

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;-

- 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 the stipulated rules.
 3. Copy of PAN Card.
 4. Pass sheet of the Bank account for the last six months.
 5. Price Bid (in a separate closed cover)

Thanking you

Yours faithfully,

(Signature of the Contractor)



PROFILE

1.	NAME OF THE CONTRACTOR	
2.	AGE	
3.	FATHER'S NAME	
4.	RESIDENTIAL ADDRESS - PROOF TO BE ENCLOSED)	
5.	EXPERIENCE IN TERMS OF NUMBER OF YEARS IN THIS LINE OF ACTIVITY (RELEVANT DOCUMENT TO BE ENCLOSED)	
6.	CERTIFICATES ATTACHED FOR EXPERIENCE PROOF	
7.	ANY OTHER RELEVANT INFORMATION, IF ANY,	

BANGALORE :
DATE :

(SIGNATURE OF THE CONTRACTOR)



General rules and instructions for the 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 members numbering around 750 nos.

- Sealed tenders are invited from the 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 its employees numbering around 750.
- Before quoting the rates, the interested tenderors should visit the existing canteen to ascertain the quantity/size of the various food items to be provided.
- The canteen contractor should have a minimum experience of 3 years in running a staff canteen in any offices / general hotels.
- The tenderor should enclose along with the tender document, a Demand Draft favouring Canara Bank for Rs. 50,000/- (Rupees Fifty Thousand only) being the EMD amount.
- 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. No interest shall be payable on EMD.
- Tenders are invited only from the 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 the 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. Certificate showing experience in running canteen/hotels
 6. 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.
- Minimum rates are set for all the food items along with our estimated rates. Tenderors are advised to quote within the range specified.
- Last date for submission of tender document is 17.04.2018 before 4.00 PM.
- Technical Bid will be opened at 10.30 AM on 19.04.2018 in the presence of tenderors who make themselves available at the time



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

Subsidy: - The Bank pays Rs.75/- per employee per month being the subsidy.

Selection Procedure:-

- The selection criteria will be based on the marks scored by the tenderors for (a) Experience in the line of activity (b) Surprise site inspection by the Canteen Committee members and (c) Rates quoted by the tenderors for the food items.
- The marks are also allotted for the experience of the tenderor in running the canteen at the Government undertakings/PSUs/Reputed Corporates.
- Members of the Canteen Committee will be carrying out surprise site inspection in the canteen/hotels run by those tenderors who have qualified in the technical bid.
- The price bids of eligible tenderers will be opened on a convenient with due intimation to the tenderers emerging successful in the technical bid.
- The aggregate of the marks scored for Experience, Surprise site inspection in the canteen and the price quoted for food items will be taken and the canteen contract will be awarded to the tenderer securing maximum total marks.
- Earnest Money Deposit (EMD) amount is liable to be forfeited if the successful tenderer selected for awarding the canteen contract fails to sign the formal agreement or fails to commence the Canteen within the period stipulated by the Bank.



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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 01.05.2018 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 period for the reasons attributable to the Contractor, the security deposit shall be forfeited.
- The selected contractor shall at his own cost, has 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.
- 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 has 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 serve 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.



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- The contractor has to ensure that his employees wear clean clothes while serving/cooking.
- The contractor has to observe 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



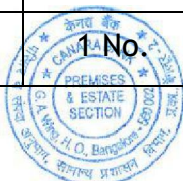
PRICE BID

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	Minimum Rate (Rs)	Estimated Rate (Rs)	Rates Quoted (Rs)
BREAKFAST ITEMS					
1	Coffee/Tea	1 glass	6	7	
2	Veg Bonda (Normal size)	1	5	8	
3	Bajji / Mangalore Bajj	1 Plate (4 Nos)	15	20	
4	IDLI with 1 Cup Sambar & 1 Cup Chutney	1 Nos	10	15	
5	Vada with 1 Cup Sambar & 1 Cup Chutney	1 No	10	15	
6	Rava Idli with 1 Cup Sambar & 1 Cup Chutney (Big size)	2 Nos	10	12	
7	Kesari Bath	1 Plate	10	14	
8	Khara Bath with chutney	1 Plate	10	14	
9	Chow Chow Bath	1 Plate	18	26	
10	Rice Bath with chutney	1 Plate	18	26	
11	Masala Dosa 1 Cup Sambar & 1 Cup Chutney	1 No.	18	24	
12	Plain Dosa 1 Cup Sambar & 1 Cup Chutney	1 No.	12	18	
LUNCH ITEMS					



13	Bisibele Bath with Kara Boondhi	1 Plate	18	26	
14	Pongal with chutney	1 Plate	18	26	
15	Capsicum Rice	1 Plate	18	26	
16	Ghee Rice/Pulav with Raitha	1 Plate	18	26	
17	Poori with Saagu (Big size)	3 Nos	18	26	
18	Avalakki Bath with chutney	1 Plate	15	20	
19	Shavige Bath with chutney	1 Plate	18	26	
20	Meals (3 Poories/1 Chapathies/1 Medium size Mudde ball, Rasam, Sambar, Curd, One liquid Pallya & One Dry Pallya) ,Pickles & Pappad.	1 Plate	25	30	
21	Rice With Sambar/Rasam, pickle & Pappad	1 Plate	15	20	
22	Curd Rice with Pickle	1 Plate	12	16	
23	Butter Milk 200 ML	1 Glass	8	10	
24	Sweets	1 No.	10	12	
25	Roti/ Paratha Curry	2 Nos.	25	30	
26	Fried Rice with Sauce (Veg/Mushroom/Schezwan)	1 Plate	30	35	
27	Noodles with Sauce	1 Plate	30	35	
28	Soft Drinks/Packed Buttermilk	MRP	MRP	MRP	
29	Ice Cream	MRP	MRP	MRP	
EVENING SNACKS					
30	Pav Bhaji	2 Pav	20	25	
31	Bonda Soup	1 No.	15	20	



32	Veg Sandwich	1 No.	15	20	
33	Masala Poori	1 Plate	15	20	
34	French Fries (15 Nos)	1 Plate	15	20	
35	Gobi/Baby corn Manchurian	1 Plate	25	30	
36	Samosa	1 Nos.	8	12	
37	Cutlet with sauce	2 No.	15	20	
38	Vegetable roll	1 No.	18	24	

Signature of the Contractor
Date:

Bangalore

