheet (by Chartered Accountant) for the years 2015-2016, 2016-2017, 2017-2018 (provisional / audited) establishing the turnover criteria should be submitted.	(i) Copies of the audited P&L Account and Balance Sheet duly Certified by the Chartered Accountant including 3CA/3CD and auditor notes and accounts. (ii) Copies of returns submitted to the Tax authorities such as IT & Service Tax etc. (iii) Copies of returns submitted to the labour Commissioner.
4	The Bidder should not have incurred loss in last 3 years ending on 31 st March 2018.	

5	The applicant should have a solvency of Rs. 92.00 Lakh certified by a Scheduled Commercial Bank. The Solvency Certificate should not have been obtained earlier than 1 ST April 2018.	Original Solvency Certificate should be attached. (If the original certificate is already submitted to the SBIIMS after 1.4.2018, a self-attested copy can be considered. However, the details of Tender/s for which the original had been submitted, to be furnished.)
6	Tenderers should have applicable and valid registrations with statutory authorities, viz. Income Tax, Goods & Service Tax, Labour License under section 12(1) of the Contract Labour regulation and Abolition) Act, 1970., Employees Provident Fund Organisation (EPF), Employees State Insurance (ESI) Corporation, PAN etc.	Certified copies of supporting documents to be attached.
7	The Tenderer should have constituted a Sexual Harassment Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.	Suitable declaration to this effect to be submitted on the Letter Head of the bidder duly signed by the Authorised Signatory only
8	Bidder should have Office at Mumbai/Navi Mumbai or should able to open office in Mumbai/Navi Mumbai within 2 months of receiving work order.	Address Proof of the firm should be submitted.
9	Bidder should not have been disqualified / debarred / blacklisted from any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India/SBIIMS Pan India or involved in any illegal activity or financial frauds.	Suitable declaration to this effect to be submitted on the Letter Head of the Firm duly signed by the Authorised Signatory only
10	The Tenderer should have valid Food Licence from the Municipal authorities and Food Safety and Standards Authority of India (FSSAI) for Catering Services	Certified copies of supporting documents to be attached.

Copies of the Documentary evidences must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

We have read and understood the abovementioned prequalification criteria and shall abide by the same.

Signature of the Contractor
With Seal



TECHNICAL BID EVALUATION MATRIX

ANNEXURE-B

(A) TECHNICAL BID EVALUATION: Part-I

Maximum Score for Part-I of Technical Bid Evaluation:

100 Marks

Minimum marks required for qualifying in the Part-I (Technical Bid Evaluation):

60 Marks

1. Technical bid of the Bidder will be evaluated on the basis of the information duly supported by the documents submitted and on the basis of the following evaluation matrix.
2. During the Technical evaluation, each bidder will be assigned marks, out of total of 100 marks, as per the criteria below: -

(i)	Place of Registration	Max 10 Marks
	(a) Registered/Corporate Office / Branch in Mumbai /Thane/Navi Mumbai	10 Marks
	(b) Office outside Mumbai /Thane/Navi Mumbai	3 Marks
(ii)	Number of Years in Operations	Max 10 Marks
	(a) 5 years and up to 10 years	5 Marks
	(b) More than 10 years and up to 15 years	7 Marks
	(c) More than 15 years	10 Marks
(iii)	Average Annual Turnover of Project Cost	Max 10 Marks
	(a) More than 92 Lakh and up to 200 Lakh	5 Marks
	(b) More than 200 Lakh and up to 300 Lakh	8 Marks
	(c) More than 300.00 Lakh	10 Marks
(iv)	Working Experience in Last 5 Years	Max 10 Marks
	(a) Executed similar work of PSU Banks/ Public Sector Undertakings/Organisations	10 Marks
	(b) Other Govt Department etc.	5 Marks
(v)	Value of Single Largest Project Completed in Last 5 Years	Max 15 Marks
	(a) More than 200 Lakh and up to 250 Lakh	5 Marks
	(b) More than 250 Lakh and up to 300 Lakh	10 Marks
	(c) More than 300 Lakh	15 Marks
(vi)	Value of Single Largest Project In Hand	Max 15 Marks
	(a) More than 200 Lakh and up to 250 Lakh	5 Marks
	(b) More than 250 and up to 300 Lakh	10 Marks
	(c) More than 300 Lakh	15 Marks
(vii)	Quality Related Marks	Max 10 Marks
	(a) ISO	2.50 Marks
	(b) SA 8000	2.50 Marks



- (c) OHSAS 18001/ Any other International Accreditation Certificate 5.00 Marks
- (a) Not available 0.00 Marks
- (viii) Performance Certificates from the**
Banks, Financial Institutions, Central & State Govt. departments/Organisations, PSUs, MNCs, etc. **Max 15 Marks**
- (a) If outstanding performance Certificate from more than 3 Principle Employer have been Issued and submitted for project above 100 Lakh 15 Marks
- (b) If Outstanding Performance submitted from 2 Employers for project above 100 Lakh 7 Marks
- (c) If less than 2 or no Certificate submitted as above 0 Marks
- (ix) Constitution of Firm Max 5 Marks**
- (a) Public Ltd. 5 Marks
- (b) Private Ltd./LLP 4 Marks
- (c) Partnership 3 Marks
- (d) Others 2 Marks

3. Information required from point number (i) to (ix) above should be supported with certified/attested copies of the relevant documents confirming compliance of Technical bid evaluation criteria by the tenderer for evaluation.
4. Out of the various bidders achieving minimum 60 Qualifying marks in the Technical Bid Evaluation Part-1 above, maximum Top 7 bidders shall be shortlisted for their further Site Visit based evaluation as per the Parameters mentioned in the Technical Bid Evaluation Part-II vide annexure-D.

We have read and understood the abovementioned prequalification criteria and shall abide by the same.

Signature of the Contractor
With Seal



(B) TECHNICAL BID EVALUATION (SITE VISIT): PART-II

ANNEXURE- C

Maximum Score for Part-II (Site Visit): 100 marks

Minimum marks required for qualifying in the Part-II (Site Visit): 60 marks

Site visit by a panel from the Bank to one or more sites out of the sites whose reference is given by the bidder.

During site visit, the members will evaluate the work being performed by the contractor at the site and its suitability for the Bank, which will be based on, but not limited to, the following criteria: -

- | | | |
|------|---|----------------------|
| i. | Quality of services | Max. Marks 60 |
| | (a) Level of general cleanliness | 0 to 10 Marks |
| | (b) Quality of food | 0 to 15 Marks |
| | (c) Quality of material used for food preparation | 0 to 15 Mark |
| | (d) Mechanisation of operations | 0 to 10 Mark |
| | (e) Level of Hygiene maintained in Master Kitchen | 0 to 10 Mark |
| ii. | Area of the Master Kitchen: | Max. Marks 20 |
| | (a) Upto 2000 sft. | 0-2 Marks |
| | (b) 2001 s.ft. to 2500 sft. | 3-5 Marks |
| | (c) 2500 sft to 3000 sft | 6-10 Marks |
| | (d) Above 3000 sft | 11-20 Marks |
| iii. | Licenced area from Health Department | Max. Marks 20 |
| | (a) Upto 2000 sft. | 5 Marks |
| | (b) 2000 sft to 3000 sft | 10 Marks |
| | (c) 3001 sft and above | 20 Marks |

Only those bidders shall be allowed to participate in the Price Bidding for this project who will achieve minimum qualifying 60 marks in Technical Bid Evaluation Part –II of the TECHNICAL BID EVALUATION (MATRIX).

Note: For the purpose of qualifying a bidder for the project, the Bank will use criteria and information in addition to what has been asked above for evaluation. This would include, but may not be limited to, verification of references given by the contractor, evaluation of contractor's existing work by making site visits, obtaining confidential performance reports/feedback/credentials from the present as well as previous employers etc.

We have read and understood the abovementioned prequalification criteria and shall abide by the same.



Signature of the Contractor
With Seal

ANNEXURE- D

(C) EVALUATION OF PRICE BID

1. The Bidders qualified in the Technical Bid evaluation as above shall only be allowed to participate in the online price bidding through Service Provider's Portal mentioned hereinbefore.
2. The award of contract will be made to the bidder whose bid has been determined to be the lowest, responsive and complying all the prequalification and statutory criteria stipulated in the Technical Bid, Price Bid as also the receipt of satisfactory confidential reports sought from the present/previous employer.
3. The SBIIMS reserve their rights to accept any or to reject all the bids without assigning any reasons therefor and no correspondence shall be entertained in this regard.

We have read and understood the abovementioned prequalification criteria and shall abide by the same.

Signature of the Contractor
With Seal

Name:

Place:

Date: