

**Bank of Baroda**  
**Baroda Tower**  
**6<sup>th</sup> Floor, GN Block, Plot-38/2,**  
**Sector V, Salt Lake, Kolkata, Pin-700 091**  
**Ph-033 23401617**

### **TENDER FOR AWARD OF CANTEEN CONTRACT**

Sealed Tenders under two bid system (Technical and Commercial Bid / Price Bid) are invited from reputed Caterers / Contractors having their offices at Kolkata District to run our Staff Canteen at Baroda Tower, having experience of -3- years or more and having an excellent record for running an office canteen in any reputed organization catering to a strength of ranging between 100 to 150 persons per day. The technical evaluation, inter-alia, include capacity, experience and desired quality etc. Liberal establishment facilities will be provided by the Management, like premises, furniture, utensils, crockery, cutlery, Microwave Oven, Coffee/Tea vending Machine and necessary kitchen equipment etc. The contractor's main responsibilities will be supplying food materials, labour, compliance of statutory requirements and providing efficient service, etc.

### **DESCRIPTION OF THE CONTRACT**

Tender Fee : Rs 1,000/- (Rupees one thousand only) (Non-refundable. To be deposited at the time of submission of Tender with Technical Bid)  
Security deposit : Rs. 1,00,000/- only (Rupees One lac only)  
Estimated Turnover per annum : Rs. 25/- lacs to Rs. 30/- lacs (AROUND 150 PERSON)  
Period of contract : One-year w.e.f. 01-05-2025  
Last date / time of closing of tender : 24/02/2025 @ 15:00hrs.  
Due date of opening of Tender : 24/02/2025 @ 15:30hrs.  
(Technical Bid only)

The tenderers should submit both the types of bids in separate sealed envelopes to The General Manager, Bank of Baroda, Baroda Tower, 5th Floor, GN Block, Plot-38/2, Sector V, Salt Lake, Kolkata, Pin-700 091 on or before 24/02/2025 latest by 3.00 p.m. as under:

1. Envelope I –Marked “**Bank of Baroda, Canteen Tender – Technical Bid**” (Annexure I, II, III & IV)
2. Envelope II – Marked “**Bank of Baroda, Canteen Tender – Commercial Bid**” (Annexure V)

The tender documents must be accompanied by copies of latest Income Tax Clearance Certificate, GST Tax Registration Certificate, Bank Solvency Certificate indicating financial standing and Experience Certificates mentioning the names of establishments, including the period where canteens have been / are being run. The Contractor should obtain a licence under the Contract Labour (R&A) Act, 1970 as per the provision of the Act and also comply with all labour legislations like ESI Act, PF Act, Payment of Wages Act, Minimum Wages Act, Factory Act, Bombay Shop and Establishment Act, etc.

The offer containing erasures or alterations will not be considered. Only the uploaded form should be used and no handwritten or typed form to be used. There should be no material, corrections or alterations in the offer. Technical and Financial details must be completely filled up.

The tender documents can be downloaded from our website [www.bankofbaroda.com](http://www.bankofbaroda.com) (Tender Section).

Bank of Baroda takes no responsibility for delay, loss or non-receipt of tender documents sent by post.

Bank of Baroda reserves the right to reject any or all tenders without assigning any reasons.

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**Dy. General Manager (C & A)**  
**Kolkata Zone**

**Note : Three envelopes are to be used:**

- 1. First Envelope** – Should be used for the Technical Bid and Sealed. The following has to be written on the top of the envelope “Technical Bid for Bank of Baroda, Canteen Tender”
- 2. Second Envelope** – Should be used for the Commercial Bid and Sealed. The following has to be written on the top of the envelope “Commercial Bid for Bank of Baroda, Canteen Tender”
- 3. Main Envelope** – The first and second envelope to be kept inside this envelope and sealed. The following has to be written on the top of the envelope “Bank of Baroda, Canteen Tender”.

**Bank of Baroda**  
**Baroda Tower**

**5th Floor, GN Block, Plot-38/2,  
Sector V, Salt Lake, Kolkata, Pin-700 091  
Ph-033 23401617**

**TERMS & CONDITIONS OF CONTRACT**

**1.0 DEFINITIONS**

‘Bank’ means Bank of Baroda, having its Corporate Office at Mumbai and Zonal office at Kolkata.

‘Contractor’ means successful bidder for providing catering services.

‘Officer-in-Charge’ means in-charge of Administration Department designated as such by the Bank and authorised to act for and on its behalf.

**2.0 CATERING SERVICES**

**2.1 SERVICES TO BE RENDERED**

If the contract is awarded, the Contractor shall prepare and serve fresh and wholesome meals/snacks/beverages to the employees of the Bank and such others as approved by the Bank only, from the date of contract that will be 01.05.2025.

**2.2 MENU & QUANTITY**

The meals / snacks to be supplied by the Contractor shall be of the type and in quantities with fixed prices as approved by the Bank inclusive of all taxes. The Contractor shall not prepare or serve any other item without the prior approval of the Bank. A schedule of daily menu with alterations or additions in the service items decided based on the recommendations of the Canteen Committee and communicated to the Contractor through Officer-in-Charge, shall have to be strictly followed by the Contractor.

**2.3 QUALITY OF RAW MATERIALS AND FINISHED PRODUCTS**

The food shall be good, wholesome and of best quality as approved by the Bank. Before using the raw materials and other ingredients for cooking, the Contractor shall ensure their quality having reputed brand and wholesomeness. Tea, Tea pouches, coffee etc are to be used of reputed brand by the contractor. The Bank through its authorised representatives shall have the authority to carry out test checks at their convenience, of the raw materials, ingredients used for cooking, cooking arrangements and the finished eatables and will have absolute right to reject the cooked or raw items, if it does not meet the required standard at its sole discretion and the same would be destroyed at the cost of the Contractor. All cooking work should be done at Bank canteen and nothing ready-made eatables are to be outsourced without prior approval of the Bank. All materials required by the Caterers for preparation of food, meals, tea, coffee, other beverages and snacks etc. will be procured by the Caterers at their cost. The raw materials and ingredients used by the Caterers shall be of best quality available in the market. Tea, Tea Pouches, Coffee etc are to be used of reputed brand by the caterers. The caterers shall ensure their quality having reputed brand and wholesomeness i.e Wheat - Ganesh Multigrain / Aashirvaad Multigrain, Basmati Rice – India gate / Daawat / Kohinoor, Biscuit - Bisk Farm / Britannia, Masala - Cookme, Oil - Fortune / Saffola, Tea - Tata Tea / Taj Mahal, Coffee - Nescafe, Chicken / Fish / Meat - Government approved and veterinary doctor authorized shop and any other items approved by the Bank. If any brand is not available, prior approval has to be taken by Bank canteen committee. If any other item is required, prior approval from the Bank canteen committee to be obtained.

**2.4 SERVICE POINTS & TIMINGS**

The Contractor shall be required to provide canteen services in the canteen premises and other floors on all the working days and further on Sundays and Public holidays as and when specifically required due to administrative exigencies.

- 2.5 The Contractor shall, if requested to, provide services for meetings, interviews and other official occasions at such places as may be, at the same rates as would be finalised.
- 2.6 If at any time during the contract period, the Bank desires to utilise the services of the Contractor for any special parties, catering to the participants of the training programmes arranged by the Bank or otherwise, the Contractor shall arrange the same at the rates to be mutually agreed upon (in case the items are from outside, the rate of items already agreed) and provide necessary services at the time and places to be decided by the Bank.
- 2.7 Notwithstanding anything hereinafter contained, the Bank will have the right to use the Canteen Hall at any time on all days including holidays at any time, as may be required.

### **3.0 CONTRACTOR'S OBLIGATIONS**

- 3.1 The Contractor shall be responsible for the proper upkeep and maintenance of the canteen premises, furniture and fixtures, Microwave oven, coffee vending machine, cooking and serving utensils, cutlery. When materials supplied by the Bank becomes unserviceable and if these are to be replaced by the Bank, the same would only be replaced against the return of the unserviceable materials by the Contractor; otherwise the cost of such materials shall be borne by the Contractor. No other electric equipment will be allowed without prior approval of Bank.
- 3.2 For any damage, breakage or loss of any equipment of property of the Bank, the Contractor shall have to make good the same at his own cost failing which the amount will be recovered from his security deposit or from other dues as payable to him by the Bank or otherwise recovered.
- 3.3 The Contractor shall keep a proper inventory of the items placed at his disposal by the Bank and the same shall be verified by the Contractor along with the representatives of the Bank.
- 3.4 The Bank reserves the right of free access, through its authorised representative(s), to inspect the Canteen, Stores, Equipment and food for ensuring their wholesomeness, cleanliness, quality and quantity at all times without any prior notice.
- 3.5 The Contractor shall keep the entire premises, utensils, crockery etc. clean, neat and hygienic. He shall use and provide at his own expenses the prescribed detergents and other requisites for this purpose. He will ensure that furniture of the canteen premises, crockery and cutlery, utensils, kitchen pantry, wash basins, lavatory urinals, drainage system are washed and cleaned in hygienic way as directed by the Officer-in-Charge or any other authorised representative.
- 3.6 It shall be the responsibility of the Contractor to maintain the main canteen and the pantries on all floors clean, neat and hygienic. For the purpose, he is required to engage adequate staff.
- 3.7 The Contractor shall not use, or allow to be used, the Canteen premises or any part thereof for dwelling purposes and shall not allow any outsiders to loiter in and around the building without valid authority.
- 3.8 The Contractor shall also not use or allow to be used any facility, appliances, equipment provided by the Bank to him for any purpose other than providing canteen services as per the Bank's requirement.

- 3.9 The Contractor shall not, without prior consent in writing by the Bank assign or subject the contract or any part thereof to any other party provided that it shall not relieve the Contractor from any obligations, duty or responsibility under the contract.

#### **4.0 Contractor Obligation – for compliance of Provisions of all Labour Legislations**

- 4.1 The Contractor shall make regular and full payment of wages / salaries and other payments to his employees and furnish necessary proof, as and when demanded by the officer-in-charge of the Bank/ concerned department of Central, State and local government agencies. The Contractor shall be responsible for the compliance with applicable laws or which might become applicable, rules and regulations relating to Contract Labour (Regulations & Abolition) Act, 1970, Shops & Establishments Act, Factories Act, 1948, Employees Provident Funds & Misc. Provisions Act, 1952, Payment of Gratuity Act, 1972, Payment of Bonus Act, 1965 and all other statutory obligations.
- 4.2 The contractor shall comply with the provisions of all labour legislations including the requirements of Wages Act, 1936, Minimum Wages Act, 1948, Workmen's Compensation Act, 1923, ESI Act 1948 or such other Acts, laws or regulations passed by the Central/States, Municipal & Local Government, agency or authority from time to time in present or in future.
- 4.3 Proper records shall be maintained by the Contractor with respect to the above Acts, and such other Acts as may be applicable to Contractor's working and his workmen which would be subject to check from time to time, by the Officer-in-Charge.
- 4.4 The optimum requirement in the canteen may vary from time to time for efficient and timely catering covering all categories of personnel required to be provided for canteen services, for which the contractor must, at all times maintain the needed manpower on shift basis. For any increases in manpower for efficient running of the canteen services, the Contractor shall not be entitled to additional remuneration.
- 4.5 The Contractor shall maintain a register showing names and addresses of the persons engaged along with KYC papers, photographs of each person and shall produce the same for inspection on demand by Officer-in-Charge or such other persons so authorised by the Bank.
- 4.6 The Contractor shall issue identity cards bearing photographs of the canteen employees for gate entry and shall exhibit prominently during working hours. The canteen staff shall also be liable for search on entry / exit.
- 4.7 The Contractor shall ensure that all canteen employees, during their working hours, wear proper and clean uniform clothes.
- 4.8 The employees of the Contractor should be subjected to medical examination twice in a year at Contractor's cost by the Medical Officer nominated by the Bank. The employees should be free from all communicable, contagious infections and other diseases. In the event of any employee of the Contractor being found medically unfit, the Contractor shall arrange to replace him. Contractor has to submit medical certificate as and when required.
- 4.9 Employees of the Contractor shall be subject to such prophylactic treatment as may be prescribed by the Medical Officer nominated by the Bank at Contractor's cost.
- 4.10 Nothing contained herein shall be construed to create a monthly tenancy or create any such interest in favour of the Caterers or their partners / representatives / employees in respect of Canteen or the premises used by the Contractor in connection with or for the purpose of this agreement.
- 4.11 On termination of this agreement, the Contractor shall discontinue to use and handover vacant and peaceful possession of the Bank Premises of the said Canteen or other premises together with the fixtures, equipment and articles in good condition to the Bank.

## **5.0 CONTRACTOR'S LIABILITY**

- 5.1 The Contractor shall be solely and exclusively liable for the payment of any and all taxes in vogue or hereafter imposed, increased or modified from time.

## **6.0 CONTRACTOR'S LIABILITY TOWARDS INDEMNITY**

- 6.1 The Contractor shall indemnify the Bank for any loss occurred to the Bank by any act of commission & omission made by the contractor & or its employees and it includes against any claim under the Payment of Wages Act, 1936, and/or the Minimum Wages Act, 1948, Workman's Compensation Act, Factories Act or any statutory obligations arising out of any other Act or Acts or on behalf of any person employed by him.
- 6.2 The Contract shall be in force for the period stipulated in the contract and on the expiry thereof, it will be deemed to have been terminated automatically. Further, the contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same for any period.
- 6.3 The contract will be initially for a period of one year and may be extended / renewed for further period of one year as per the terms mutually decided by both the parties. On renewal, a fresh contract shall be executed.
- 6.4 In the event of any dispute arising out of the clauses mentioned above, the same shall be referred to the General Manager or any officer whom the General Manager may appoint for decisions and his decision shall be final and binding on both the parties.

## **7.0 SCOPE OF WORK**

- 7.1 The quantity and quality of meals / snacks and other items shall be as approved by the Bank. The quantity of the ingredients to be used for preparation of meals / snacks shall be of popular brand and strictly in accordance with the norms laid down by Bank.
- 7.2 The Contractor or his representative shall be required to make routine visits to various distribution points inside the building in order to ensure smooth meals/snacks services.

## **8.0 MATERIALS**

- 8.1 Contractor shall purchase and keep the raw materials stock of minimum 15 days required for the preparation of various items, including the controlled items of good quality at his own cost. Contractor shall abide by the local Government laws relating to stocking of food grains, sale of food etc. and shall obtain the necessary licenses from the Competent Authority at his own cost, wherever applicable. The Bank at its discretion through its authorised representative may check the stock position of all the items to see that the above is being complied by the Contractor.

## **9.0 MISCELLANEOUS**

- 9.1 Contractor shall maintain the canteen and all pantries in clean and hygienic conditions. If the Contractor fails to engage sufficient staff for this purpose, the Bank will engage the staff on behalf of the Contractor at his risk and cost.
- 9.2 Contractor shall not exhibit or cause to be exhibited in the canteen premises any printed or written notices or advertisements of any kind, whatsoever except notices related to the working of the canteen, without the prior permission of the Bank.
- 9.3 The Bank reserves the right to deduct any amount that becomes payable by the Contractor in respect of the labour being employed by him for executing the job awarded, under any Act, or

rules framed there under and in force from time to time. The same shall be recovered from bills payable to the Contractor as debt recoverable.

- 9.4 The Contractor shall undertake to provide comprehensive accident insurance policy coverage in respect of every employee employed by him. Contractor shall satisfy the Management of the same within the time prescribed by the Management but before the actual commencement of the job awarded to him.
- 9.5 Contractor shall ensure that peace and order is maintained in the canteen and if peace and order in the canteen is disturbed due to lapse on the part of the contractor, a penalty of Rs. 1000/- per occasion for such lapse leading to disturbance of peace/order may be imposed by the Bank.
- 9.6 If the Bank finds that the Contractor is misusing the facilities provided by the Bank for running the canteen for any other purpose not covered under the contract, the Bank will be free to levy penalty which may extend to Rs. 5000/-or more per occasion.
- 9.7 If, on inspection, it is found that that the quantity / quality of meals/snacks served is not as per the norms laid down by Bank, a penalty up to Rs. 1000/-may be imposed by the Bank for every such occasion and/or eventuality.
- 9.8 Contractor shall ensure that none in his employment is allowed to sell meals to outsiders by accepting cash; in the event of any employee being found selling meals to unauthorized persons, by accepting cash the Contractor shall remove such person on the instruction of such officer authorized by the Bank.
- 9.9 Contractor would ensure that all the canteen staff employed by him would behave courteously and decently with employees of the Bank and also ensure good manners.
- 9.10 In the event of the Contractor suspending or abandoning catering services without giving prior notice to the Bank, without handing over charge of the canteen materials entrusted to him by the Bank, the whole of security money and other dues payable to him shall stand forfeited to the Bank and he shall also be liable for such legal action deemed fit and proper for breach of contract and towards the loss of various accessories and furniture entrusted to the contractor.
- 9.11 The duly authorized Officer of the Bank would be the final authority regarding Imposition of penalty under various circumstances as enumerated above. His decision shall be final and binding on the contractor.

## **10.0 TERMINATION OF CONTRACT**

- 10.1 If it is found that the quality of items supplied by the contractor and/or the services rendered are unsatisfactory or that the contractor has violated any terms and conditions of the contract and agreement, then in that event, the Bank will be entitled to terminate this contract, at any time without assigning any reasons whatsoever and without notice.
- 10.2 If at any stage during the period of the Contract any case involving moral turpitude is instituted in a Court of Law against the contractor or his employees, the Bank reserves the exclusive and special right for the termination of the contract and the contractor shall not be entitled to any compensation from the Bank whatsoever.

## **11.0 GENERAL**

- 11.1 Contractor shall adhere to safety practices and avoid hazardous and unsafe working conditions and shall comply with the safety rules in force from time to time.

- 11.2 The canteen premises will be in possession of the Bank and the contractor is permitted to enter the premises to run the canteen only. If at any time the contract is terminated or the contract comes to an end or if the Bank decides that the contractor should not be allowed to run the canteen, in that event, the Bank will be entitled to restrain the contractor from entering the building premises as well as the canteen premises. The contractor is only permitted to make use of the canteen premises which is in possession of the Bank and the contractor will have no right or interest in the canteen premises and other items given by the Bank because of the permission being granted to the contractor to supply articles as per the terms of the contract.
- 11.3 Contractor shall use the canteen only for the purpose of this agreement / contract and he shall not make or permit it to be made, any structural additions or alterations to the same without the prior approval in writing of the Bank.
- 11.4 Contractor shall work under the supervision of the Administration Department and such other authorized officers of the Bank as may be nominated from time to time.
- 11.5 The contractor and his workmen will be subject to police verification regarding their antecedents.
- 11.6 The caterer should not have been black-listed by any Government or Private Organization **(undertaking to be submitted with tender document)**.
- 11.7 The contract may be given to any bidder being L1. However, Bank reserves the right to reject any or every tender without assigning any reason whatsoever.
- 11.8 The offer containing erasures or alterations will not be considered. There should be no handwritten material, corrections or alterations in the offer. Technical and financial details must be completely filled up.
- 11.9 The canteen contractor should comply with KYC norms and should attach copies of following in support of the same:
- (1) Proof of Address.
  - (2) Proof of Identity.
  - (3) Article of Association. (In case of Co.)
  - (4) Certificate of commencement of Business. (In case of Co.)
- 11.10 Technical Bid shall not mention about the rates / cost. Commercial Bid must be made in Indian Rupees inclusive of all taxes / charges etc.
- 11.11 Sub tendering / contracting of the job on any part thereof will not be permissible.
- 11.12 The Contractor shall not transfer or assign or share benefit of this agreement without consent, in writing of the Bank.
- 11.13 The Contractor has read and understood all the terms and conditions mentioned in the tender document and undertakes to abide by the same.
- 11.14 The Contractor will visit the establishment at least once a day and contact the Bank's authorized Representatives.
- 11.15 The Contractor will have to provide the Bank with a list of employees, category-wise, located at the Canteen and also their emoluments for the purpose of verification.
- 11.16 All the personnel engaged by the Contractor entering upon the Bank's premises shall properly be identified by badges, which may be worn by them at all times while in Bank premises. The Contractor will ensure that their employees do not remain in the premises beyond their



normal working hours unless otherwise authorized. Any unauthorized presence in the premises beyond normal working hours will not be acceptable and Contractor upon receipt of complaint will have to immediately withdraw such employees from working in the Bank premises.

- 11.17 All the personnel engaged by the Contractor shall wholly and purely be in the employment of the Contractor and no claim of individual / collective nature on Bank's employment by any of the employees or claim of any nature on the Bank shall be tenable. The Contractor shall at all times keep the Bank fully and effectively indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demand in any way arising out of or during the course of anything done or committed / omitted to be done by the Contractor including the demand which the Contractor's employees individually / through their Unions may have raised against the Bank arising out of this agreement or as a result of the termination therefor or earlier determination of the Contract.
- 11.18 The contractor shall undertake to abide by all the above terms & conditions and other stipulations mentioned in any of the documents. Accordingly, the contractor should submit the **"Technical Bid" as per Annexure I along with Annexures II, III & IV in a separate cover- Envelop I.**
- 11.19 Commercial Bid as per Annexure V may be submitted in a separate cover - **Envelope II.**
- 11.20 CLEANLINESS & HYGIENE ARE TO BE MAINTAINED OF HIGHEST ORDER IN THE CANTEEN AND PANTRY BY THE CONTRACTOR.

Dy. General Manager (C & A)  
Kolkata Zone

**PLEASE SUBMIT IN SEPARATE ENVELOPE MARKED AS 'TECHNICAL BID'.**

**FORMAT FOR TECHNICAL BID**

**Mandatory Information required for Pre-qualification of the Technical Bidder**

1. Name of the Canteen Contractor / Firm	
2. Telephone number of office Mobile Number Fax Number	
3. Location & Address  City & Pin code	
4. Experience in the Field	
5. Status of the Firm (Whether Proprietary / Partnership / Pvt. Ltd. Co. / Pub. Ltd. Co.)	
6. Names of the directors / partners / proprietor	
7. Whether registered for GST tax purposes. if so, mention number & date. (Copy of certificate to be enclosed)	
8. Whether an assessee of Income Tax. If so, mention Permanent Account Number. (Copy of PAN Card to be enclosed)	
9. Whether registered under Shops & Establishment Act. (Copy of certificate to be enclosed)	
10. Whether License to run the Canteen from Appropriate authority obtained or not. (Copy of certificate to be enclosed)	
11. Details of Registrations under various other Statutory Acts (as mentioned in para 4.1 of Tender Documents). Pl. attach copies of all	
12. Whether running Canteen with the other Companies / Banks. If yes, pl. give names & addresses of such Cos. / Banks and the duration.	
13. Turnover of the company (Please give proof)	
14. Have you in past run the Canteen for Bank of Baroda or its subsidiaries?	
15. Have you ever been disqualified or levied penalty by the Bank in past for non-fulfilment of the contractual obligations. If yes, please provide details in brief.	
16. Name & Designation of the Contact Person	

I/We confirm that to the best of our knowledge this information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

I/We also confirm that no sub-tendering / contracting will be done.

Seal and Signature of the Bidder

Place: Kolkata

Date:

NOTE: Please submit the above technical bid duly signed in all pages along with Annexures II, III & IV duly signed.

**REQUIREMENTS FROM THE CANTEEN CONTRACTOR**

1. Our office premises at Baroda Tower, GN Block, Plot-38/2, Sector V, Salt Lake, Kolkata has one basement, ground plus 7 floors and the Staff Canteen is located separately at 2nd floor and Executive Canteen on 7<sup>th</sup> Floor. Accordingly, adequate number of bearers should be available in each floor / canteen etc., for prompt service.
2. The contractor must ensure that the staff employed by him are medically fit and examined at his cost before their employment, through Bank's doctor. Thereafter, the contractor will have to ensure that his staff are periodically examined at intervals to be specified by the Bank. All expenses for subsequent examination shall be at contractor's expenses.
3. The canteen contractor must ensure that his staff are scrupulously clean in their uniforms.
4. The canteen contractor will be held responsible for any misbehaviour by his staff.
5. The canteen contractor will have to abide by all Labour Laws and Regulations laid down by the Central / State Government from time to time. All expenses in this regard will be the liability of the contractor. At the time of submitting the tender, the party should enclose notarized copies of the Contract Labour License, the income tax clearance certificate / sales tax registration / PF registration certificate etc.
6. The canteen contractor and his employees are forbidden to stay / reside in the canteen premises.
7. The canteen contractor will be liable and responsible for the safety and upkeep of all furniture, fittings, utensils and other facilities provided by the Bank. In case of theft / damage due to negligence he will be responsible for making good the losses.
8. The canteen contractor must always ensure a good and standard of quality and hygiene of eatables in the canteen. Officers designated by the Bank will be free to inspect the canteen for this purpose at any time. Contractor shall be fully responsible in the event of any adulteration / food poisoning etc., and the Bank shall terminate the contract forthwith at its discretion.
9. It is the responsibility of the canteen contractor to procure all raw materials including rice, sugar, wheat, vegetables, milk etc. of reputed brand, from his own sources. Bank will not be responsible for this in any manner, the contractor should purchase all masalas of reputed brand. The cooking oil should be Standard refined/Mustard oil of reputed brand.
10. Prices of all food articles agreed upon will have to be maintained for a period of one year. After this period (if the contract is extended) if there are sufficient grounds for revision, upward or downward, the same shall be negotiated with the Bank. The revision will be of one year duration.
11. Canteen facilities should be available at all times from 08.30 hours to 19.30 hours on all the working days and Sundays & Public Holidays as and when specifically required due to administrative exigencies.
12. The canteen contractor and all other employees will have no rights and privileges for employment or any other benefits in the Bank. In other words, the employees of the contractor will be the exclusive responsibility of the contractor himself with no liability or responsibility of the Bank.

The canteen contractor must ensure that his staff are paid their salary and allowance, if any, latest by 5th of the following month and ensure that the requirements of all the Acts i.e. Contract Labour (Regulations & Abolition) Act, 1970, Shops & Establishments Act, Factories Act, 1948, Employees Provident Funds & Misc. Provisions Act, 1952, Payment of Gratuity Act, 1972, Payment of Bonus Act, 1965, Payments of Wages Act, 1936, Minimum Wages Act, 1948, Workmen's Compensation Act, 1923, ESIS Act 1948 or such other Acts, laws or regulations passed by the Central/States, Municipal & Local Government, agency or authority are complied with. The contractor shall be responsible for payment

of minimum wages to his employees as per the Act, and notification issued by the Government from time to time. He should maintain proper records of the salaries paid and this should be available for scrutiny of the management as and when required. Bank shall have the right to terminate the contract forthwith for any non-compliance of laws applicable without assigning notice thereof.

13. Credit facilities: No credit facility will be made available.
14. The contractor is responsible for keeping the canteen and kitchen equipment clean all the time.
15. The contractor shall obey the instructions of the authorities with regard to the hygiene, upkeep of the canteen from time to time.
16. No unauthorized person or outsider should be served with food items prepared in the canteen.
17. Contractor should observe utmost economy in use of electricity and water.
18. The contractor and his employees should work under the guidance of the officers appointed by the Bank for this purpose.
19. The daily menu of the canteen will be decided by the Bank's Canteen Committee. The menu for the day will be displayed by the contractor. The contractor shall strictly adhere to the said menu. Menu for a week duly approved by the Bank may be displayed.
20. Contractor and his employees shall be subjected to verification of their character and antecedents by the Police, the cost of which shall be borne by the contractor. For security reasons, no contractor, or his employee shall be allowed to enter company premises if their character antecedent's verification has not been cleared by the Police department. The contractor shall submit documentary proof of such clearance to the bank.
21. The Security Deposit of Rs. 1,00,000/- (Rupees One Lac only) of contractor shall continue to remain with the Bank free of interest. The Bank shall have the right to deduct out of the above deposit any amount, which the Contractor may become liable hereunder and shall refund the balance amount to the Contractor on the termination of this agreement.
22. If contract is awarded the contractor should be in a position to run and take the charge of canteen w.e.f. 01/05/2025, without any delay.

I / We agree to abide by the above terms & conditions unconditionally.

SIGNATURE OF THE TENDERER.....

NAME.....

STAMP .....

DATE .....

**FACILITIES PROVIDED BY THE BANK**

TO THE CANTEEN CONTRACTOR

1. Canteen space required for various purposes, such as sitting accommodation, kitchen, washing place, storeroom, pantry etc., will be provided on free of cost.
2. All items of furniture and fixtures required for the canteen. This will include tables, chairs, refrigerator, water cooler, sterilized washing facilities, cooking range and other facilities like electrical fittings etc. Tenderers may visit the canteen for this purpose on request.
3. All cooking vessels and service utensils including crockery sets as required. However, any breakage or loss will be the responsibility of the contractor.
4. Free supply of water, electricity, and/or electrical appliances for cooking.

I / We agree to abide by the above terms &amp; conditions unconditionally.

SIGNATURE OF THE TENDERER.....

NAME.....

STAMP .....

DATE .....

**INSTRUCTIONS TO TENDERERS**

1. The sealed envelopes of both types i.e. Technical & Commercial shall be addressed and submitted separately to the General Manager, Kolkata Zonal office, Bank of Baroda, Kolkata. The tender number should be indicated on the envelope. Such sealed envelopes should be handed over to Manager (Estate Management) personally or by Registered Post, acknowledgement so as to reach Bank on the above address before the due date and time.
2. In case of selected tenderer, the Deposit of Rs. 1,00,000/- (Rupees One Lakh only) will be retained by the Bank as part of Security Deposit and this will not carry any interest.
3. Canvassing in any form will be a disqualification for which the tender can be rejected without assigning any reasons.
4. Incomplete tenders, conditional tenders, tenders received late, tenders not confirming to the terms and conditions prescribed in the tender documents will be summarily rejected.
5. The Bank reserves the right to reject any or every tender without assigning any reason whatsoever.
6. The selected tenderers will have to sign a suitable agreement with the Bank.
7. The contract will be for an initial period of -12- months and can be renewed further on mutual consent for another one year on mutually agreed conditions.
8. The Bank will have the right to terminate the contract at any time without notice or assigning reasons thereof.
9. The contractor will be responsible for theft / pilferage connected with the Canteen and shall adequately compensate the Bank in such cases.
10. The Bank shall ordinarily take care of the routine and normal wear and tear maintenance of the Canteen equipment. However, in the case of any wilful damage or damage caused out of negligence to the repairs / replacement Bank shall also adjust Security Deposit against such damages.

I / We agree to abide by the above terms & conditions

SIGNATURE OF THE TENDERER.....

NAME.....

STAMP.....

**ANNEXURE V**

PLEASE SUBMIT IN SEPARATE ENVELOPE MARKED AS 'COMMERCIAL BID'.

COMMERCIAL BID (For participating in Canteen Tender of Bank of Baroda, 6<sup>th</sup> Floor, GN Block, Plot-38/2, Sector V, Salt Lake, Kolkata-700 091)

Name of Bidder: \_\_\_\_\_

**FORMAT FOR PRICE BID**

SL	ITEM	QUANTITY	Rate in Rs. (including all Tax)
<b>A</b>	<b>Beverage</b>		
1	Tea /Dip Tea	100 ml	
2	Coffee (per cup)	100 ml	
3	<b>Total (A)</b>		
<b>B</b>	<b>THALI FOR TRAINING CENTRE (Approx 35 Persons)</b>		
B.1	<b>THALI -1</b> (125 gms rice (Basmati), Dal, -2- Chapatis /puri, two Veg bhaji (one dry & one Curry type), curd, salad, Papad & Pickle, one Sweet.	1 plate	
B.2	<b>THALI -2</b> (125 gms rice (Basmati), Dal, -2- Chapatis /puri, One Veg bhaji (one dry /one Curry type), one non-veg item (200gm Chicken/ 180 gram fish/ 2 egg) curd, salad , Papad & Pickle, one Sweet.	1 Plate	
<b>C</b>	<b>THALI FOR STAFF CANTEEN (Approx. 50 Persons)</b>		
C.1	<b>THALI -3</b> (250 gms rice(basmati) / -3- Chapatis, dal, two Veg bhaji (one dry & one Curry type), salad)	1 plate	
C.2	<b>THALI -4</b> (250 gms rice (basmati) / -3- Chapatis, dal, one Veg bhaji (one dry & one Curry type), one non-veg item (100gm Chicken/ 75 grams fish / 1 egg), salad)	1 plate	
<b>D</b>	Khichdi with Aloo Bhaji or Omelette	1 plate	
<b>E</b>	Veg- Pulao with Alu Dum	1 plate	
<b>F</b>	Veg-Fried Rice with Chilly Chicken (200 gm)	1 plate	
<b>G</b>	Veg-Fried Rice with Veg-Manchurian (200 gm)	1 plate	
	<b>Total H (B1+B2+C1+C2+D+E+F+G)</b>		

**BUFFET TYPE LUNCH FOR EXECUTIVES (Approx. 35 Persons) / CONFERENCE ETC.**

I.	Menu for lunch (less potato and less spicy)	Per Head(I) (including all Tax)
1	Salad	
2	Rice-Pulav and / or Plain rice (Both basmati)	
3	Chapati/ Paratha/ Puri	
4	Dal / Tadka	
5	Vegetable dishes (two) (One Dry Bhaji without potatoes & One Curry)	
6	Non-Veg. Dishes (one) *	
7	Curd	
8	Papad	
9	Fruits or Fruit Salad	

**Curry List :**

- a. Paneer Malai
- b. Dhoka
- c. Chana / Rajma
- d. Paneer Do Pyaja
- e. Malai Kofta
- f. Bharta

\* Non-Veg dishes include chicken or fish items twice a week i.e. preferably on Monday and Wednesday.

**BUFFET TYPE LUNCH FOR EXECUTIVES (Approx. 35 Persons) / CONFERENCE ETC. once in a week (Preferably Friday)**

<b>J.</b>	<b>Menu for lunch</b>	<b>Per Head(J) (including all Tax)</b>
1	Salad	
2	Rice-Pulav and / or Plain rice (Both basmati)	
3	Chapati/ Paratha/ Puri	
4	Dal	
5	Vegetable dishes (two) (One Dry Bhaji & One Curry as per list *)	
6	Mutton	
7	Curd	
8	Papad	
9	Fruits or Fruit Salad	

**Curry List :**

- a. Paneer Malai
- b. Dhoka
- c. Chana / Rajma
- d. Paneer Do Pyaja
- e. Malai Kofta
- f. Bharta

Seal of Firm / Co.

Signature of authorized person

**K. GRAND TOTAL**

<b>GRAND TOTAL (in Rs.)</b>	<b>(100 x A) + (85 x H) + (35 x I) + (35 X J)= Rs.</b>
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**\*L-1 Shall be decided on Grand Total (K)**

The rate quoted above are **inclusive of all taxes** etc.

We agree & accept the terms & conditions specified by the Bank in Commercial Bid and our offer shall remain binding upon us.

We also understand that the Bank is not bound to accept the lowest of any of the offers the Bank may receive.

Seal of Firm / Co.

Signature of authorized person

Date:

Place: Kolkata