



BANK OF MAHARASHTRA

(A Govt. of India Undertaking)

HEAD OFFICE, "LOKMANGAL"

1501, SHIVAJI NAGAR, PUNE, 411 005.

NAME AND NATURE OF WORK:

PROVISION OF MESS SERVICES AT

BANK'S STAFF TRAINING COLLEGE,

LOCATED AT

LANE-11, PRABHAT ROAD, D.G.,PUNE-- 411 004.

COST OF THE DOCUMENT: RS.1000/- (One Thousand Only)

Assistant Gen Manager (Trg) &
Principal, Staff College,
Lane No.11, Prabhat Road,,
Pune-- 411 004.

Issued to:

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BANK OF MAHARASHTRA
(Govt. of India Undertaking)

(H.O. “ Lokmangal”, 1501,Shivajinagar, Pune. 411 005)

1) DETAILED TENDER NOTICE

Bank of Maharashtra invites sealed offers in prescribed format on two bid system i.e. Technical bid and the Financial bid for running and maintaining the canteen at their Staff Training College, Lane-11, Prabhat Road, Pune-411004. The details are as under:

The contractor with the minimum experience of 5 years of running of hotel / restaurant/canteen/mess etc ; out of which 3 years experience in running the canteen / mess for any commercial organization like Bank , insurance companies, govt. offices etc.; **are only eligible for submission of tender.** The tenders with inadequate experience i.e. lesser than the above mentioned; are prima facie liable for rejection.

- 1) Name of the work: -Providing mess services i.e. bed tea, breakfast, lunch, afternoon tea, evening tea / snacks, dinner & tea/snacks during intervals to the participants / staff / guests etc. at Bank’s premises at following address:

Staff Training College, Lane No.11, Prabhat -Road, Pune-- 411 004.

- 2) Earnest money:-Rs. **15,000/- (Rs. Fifteen Thousand only.)** in the form of Banker's D.D favoring 'Bank of Maharashtra' drawn on any nationalized bank payable at Pune.
- 3) Security Deposit: - **Rs.20,000 /- (Rs.Twenty Thousand only.) in form of CDR with and favoring "Bank of Maharashtra".**
- 4) Period of contract: - 12 months.
- 5) Cost of blank tender form: - **Rs. 1000/-only (Non-Refundable)**
- 6) Date of issue of blank tender forms: - From **04/05/2009 to 08/05/2009** between 3.00 P.M. to 5.00 P.M.
- 7) Date of pre-bid meeting: - On **11/05/2009** at 04.00 p.m. at Bank's Staff College,Lane No.11, Prabhat Road, Pune--411 004.
- 8) Last date of submission of tender: - **15/05/2009** up to 05.00 p.m.
- 9) Date & time of opening of technical bid: - On **23.05.2009** at 05.00 p.m.
- 10) Date & time of opening of financial bid: - On **27/05/2009** at 05.00 p. m.
- 11) Place of collection, submission & :- Bank of Maharashtra,Staff College,Plot-10.
Opening of tender documents: : Lane No.11, Prabhat Road, D.G., Pune. 411 004

The bid shall be submitted in TWO envelopes. The first envelope shall contain EMD as stated above & the TECHNICAL BID as specified in the bid document. The second envelope shall contain FINANCIAL BID. The bid document should be submitted through REGISTERED post (A.D.) / Courier Service / Hand Delivery. Any delay for any reason is to the contractor's account and Bank will not be responsible for the same. No bid document will be accepted after 5 P.M. on 15.5.2009.

The financial bids will be opened for only those bidders whose facilities are found to be satisfactory by the technical committee of the Bank.

The tenders received after the last date and time of submission are liable for rejection.

Right to reject any or all the bids without assigning any reason thereof, is reserved by the Competent Authority.

Assistant Gen Manager (Trg) &
Principal, Staff Training College,
Lane No.11
Prabhat Road, Pune-- 411 004.

2) SCOPE OF THE WORK

1) To provide mess services i.e. bed tea, breakfast, lunch, afternoon tea, evening tea/ snacks, dinner & tea during morning and afternoon intervals to the participants / staff / guests at Bank's premises at Staff College, Lane No.11, Prabhat Road, Pune, 411 004, as per the terms & conditions detailed in the Annexure "A" of Articles of Agreement attached herewith.

2) The details of the menu are given in Annexure "B". The bidder has to furnish details of daily menu with rates for respective items i.e. for bed tea, breakfast, lunch, afternoon tea, evening tea / snacks, dinner etc. as also the total amount in words and figures. Tea means Tea with sugar, without sugar, coffee or milk. This will form the financial bid and it should be submitted in the separate sealed cover, super- scribing "Financial Bid for provision of Mess services ." No other document, paper shall be attached to the financial bid.

3) Daily participants for whom the mess services are required to be provided varies from 15 to 60.

3) TECHNICAL BID

The intending bidder shall submit the following details with the experience etc. in the formats given below-

1. Name and detailed address of the firm,Phone number & Cell number.
2. Name and address of the proprietor / partner/s ,Phone number & Cell number etc.
3. Details of the experience in the field of running and maintaining the canteen / mess.
4. Details of such contracts undertaken in the past. Present status of such contracts undertaken along with the copies of award of contract, duration of the said contract, certificate of appreciation, if any, and reasons if the contracts are discontinued.
5. Latest Income tax clearance certificate of the firm and / of the proprietor / partner /s etc.
6. The contractor has to give an undertaking that he / she / firm will obtain all the relevant and necessary licenses / permissions required to run the canteen at Staff Training College, Lane-11, Prabhat Road , Pune from the concerned departments, authorities / Municipal offices etc. and will present the same to the bank.
7. Details of valid registration as per the shop and establishment Act.
8. Details of valid registration with Public Health Department, PMC to run and maintain the canteen, mess, hotels etc.
9. Details of hotels / restaurants / etc., if owned by the firm / proprietor / partner / s etc.

Experience of the firm / proprietor / partner/ s-

1) In running of Hotel / Restaurant / Canteen / Dining Hall / Mess etc.:

Sr. No.	Name & Full Address of the Hotel/Restaurant/Canteen/Dining –Hall etc owned / or maintained on contract basis	Capacity served per day in persons	Period		Reasons for discontinuation, if presently not owned or maintained.
			From	To	
1	2	3	4	5	6

The information of the units which are presently managed and also which were managed previously shall be submitted in the prescribed format, along with the documentary evidence in the form of the work order / experience certificate from the owner.

2) Qualification and Experience of the key personnel working in the firm :

Sr. No.	Name of the Personnel	Qualification	Experience	Remarks
1	2	3	4	5

3) List of minimum personnel required -including supervisors proposed to be deployed for performing the contract work.

Sr. No.	Category of Personnel	Type of work to be done by the personnel	No. of Personnel	Remarks
1	2	3	4	5

ARTICLES OF AGREEMENT

THIS AGREEMENT is made on this-----the day of -----2009, at Pune ,

BETWEEN

BANK OF MAHARASHTRA, a Banking company constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 and having its Central Office at “Lokmangal, 1501, Shivajinagar, Pune, 411005 (hereinafter called “The Bank”) which expression shall unless the context does not so admit, include its successors and assigns, on the one Part, and

M/s-----, a Company constituted under the Companies Act 1956, and having its Regd. Office at -----

(hereinafter called “THE CONTRACTOR”) which expression shall unless repugnant to the context or meaning thereof include its successors , on the Other Part

WHEREAS the Bank desirous of entrusting the work of providing mess services (hereinafter called the Work) at Banks premises at Staff Training College, CTS-94, Plot-10, Lane No.11, Prabhat Road, Pune--411 004.

AND WHEREAS the Contractor hereby agrees to the terms and conditions set out in the Contract and whereas the said terms and conditions of the contract have hereafter been signed by or on behalf of the parties hereto and whereas the Contractor has deposited a sum of Rs.20,000/- (Rs.Twenty Thousand only) with Bank of Maharashtra as security deposit for due performance of this agreement vide

CDR No._____ Dated _____ , at its _____ branch .

NOW IT IS HEREBY MUTUALLY AGREED AS FOLLOWS: -

1) For the consideration hereinafter mentioned, the Contractor will upon and subject to the conditions annexed hereto; provide mess services and supply the employees and / or visitors the Bank items of menu, as stipulated in the Annexure “B” annexed herewith at all reasonable times.

2) The said conditions and Annexure “A” & “B” thereto shall be read and construed as forming parts of this agreement and the parties hereto shall respectively abide by and submit themselves to the conditions and perform the agreements on their parts respectively in such conditions contained.

We witness our hands on this _____ day of _____ 2009

1) Common Seal of M/S-----

in terms of Board Resolution No. ----- Dated-----

Being authorized Director of The Company.

Signed, Sealed and Delivered by the said Bank of Maharashtra through its Constituted Attorney Shri. ----- Assistant General Manager (Trg) & Principal, Staff Training College, Lane No.11, Prabhat Road, Pune, 411 004.

Witnesses: -

1) Signature

Name: -

Address: -

2) Signature

Name: -

Address:-

ANNEXURE "A"

GENERAL CONDITIONS OF CONTRACT

1) The contract document consists of the Agreement, the general conditions of the contract (i.e. Annexure "A"), specified menu with items of food fully described and the rates stated therefore (i.e. Annexure "B") including all modifications thereof incorporated in the document before execution. These form the contract.

2) i) THE BANK- Bank of Maharashtra,

ii) THE CONTRACTOR -----

2) The Bank will provide the following facilities to the Contractor in its premises at Staff College, at Lane-11, Prabhat Road, Pune-411004.

- a. Kitchen Room
- b. Pantry room
- c. A small store room for storing the provisions
- d. The dining hall with furniture
- e. Water & electric supply
- f. Cooking Range with 3 jumbo burners
- g. Gas stove
- h. Gas cylinders
- i. Grinding Machine
- j. Refrigerator (king-size)
- k. Hot pots for keeping food warm
- l. Thermos for serving bed tea.

The contractor shall arrange for LPG and other ancillary or incidental requirements including utensils, vessels, porcelains, cutlery, crockery etc at his own cost.

4) The period of contract is one year (i.e.12 months) from -----to-----.

The contract may be renewed / extended at the discretion of the Bank. If such renewal / extension is not granted by the Bank, the contract stands automatically terminated at the end of one year i.e. on -----The Bank may, however, terminate the contract prior to----- by giving written notice of one (1) calendar month to the Contractor.

5) Utensils, vessels, porcelains, cutlery, crockery and all other items used for cooking, storing and serving will be subject to inspection by the Bank or any authorised representative and / or representatives of the Bank and the employees of the Bank. All these items of utensils etc will be washed in boiling water before any use thereof so as to maintain the highest standard of hygiene in kitchen, pantry and dining hall.

6) Annexure “B” contains various items of daily menus and rates thereof, which are inclusive of all types of taxes applicable during currency of this contract and agreed between the Bank and the Contractor. The Contractor shall procure best available standard ingredients and materials required for preparation of food such as oil, ghee, milk etc. These items and ingredients of food preparation etc will always be made available for inspection as to the manufacture and its quality, to the authorities of the Bank at all reasonable time, and the Contractor shall specify manufacturers of ingredients if the Bank calls for the said information.

7) Items included in Annexure “B” may be added to or removed from “the Menu” by mutual agreement between the Bank and the Contractor only.

8) The contractor shall maintain highest standards of hygiene and cleanliness in all respects, that is to say the cooks and persons serving the food shall observe cleanliness, neatness, and decorum etc.. The ingredients to be used should be of best quality by market standards, pure, clean and safe for human consumption. The place of cooking and serving, the utensils, apparels etc. should be absolutely hygienic and clean. It will be the responsibility of the contractor to ensure that kitchen & area around kitchen, dining hall, washing area etc is kept clean every time. The contractor shall observe all norms laid down by the Food & Drug Administration department of Maharashtra State in this respect.

9) The work will be carried out by engaging adequate number of personnel, such as Manager, supervisor, cooks, dish washers, cleaners, serving waiters for table service etc. who have required skill.

10) The contractor will provide the workers with the uniforms and badges for identification along with the police verification certificate. The Contractors' staff will present themselves in such uniforms while working in the mess/canteen.

11) The contractor shall appoint and inform the name of some respectable person who shall always be present at all reasonable times, designated as Supervisor / Manager, who will for all purposes represent the contractor and the instructions issued to such representative Supervisor / Manager will be deemed to have been issued to the Contractor and written communication handed over to the said Supervisor / Manager shall be deemed to have been given to the Contractor. The said Supervisor / Manager shall immediately attend to and fulfill the inadequacies / instructions / complaints / requirements etc.

12) The contractor shall ensure that the workers conform to discipline enforced by the Bank within the premises. If any employee of Contractor steals or tampers with or damages any records, furniture, fixtures or other property of whatsoever nature of the Bank or misbehaves and commits any misconduct in the opinion of the Bank, (the Bank's decision being final in this respect), then the Bank will be entitled to ask the contractor to / forthwith remove such worker from its services and / or see that such worker does not enter in to the Bank's premises thereafter, and the Contractor will be bound to carry out such instructions of the Bank & the Bank is also entitled to recover any financial loss that may occur to the Bank

13) The workers will carry out the jobs without causing any inconvenience to the officers of the bank & the participants. The Bank may change the timings of the mess as per the requirements / convenience of the bank & its officials.

14) It is specifically agreed to and understood by and between the parties hereto that there shall be no privity of contract as between the Bank and the workers of the Contractor.

15) All requirements and liabilities under various Labour Laws such as ESI, P.F., Payment of wages Act, Shops & Establishments Act, Workmen's Compensation Act, the Contract Labour (Regulation and Abolition) Act, etc., will be observed and incurred by the Contractor only.

16) The Contractor shall maintain his own muster roll and wage registers of its workers as required by any Law.

17) The Contractor will maintain complaint / suggestion register, which will be made available to the participants on demand & should be presented to the officials of the bank every month for inspection.

18) Generally, all training programmes end on Saturday and new training programmes normally commence from Monday, hence mess services will not be normally required from Saturday of 17.00 p.m. onwards till Sunday 17.00 p.m. Programs may be of one, two or more days duration. Accordingly, mess services will have to be provided on the basis of attendance. Also, during the period from 15th March to 15th April & from 15th September to 15th October in a year, there may not be any training programs & hence mess services may not be required during this period. However, if Bank decides to conduct some training programmes, seminars, workshops etc. during that period, the Contractor will be required to provide mess services as per the need of the Bank at short notice. The Bank will give necessary intimation in this respect to the Contractor. The contractor will also provide mess services for more persons as and when required at short notice. The contractor will also provide service to the staff, officials of the bank & guests as and when required with proper decorum.

19) Bank will pay the bills based on actual number of persons availing the mess facilities. The Contractor shall maintain a separate record on daily basis of the members availing mess services and such record shall always be made available to the Bank or any of its authorized officials for verification and inspection at any given time.

20) The Contractor shall submit the bills for services provided on monthly basis at the end of each calendar month. The Bank shall pay **the bills after verification within a week as aforesaid, by the 10th day of the** following month.

21) Income Tax, if any, shall be deducted at source out of payments to the Contractor as per statutory rules and regulations in force from time to time under the Income Tax Act.

22) No escalation in rates of items shall be considered during the Contract period only on the grounds of escalation of prices of raw material.

23) The Contractor shall **deposit with the Bank a sum of Rs.20, 000/-(Rs.Twenty Thousand only)** during the period of contract for due performance of the contract. Any breach of the terms and conditions of this contract on the part of the contractor shall render this deposit liable to be forfeited by the Bank.

24) The Bank will be entitled to recover from the Contractor, such losses / damages, if it is proved that the damage / loss caused to the property / materials of the Bank is due to the negligence / intention of the contractor / workers or employees of the contractor.

25) If the contractor fails to abide by and / or maintaining the conditions of hygiene and cleanliness as stated in the above mentioned General Conditions of Contract and or fails to follow other stipulations and conditions of this contract and / or fails to supply the items of menu in the prescribed manner, prescribed rates in the prescribed standards ,qualities and weights and measures, at desired time/place; then besides the other rights available to the Bank, including the right to forfeit the amount of security deposit, the Bank shall also be entitled to terminate the said agreement and arrangements **by giving fifteen days notice in writing.**

26) The contractor is entitled only for “use of premises “ and does not in any way, under any circumstances, acquire any other rights, lien or privileges on the said premises in any form whatsoever. The Contractor hereby agrees to use the said premises and furniture and equipments and all those facilities mentioned in para (3) herein above, cleaned, maintained and kept in the best state of repair at his own costs and in general in a state of cleanliness, conducive to ideal hygienic conditions.

27) The Bank agrees to provide water supply and electrical energy free of cost to the Contractor during the period of contract.

28) Necessary gas connection including piping and initial installation of cylinders will be provided to the contractor. The Contractor shall also pass receipt of acknowledgement of such connection to the Bank. The Contractor shall pay all bills of consumed gas to the suppliers directly under advice and intimation to the Bank.

29) The contractor agrees to pay an amount of **Rs.2000/- p.m.** as a consideration of this contract, payable in advance on the first day of every calendar month. This consideration is for the right and privilege of maintaining and running staff mess. The consideration amount is to become payable on the first day of every month and is treated as an amount due from contractor on the said day as a part of this contract. If the contractor fails to pay the said consideration amount by due date, the Bank is entitled to terminate the said contract by giving a fortnights written notice.

30) All disputes and differences of any kind whatever arising out of and in connection with this contract whether before or after the determination abandonment or breach of the contract shall be referred to committee appointed by the Bank, who shall state the decision in writing. Such decision may be in the form of an award. Decision of the committee shall be final.

31) The security & upkeep of the gas, cylinders during & after the use within the college premises is the sole responsibility of the contractor.

ANNEXURE “B”

FINANCIAL BID

**TENDER FOR THE MESS SERVICES AT
BANK OF MAHARASHTRA, Staff Training College,
Lane-11 Prabhat Road, Pune-411004.**

S. No	Nature	Particulars	Service Timings	Amount (Rs.)
1	Bed	One full cup of Tea/Coffee/Milk in each room	5.45am -7.00 am	

	Tea / Coffee	with or without sugar		
2	Break-Fast	<p><u>A. Veg.</u> Like Idli-sambar / chutney, Medu/potatowada-sambar / chutney, Masala-dosa-, Uttapam, Uppma, Misal-pav, Kanda-poha, Puri-bhaji, Chole-bhature, Alu-paratha with Chutney & curd, sabudana khichadi / wada with curd, Upawas chivda with potato / banana wafers, with one banana / seasonal fruit , milk with corn flakes and one cup of Tea / coffee.</p> <p>OR</p> <p><u>B. Non-Veg.</u> Egg Omlette(Two-Eggs) / Two Boiled eggs, with 4 slice of bread, butter / Sauce / jam plus one banana/ seasonal fruit / one laddu / barfi , milk with corn-flakes and one cup of Tea / coffee</p>	8.15---9.30 am	<p>Strict timings to be followed.</p> <p>Those coming after 9.30 am to skip the breakfast.</p>
3	Morning Break Tea, coffee	One full cup Tea / coffee / Bournvita / energy drink; sugar as per requirement.	1130.---11.45 am	
4	Lunch	Full veg.-meal , starting with soup & consisting of Chapaties & puri / bhakari, rice / Jeera rice/ pulao / masala rice/dal khichadi, one South / Maharashtra vegetable curry ,one North Indian vegetable / paneer item , dal, salad / raita, dry / wet chutney / pickle for taste , papad, curd / buttermilk ,Upawas-Chivda / finger chips / sabudana-wada /Sabudana khichadi and one limited good quality sweet dishlike puran-poli with ghee, modak / burfi / balushahi / basundi / shrikhand / amrakhand / gulab-jam / rasgulla / fruit salad, rabid with Gilebi ,etc of 150 grams.	1.00-----2.00 pm	
5	Afternoon Tea/Coffee	One full cup Tea / Coffee , with sugar as per requirement.	3.30----3.45 pm	
6	Evening Tea / Coffee & Snacks	One full cup Tea / Coffee with light snacks like pakoda / samosa / kachori / wada-pav /batata wada/sabudana wada/ 4 slices with jam / butter / maska / Veg Sandwich / Cheese Sandwich/ pattice / kanda-potato-gol bhajji / bonda,/ chakali / non-oily chivda / 4 cream or marie / milk /namkin biscuits, Upwas Chivda - -Potato / banana wafers etc .	5.30---5.45 pm	
7	Dinner	Full veg.meal as item no 4 lunch with LIMITED Non –veg dish as at Item No 8 to be served twice a week normally (Wednesday & Friday)	8.30---9.45 pm	

8	Non-Veg Dish	Chicken dish (pieces-weight 200 grams) Egg-masala-curry (two-eggs) Mutton dish or Seafood preparation One of above item served on Wednesday should not be repeated on Friday	Non-Veg will be served to only those who have given option of non-veg only.---- ----	
		TOTAL		

Note: Since wide choice is given in the Menu- seasonwise / tastewise / regionwise , No single item or items of above Menu be repeated for the same week except dal . Dal should be prepared in any three different ways alternatively like Maharastrian / South Indian / Daltadka or like North –Indian style.

Other Terms and conditions:

1. Security deposit of Rs.20,000/- (Rs. Twenty thousand only)
2. Bank will provide following infrastructure:
 - a. Kitchen-room
 - b. Pantry -room
 - c. Store-room
 - d. Domestic gas equipment (procurement of refilled gas cylinder will be responsibility of the contractor and has to bear the cost of the same.)
 - e. Free water supply and electricity.
 - f. Dinning hall with chairs and tables. Fans
 - g. Vertical Refrigerator king-size
3. Contractor shall arrange for cutlery, crockery, labor, utensils and other ancillary items that may be additionally required to give proper service as per the contract requirements
4. **Contractor shall be paid charges for minimum 10 persons for the period of the training of the batch. This provision of minimum 10 persons will not be applicable on Saturdays, Sundays, and holiday when no training is conducted. Since there are no training programs in the month of March and April ,Sept & October , due to half yearly & annual closing work; minimum clause of 10 persons, will not be applicable. In exigencies, training /workshop /seminar may be conducted even on Sunday/Holiday for which mess services will have to be provided during this period.**
5. **College is expected to run for about 240 training days in a year. Period of holidays and off training days will be communicated in advance.**
6. Period of contract is 12 months from the date of contract.
7. The contractor shall have to undertake to hygienically upkeep, to maintain and to clean the inside and surrounding area, like wash basins dining hall, kitchen, store room, pantry room etc. besides keeping the utensils, vessels, cutlery., crockery etc items in absolute cleanliness by washing them in boiling water before their use every time.
8. Bank reserves the right to accept, reject, any quotation, tender without assigning any reasons whatsoever and also reserves their right to amend, change, modify, add or remove any or all of the terms and conditions as it may deem necessary.
9. The contractor will ensure that adequate number of persons are deployed in the kitchen for preparation of the food and also to serve the participants in dining hall.

10. One supervisor/Manager should be appointed to ensure smooth functioning of the canteen and the quality of food as well as services offered to the participant officers.

I / We hereby declare that all the above stated terms and conditions and that all the rates quoted by me as above in Schedule B are all acceptable to me / us and I / we shall abide by them for the full term of contract ; despite variations in the prices of raw material and labors/workers required for smooth running of the canteen ; if the contract is awarded to me / us.

Name of the Contractor / proprietor/partner/ s -----

Name of the firm -----

Full address and contact numbers of the Firm, proprietor / partner/ s including landline:

(-----)
Signature Proprietor / Partner/ s
with rubber stamp