

From:

Bangalore

Date:

To  
The Canara Bank Head Office General Canteen Committee  
Premises & Estate Section  
GA Wing Head Office  
112, JC Road  
Bangalore -560002.

Dear Sir,

Sub: Offer letter for running Staff Canteen at your Premises.

Please find enclosed the following;-

- Profile
- Technical bid containing,
  1. Demand draft No: \_\_\_\_\_ Dt. \_\_\_\_\_ For Rs.50,000/- ( Rupees Fifty thousand only ) issued by \_\_\_\_\_ being EMD amount.
  2. Duly signed 'General rules and instructions for running staff canteen ' as per rules.
  3. Copy of PAN Card.
  4. Pass sheet of Bank account for the last six months.
- Price Bid (in a separate closed cover)

Thanking you

Yours faithfully,

(Signature of the Contractor)



**PROFILE**

- Name of the Contractor :
  
- Age :
  
- Father's Name :
  
- Residential Address  
(Proof to be enclosed) :
  
- Qualification (Proof if any) :
  
- Experience in this line of Activity  
(Relevant document to be enclosed) :
  
- Certificates attached for experience proof :
  
- Any other relevant information if any :

Bangalore :  
Date :

(Signature of the Contractor)



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**General rules and instructions for Tender for running a Canteen for a minimum period of two years at the premises of Canara Bank Head Office, 112, JC Road, Bangalore for its staff numbering around 750 nos.**  
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- Sealed tenders are invited from competent hotel/canteen Contractors, on behalf of the Canara Bank, H.O. General Canteen Committee, Bangalore, hereinafter known as the Licensor for running the staff canteen for employees numbering around 750.
- The size of the plates/bowl/glass for serving the food items should be as prescribed by Bank.
- The canteen contractor should have a minimum experience of 3 years in running a staff canteen in any offices / general hotels.
- Demand draft favouring Canara Bank for Rs. 50,000/- (Rupees fifty thousand only) as EMD amount should be enclosed along with the tender document. The EMD shall be returned to the unqualified tenderors only after the finalization of the L1 tenderor. Also the Applications submitted without EMD amount will be rejected.
- Tenders are invited only from canteen contractors who are currently running canteen/hotels within Bangalore city limits.
- The technical bid comprising of following should be placed in a separate cover prominently noting on the face of the cover “Technical Bid for running staff canteen at Canara Bank Head Office”
  1. Profile with relevant documents wherever required
  2. Demand Draft for Rs. 50,000/- favoring Canara Bank being the EMD amount
  3. Duly signed “General Instructions for running the Canteen”
  4. A Copy of the PAN Card
  5. Pass sheet of the Bank account for past 6 months
- The price bid should be placed in a separate cover prominently noting on the face of the cover “Price bid for running the staff canteen at Canara Bank, Head Office”
- The cover containing the Technical Bid as well as the Price Bid should be placed in a separate third cover mentioning on the face of the cover “Tender Papers for running the Staff Canteen at Canara Bank Head Office, Bangalore”
- The members of the Canteen Committee will visit/Inspect the sites of the tenderors who are emerging successful in the technical bids and marks will be awarded.
- Only those who score stipulated minimum marks during the site visit will be invited for live demonstration and marks will be awarded based on performance. Thereafter, the price bid will be opened in the respect of all tenderors who have participated and based on the combined total of the marks obtained for Experience + Site visit + Demonstration + Price bid, the L1 will be decided.
- Last date for submission of tender document is 22.02.2018 before 4.00PM.
- Technical Bid will be opened at 10.30 AM on 23.02.2018 in the presence of tenderors who are present at the time



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- Amenities provided by the Bank for running of canteen.
  - a. Accommodation to seat 100 members at a time.
  - b. Fans, lights in the dining area of the canteen. Modern kitchen equipments like Bane marry, Exhaust chimney, Idali Maker etc
  - c. A fixed amount of Rs. 5000/- per month has to be borne by the contractor towards the electricity charges.
  - c. Water connection is provided at the kitchen and washing area. A fixed amount of Rs. 1000/- per month has to be borne by the contractor towards the water consumed.
  - d. Furniture with tables and chairs
  - e. Refrigerator, Aquagaurd, Deep freezer, Ceiling fans, Kitchen racks, exhaust fans, Wet grinder.
  - f. Two gas stove units with two burners each.
- **Subsidy:** - The Bank pays Rs.75/- per employee per month being the subsidy.

**General conditions:-**

- The contractor should possess necessary license from the competent authority to run the canteen.
- The contract is valid for 24 months and the performance would be reviewed every quarter by the Canteen Committee. In case of unsatisfactory performance during the review period, the Committee is vested with the power to terminate the contract by giving three months prior notice.
- The selected Contractor should be prepared to commence running the canteen from 01.04.2018 and also to execute a stamped agreement as per the format devised by the Committee.
- The selected contractor will have to furnish a security deposit of Rs. 50,000/- (Rupees Fifty thousand only) refundable only on termination of the contract. In case of termination of contract before the stipulated agreement, the security deposit shall be forfeited.
- The selected contractor shall at his own cost, have to comply with the rules of BBMP Labour Enforcement office and other statutory bodies. The proof of compliance need to be submitted to the Bank within one month from the date of taking over.
- The contractor needs to employ his own staff for the purposes of cooking, serving and washing and such employment should conform to the labour act presently in force.
- The contractor must ensure that no child labour is employed and abide by the provision of the Payment of Wages act, 1936, Minimum Wages Act, 1948 and other labour legislations currently in force.
- The contractor should not sublet or transfer or assign his right of running the said canteen either in whole or in part to anyone in any manner.



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- Further, the contractor must ensure that no person employed by him remains in the canteen premises between 8.00PM to 6.00AM
- The contractor should run the canteen from 09.00AM to 7.00PM on all working days
- The selected contractor would be responsible for maintaining the furniture items, fixtures, gas equipments and all other items provided by the Bank in good condition. In case of any damages caused to the said items, appropriate amount will be recovered from the contractor.
- The contractor must diligently ensure that the canteen hall, kitchen, pantry, store and the surroundings are kept clean and tidy. Utmost importance to be given towards cleanliness of the premises.
- The contractor has to deploy his own utensils for cooking and serving purpose.
- The contractor is required to cater coffee/tea during specified timings to various sections of the Head office building.
- The contractor has to ensure that cooking/serving vessels are washed properly. Spoons/tumblers/plates are to be washed in hot water.
- The contractor has to ensure that his employees wear clean clothes while serving /cooking.
- It is desired that the contractor observes utmost hygiene in preparation and serving of food and beverages. Vegetables are to be invariably washed and cleaned before being used in cooking.
- The contractor should abide by the rules regulations framed by the Canteen Committee from time to time.

I have gone through the above mentioned text and agree to abide by the rules and regulation mentioned.

**Signature of the Contractor**



## PRICE BID

I, Sri..... have gone through the General Rules and Instructions provided by the Canara Bank Head Office General Canteen Committee and am quoting the price for the items mentioned below. I undertake to supply at the rates mentioned hereunder, if the contract is awarded.

Sl no	Name of Items	Quantity	Amount (Rs)
1	Coffee/Tea	1 Glass	
2	Veg Bonda	1 No.	
3	Bajji / Mangalore Bajji	1 Plate (5 Nos)	
4	IDLI with 1 Cup Sambar & 1 Cup Chutney	2 Nos	
5	Vada with 1 Cup Sambar & 1 Cup Chutney	1 No	
6	Rava Idli with 1 Cup Sambar & 1 Cup Chutney	2 Nos	
7	Kesari Bath	1 Plate	
8	Khara Bath with chutney	1 Plate	
9	Chow Chow Bath	1 Plate	
10	Rice Bath with chutney	1 Plate	
11	Bisibele Bath with Kara Boondhi	1 Plate	
12	Pongal with chutney	1 Plate	
13	Capsicum Rice	1 Plate	
14	Ghee Rice/Pulav with Raitha	1 Plate	
15	Poori with Saagu	4 Nos	
16	Avalakki Bath with chutney	1 Plate	
17	Shavige Bath with chutney	1 Plate	



18	Masala Dosa 1 Cup Sambar & 1 Cup Chutney	1 No.	
19	Plain Dosa 1 Cup Sambar & 1 Cup Chutney	1 No.	
20	Meals (3 Poories/2 Chapathies, Rasam, Sambar, Curd, One liquid Pallya & One Dry Pallya) , Pickles	1 Plate	
21	Rice With Sambar/Rasam, pickle & Pappad	1 Plate	
22	Curd Rice with Pickle	1 Plate	
23	Butter Milk 200 Ml	1 Glass	
24	Sweets	1 No.	
25	Roti/ Paratha Curry	2 Nos.	
26	Fried Rice with Sauce (Veg/Mushroom/Schezwan)	1 Plate	
27	Noodles with Sauce	1 Plate	
28	Soft Drinks	MRP	
29	Ice Cream	MRP	
30	Evening Snacks		
a.	Pav Bhaji	2 Pav	
b.	Bonda Soup	1 No.	
c.	Sandwich	1 No.	
d.	Masala Poori	1 Plate	
e.	French Fries	1 Plate	
f.	Gobi/Baby corn Manchurian	1 Plate	



g.	Samosa	1 Nos.	
h.	Cutlet with sauce	2 No.	
i.	Vegetable roll	1 No.	

Signature of the Contractor

Date :

Bangalore

