

**PUNJAB NATIONAL BANK
TENDER DOCUMENT**

FOR

CATERING SERVICES FOR STAFF CANTEEN

AT

**PUNJAB NATIONAL BANK BUILDING, HO: 5,
SANSAD MARG, NEW DELHI.**

**PUNJAB NATIONAL BANK
GSAD CELL,
HO: 5, SANSAD MARG,
NEW DELHI –110001.
TEL: 011-23721491; 23716066
Extn. 410, 409, 405.**

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1. BID DETAILS		
1	Tender Reference	Tender No. 806
2	Date of commencement of Tender download	06.06.2019
3	Last date and time of acceptance of queries	16.06.2019 till 1700 hrs
4	Last date and time of downloading tender	26.06.2019 till 1500 hrs
5	Bid preparation and Hash Submission	26.06.2019 till 1500 hrs
6	Close for Technical and Commercial Bid	26.06.2019 from 1501 hrs to 1600 hrs
7	Last Date for Bid encryption and bid submission	From 26.06.2019 1601 hrs to 27.06.2019 1300 hrs
8	Last Date for Technical Bid Submission in Physical form	27.06.2019 till 1500 hrs
9	Opening of technical bid of those who completed their Online bid.	27.06.2019 at 1600 hrs
10	Opening of commercial bid	Date and time will be intimated later
11	Estimated Cost	Rs 21.93 Lacs
12	Cost of Tender	Rs. 5,900/- (Rs. 5000/- + GST) (non-refundable) in the form of Demand Draft in favour of Chief Manager, Punjab National Bank, payable at New Delhi.
13	Earnest Money Deposit Amount	Rs. 44,000/- (Rs. Forty four thousand Only) in the form of Demand Draft in favour of Punjab National Bank payable at New Delhi, In case of unsuccessful bidder, EMD will be returned after completion of bid process (without interest). EMD of successful bidder will be adjusted towards their Security deposit.
14	Security deposit	Rs.2,20,000/- (Rs.Two Lac twenty thousand only)
15	Place of opening of Bids	Punjab National Bank, GSAD Cell, HO: 5, Sansad Marg New Delhi – 110001
16	Contact Details	Chief Manager, Punjab National Bank, GSAD cell, Head Office, 5 Sansad Marg, New Delhi - 110001 Ph: 011- 23721491,23716066 Email: gadcell@pnb.co.in ,

Note:

- 1) Technical Bids shall be opened online as well as in physical form but Commercial bid will be opened online only; Bidders may view the details through their terminal using their e-procurement [<https://pnbindia.biz>] registration login.
- 2) Bidders, who have not registered earlier with e-procurement site, would have to register with our e procurement site.
- 3) Bid re-encryption from bidder after closing of technical and commercial bid from bank is mandatory failing which will lead to rejection of their bid summarily.
- 4) All the technical supporting & Tender documents duly signed and sealed on each page should be given in physical form only at the time of physical submission of bid, bidder has to show acknowledgement e-mail received after completion of the bid submission in proof of having submitted the bid online.

2. Eligibility Criteria

<p>This invitation of bid is open to all contractors having presence in Delhi /NCR who fulfil the eligibility criteria as mentioned below :-</p> <p>a) The bidder should be proprietorship firm /partnership firm / Company.</p> <p>(The proof of establishment / incorporation is to be submitted.)</p>
<p>b) Bidder must have experience of having continuously running the catering service during last three years ending 31/05/2019 in a reputed training institutions/PSU/Public Sector Banks/Pvt. Sector Banks/Central Govt./State Govt./Autonomous body located in Delhi/ New Delhi/NCR. The working sites should be located only in Delhi/New Delhi/NCR.</p>
<p>c) Bidder should have successfully completed similar works (Catering/Canteen services) in training institutions/PSU/Public Sector Banks/Pvt. Sector Banks/Central Govt./State Govt./Autonomous body located in Delhi/NCR during the last 7 years ending 31/05/2019 should be either of the following:</p> <p>One annual contract of Rs.17.54 lacs or Two annual contract of Rs.10.96 lacs each or Three annual contract of Rs.8.77 lacs each</p> <p>Note: Similar work means catering /canteen services work only on subsidy basis or otherwise.</p>
<p>d) Apart from above pre qualification experience, one contract shall be presently running in any of the above said organizations.(Proof of Same Shall be given)</p>
<p>e) Bidder should have a license as per food safety and standards Act 2006</p>
<p>f) Bidder have to submit copy of work orders, completion certificate for completion of awarded work and Performance certificate from employer as evidence of satisfactory performance of work.</p>
<p>g) The bidder should be a profit making firm/ company and having average annual turnover of minimum of Rs.10 Lac for the past three years. The Balance sheet, P & L account for FY 2015-2016, 2016-2017 and 2017-2018 should be submitted along with tender.</p>
<p>h) The bidder shall provide a copy of registration No. of EPF, ESI, GST and PAN.</p>
<p>i) The bidder should not have been blacklisted by an organisation in the past (An undertaking must be submitted in this regard).</p>
<p>j) Power of Attorney, if applicable</p>

3. NOTICE INVITING TENDER

Reg: Catering services for staff canteen at Punjab National Bank, HO: 5, Sansad Marg, New Delhi-110001.

Online E-tenders are invited on behalf of Punjab National Bank from contractors, who fulfil the eligibility criteria mentioned in the tender documents for Catering services for staff canteen at Punjab National Bank, HO: 5, Sansad Marg, New Delhi-110001, **against Payment of Rs. 5900/- (non-refundable towards cost of tender) & EMD of Rs. 44,000/-**, in two envelope system containing (1) Technical Bid (2) Commercial bid.

The Bidders intending to participate in this tender process are required to get themselves registered on the bank's E-tendering website (portal) i.e. <https://www.pnbindia.biz>, registration on the mentioned website is mandatory. As the bids of the Bidders have to be digitally signed by the digital certificate of the respective Bidder before submitting the bids online, the bidders are advised to obtain digital Certificates in advance in order to bid for the tender. The Tender Documents containing detailed terms & conditions can be downloaded directly from the portal <https://www.pnbindia.biz> as per tender schedule attached and shall be submitted online.

Bidders may submit their queries regarding any technical clarification on or before 16/06/2019 up to 17:00Hrs. Standardized documents may be downloaded from the "Corrigendum / Addendums" section of the above mentioned portal up to 15:00 Hrs on 26/06/2019 after clarification on queries. No deviation on the above will be entertained by the bank there after. Based on the clarification of conditions by the bank, the intending bidder shall submit their unconditional acceptance on the prescribed format along with tender document.

At the time of physical submission of bid, bidder has to show acknowledgement e-mail received after completion of the bid submission in proof of having submitted the bid online.

Price bid of only those bidders shall be opened who bring their tender in line with requirements of tender documents and are acceptable to the bank and the bidder who do not submit the Tender cost & EMD in the form of DD, their bids shall be summarily rejected.

First Tender cost & E.M.D. will be checked, same if received on time as per tender schedule then only the technical bid will be opened online. The price bid of technically eligible bidder who meets the eligibility criteria stipulated in tender documents will be opened online in the presence of participated or representatives of participated bidders as per the schedule attached. Date for opening of commercial bids will be intimated later.

The Tenders shall be valid for a period of not less than 90 days after the date of opening of price bid on line. All disputes or differences whatsoever arising between the parties shall be settled amicably. If parties are not able to solve amicably, the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996. Venue of arbitration shall be Delhi. GM, GSAD shall be the sole Arbitrator for such proceedings.

- Last date for downloading the tender document (as per tender schedule).
- Last date for Bid Preparation and Hash Submission (as per tender schedule).
- Last date for Bid Submission (as per tender schedule).

Please note that bid preparation, hash submission and bid encryption is compulsory activity, failing which bidder will not be able to submit the bids online.

For any further information/Queries please contact Chief Manager, GSAD cell, PNB Head Office, 5-Sansad Marg, New Delhi over phone Ph: 011-23721491; 23716066 Email: gadcell@pnb.co.in. The bank will not be bound to accept the lowest tender and reserves the right to accept/reject any or all the tender submitted in response to this advertisement without assigning any reason whatsoever. Please Note that, on tendering procedure through the electronic tendering system refer to the Instructions for Using the Electronic Tendering System document available along with the tender documents on <https://www.pnbindia.biz>. Bank will not be responsible for any failure of internet connection, connectivity etc. at bidder end.

CHIEF MANAGER

Punjab National Bank

4. LETTER SUBMITTING TENDER

The Chief Manager,
GSAD cell
Punjab National Bank
5-Sansad Marg, NEW DELHI – 110001

Sub: Application for “Catering services for Staff Canteen at Punjab National Bank, Ho: 5, Sansad Marg, New Delhi-110001.”

We refer to your advertisement on the captioned subject and also the details released on the website of the Bank which we have carefully perused and understood the criteria mentioned therein. Accordingly, we now submit the application form duly completed in all respects along with tender cost & EMD and certified copies of the following documents for catering in your staff canteen. We confirm that all information given therein is true to the best of our knowledge. If any of the information given is found to be incorrect either fully or partially, you may reject the application summarily.

Yours faithfully, (Applicant's signature)

with stamp of firm/company.

Encl: Documents:-

1. Application on prescribed Performa's /Annexure.
2. Copies of Performance Certificate from the Clients/employers i.e. a reputed training institutions/PSU/Public Sector Banks/Pvt. Sector Banks/Central Govt./State Govt./Autonomous body located in Delhi/ New Delhi/NCR.
3. Copies of (audited if applicable) B/Sheet & P&L A/C for immediate past 3 financial years.
4. license as per food safety and standards Act 2006
5. Copies of I.Tax, PAN No, TIN No, GST no , ESI, EPF Regn no.
6. Undertaking for not been Blacklisted in any organization.

5. GENERAL TERMS AND CONDITIONS OF CONTRACT

5.1 EMD & Tender Cost: At the time of submission, tender must be accompanied by a Demand Draft of **Rs. 44,000/- (Rs. Forty Four thousand only)** as Earnest Money Deposit and Demand Draft of **Rs. 5900/-** as Tender cost (Non refundable). **No interest will be paid on Earnest Money Deposit.** Any tender, which is not accompanied by the earnest money & tender cost in the Form of Demand Draft shall be summarily rejected, as non-responsive.

5.2 Refund of EMD: - EMD submitted by the unsuccessful bidders will be returned to them without any interest, within 30 days after the award of AMC to successful bidder.

5.3 Forfeiture of EMD: - EMD of successful bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the validity period of its bid. Further, if the successful bidder fails to furnish the required Security Deposit within the specified period or if the successful bidder fails to submit his acceptance or fails to undertake the work within 7 days of award of work, its EMD will be forfeited.

5.4 The Earnest Money Deposit of Rs. 44,000/- (Rs. Forty Four thousand only) deposited by the successful bidder shall be adjusted by the bank in the total security deposit money for the execution and fulfilment of the contract. No interest shall be paid on the security deposit. The successful bidders to whom the work is awarded will have to deposit 10% of the total value of the contract, Minimum of **Rs.2,20,000/-** whichever is higher by bank draft in favour of Punjab National Bank payable at New Delhi as security deposit not carrying any interest as security deposit within 7 days.

5.5 Forfeiture of Security Deposit (SD):- In case of default on the part of successful bidder to perform and observe any covenant, conditions and provisions herein contained or abandons the contract or leaves the contract unperformed it shall be lawful for PNB in its absolute discretion to forfeit the whole of the security deposit or a part thereof with prejudice to any other right or remedy that may be available to it against the successful Bidder under this agreement, for such breach.

5.6 Refund of Security Deposit (SD):- The security deposit will be refunded to the successful bidder within the 60 days of satisfactory completion of the contract in all respects and fulfilment of any other obligations under the contract.

5.7 TAXES AND DUTIES

The taxes shall be extra as applicable. TDS shall be deducted at source and the certificate in respect of TDS shall be issued by the Bank as per rule. While submitting the commercial bid, the bidder will be deemed to have accepted, understood and accepted all the terms and conditions stated in this document and no change, whatsoever will be entertained by PNB at any stage.

5.8 All disputes or differences whatsoever arising between the parties shall be settled amicably. If parties are not able to solve amicably, the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996. Venue of arbitration shall be Delhi. GM, GSAD shall be the sole Arbitrator for such proceedings. During the arbitration proceedings the vendor shall continue to work under the contract unless otherwise directed in writing by the bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or the umpire, as the case may be, is obtained. The venue of the arbitration shall be Delhi.

5.9 Payment:- Payment will be made on monthly arrear basis within 15 days from the date of receipt of valid invoice along with following supporting documents:-

S. No.	Details of documents duly signed and stamped by successful bidder.
1.	Attendance sheet of deployed staff.
2.	Wage sheet in Form-B duly signed by individual deployed staff.
3.	Bank statement of individual deployed staff for particular months showing proof of date of transfer of payment and amount of payment.
4.	Proof of amount paid towards EPF (share of individual employee i.e contract manpower deputed by successful bidder).
5.	Proof of amount paid towards EPF (share of employer i.e bidder).
6.	Proof of amount paid towards ESI (share of individual employee i.e contract manpower deputed by successful bidder).
7.	Proof of amount paid towards ESI (share of employer i.e bidder).
8.	Proof of amount paid towards bonus prior of Deepawali (once in a year, as per prescribed percentage and rule of Bonus Act 1965).
9.	Letter of declaration consisting of compiling of making payment to deployed staff as per minimum wages Act as per Central Govt., deductions towards ESI & EPF as per Govt. rules.

5.10 The bank will examine the online commercial bids submitted by bidder to determine whether they are complete; whether any computational errors have been made; whether required information has been provided as underlined in the bid document. Bids from agents without proper authorization as per the authorization form, shall be treated as non-responsive and will be out-rightly rejected.

5.11 Liquidated damages- if the contractor fails to deliver/perform satisfactory services in terms of quality of food items and drinking items as well as its supply within stipulated time schedule, the bank shall, without prejudice to its other remedies under the rate contract, deduct a sum of Rs.1000/- per occasion with a maximum of Rs.5000/- per month from their payment due from the bank/ their security deposit until its remedy or for grave default in this regard, bank will impose penalty as deemed fit. In case of any shortage /absence of manpower stipulated in the tender an amount of Rs 1200 per day per head will be deducted from the monthly payment/ their security deposit.

5.12 Signing of contract- The successful bidder(s) shall be required to enter into a contract with PNB, within 7 days of the award of the tender or within such extended period as may be specified by Chief Manager, General Services Administration Division, Punjab National Bank, ho: 5-Sansad Marg, New Delhi, on the basis of the tender document, the tender of the successful bidder, the letter of acceptance and such other terms and conditions as may be determined by the bank to be necessary for the due performance of the work in accordance with the bid and the acceptance thereof, with terms and conditions shall be contained in a memorandum of understanding at the time of execution of the form of contract.

5.13 EXTENSION OF CONTRACT

The contract would be initially for a period of 12 months from the date of commencement of work. It can be extended further for a period of twelve months on the same rate and same terms & conditions if the performance of contractor is found to be satisfactory by the Bank. However, if found unsatisfactory services or if found the performance of services is not up to mark the contract is terminated as per termination of contract clause.

5.14 TERMINATION OF CONTRACT

In case the successful bidder abandons the work, or does not perform the works satisfactorily, or in the case of contravention of any of the terms and conditions of the contract, Bank reserves the right to terminate the contract by giving notice of 30 days without assigning any reason whatsoever. After such termination of contract, Bank shall have right to assign the work to some other competent agency/firm. In case of termination of contract in the above circumstances, security deposit of the successful bidder shall be forfeited by the Bank and security money shall be applied for adjusting claims of the Bank arising under this contract without prejudice to Bank's right of recovering the balance if any from the successful bidder through due process of law.

5.15 Delivery of the goods and performance of the services shall be made by the contractor in accordance with the time schedule specified by Bank. Any delay in performing the obligation by the contractor will result in imposition of liquidated damages and/or termination of rate contract for default.

5.16 All amendments shall be uploaded on the bank's websites (www.pnbindia.in , <https://pnbindia.biz>) and will be binding on all who are interested in bidding. In order to provide prospective bidders a reasonable time to take the amendment if any, into account in preparing their bid, the bank may, at its discretion, extend the deadline for submission of bids.

5.17 Any effort by a bidder to influence the bank i.e. bank in evaluation of the bid, bid comparison or contract award decision, may result in the rejection of the bidders' bid. Bank's decision will be final and without prejudice and will be binding on all parties.

5.18 As the tender is open E-Tender, the prices in any form or by any reasons should not be disclosed in the technical/other part of the bid except in the commercial bid. Failure to do so will make the bid liable to be rejected.

5.19 Bids shall remain valid for a period of 90 days from the date of bid opening prescribed by the bank. A bid valid for shorter period shall be rejected by the bank as non-responsive.

5.20 The prices in the bid document shall be expressed in Indian rupees (INR) only.

5.21 The contractor has to make available to the staff of the bank various food stuff/ articles at the rates and menu which have been mutually agreed upon between the bank and the contractor more particularly described in Annexure-I & Annexure-II and whatever expenditure the contractor may have to incur for the running of the canteen efficiently according to the well established procedures and standards to the intent and purpose that the contractor shall have no other right, claim or demand against the bank of any kind except the payment of said lump sum amount to meet all the contractual obligations undertaken by the contractor by virtue of and in relation to the running of the canteen by the contractor.

5.22 The services of canteen are to be provided at the pre-approved rates.

5.23 In no case the subsidy will be enhanced during the currency of the agreement. Further, the payment of subsidy will be subject to deduction of tax at source as per rates being in force from time to time in this regard. The contractor will pay the wages to his workers in their personal Bank account and deposit statutory dues towards his workers from his own sources well in time and he will have no right to link with the release of deposits. The contractor will have to lodge claim for payment of subsidy amount by bank along with copy of salary payment bank statement, photocopy of challans relating to deposit of PF, ESI and all other statutory dues.

5.24 Contractor will have to discharge their obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, Employees State Insurance (ESI) Act, 1948 ESI (if applicable at the Place of work –Delhi, Delhi State), the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of employment & conditions of Service) Act, 1979, The Minimum Wages Act, 1928, the Payment of Wages Act, 1936, The Workmen's Compensation Act, 1923 and other relevant Act, Rules and Regulations, instructions etc. issued / enforced from time to time.

5.25 The contractor shall obtain, at its own cost, necessary registration, license, permit, consent, sanction etc. as may be required or called for by local or any other authority for doing such work. The contractor shall obtain such registration / permission/ license, as may be required under the Contract Labour (Regulation and Abolition) Act 1970 and comply with the terms & conditions of licenses and all the relevant and necessary provisions of the Contract Labour Act and the rules framed there under and all such other provisions of law in any enactment or otherwise laid down by any authority from time to time it being otherwise clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall produce the license / permission etc so obtained to the bank or furnishes copies thereof, as and when required by the bank. Contractor shall be liable for any contravention of the local/municipal /other laws/Rules/Regulations. In the event of the bank being held liable in any manner for any default or failure on the part of the contractor, the bank shall always be kept indemnified by the contractor in that behalf.

Calculation of Wages of per Person	(Canteen)	
Basic (As per Minimum Wages Central Govt.)	Rs A	(I)
DA (As per Minimum Wages Central Govt.)	Rs B	(II)
Gross (Basic +DA)	Rs A+B	(III)
EPF Employer	@13% on Gross (A+B)	(IV)
ESI Employer	@ 4.75 % Gross (A+B)	(V)
Bonus	@ 8.33 % Gross (A+B)	(VI)
Cost per month to bidder	Sum (III+IV+V+VI)	
Deduction of Employee from above gross		
EPF Employer	@12% on Gross (A+B)	
ESI Employer	@ 1.75 % Gross (A+B)	

5.26 Bidder to ensure that rate quoted by him fulfils the minimum wages criteria as fixed by the central govt. If the bank feels that the rates quoted does not fulfil the minimum wages criteria clause and proper justification is not given, the bank at its discretion can reject the Bid and forfeit the EMD.

5.27 The rates quoted in the bid shall be firm throughout the contract period, include all charges of tools & equipments, labour conditions P.F, E.S.I., Bonus, contractor profit with revision of wages.

5.28 The bank reserves the right to detain or refuse to pay the amount in the event of the contractor committing a breach or failure to comply with the terms and conditions of the agreement. The bank is the sole judge of the breach or failure and extent of such breach or failure committed by the contractor and the amount detainable in respect thereof and the decision of the bank in this regard shall be final and binding on the contractor.

5.29 Liability/responsibility in case of any accident causing injury/death to the canteen worker or any of his staff shall be of the bidder. Bank shall not be responsible in any means in such cases.

5.30 The bidder shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.

5.31 The contractor shall not appoint any fresh manpower during currency of contract without the express consent of bank in writing. Contractor or his authorized representative should be available in the canteen during working hours.

5.32 The contractor agrees that he will not sub-let/sub-contract the running of canteen under this agreement. If at any point of time any sub-letting/sub-contracting is found, the contract will be liable to be terminated at the discretion of the bank.

5.33 The list of the employees in employment with the contractor shall be given to the bank at the commencement of the work by the contractor.

5.34 The contractor will have to employ the required following skilled staff :-

Canteen Manager /cashier (Semi Skilled)	1 No
Kitchen Cook (Semi Skilled)	2 Nos
Kitchen Helper cum serving staff (unskilled)	4 Nos

For Kitchen, Cooking service & Misc work at his own cost and bear all the statutory and other liabilities for running the canteen. The contractor undertakes to pay the minimum wages as per govt. orders, PF, Bonus, Gratuity and Variable Dearness Allowance under minimum wages act, 1948 as notified by Central Govt. from time to time in the presence of a duly authorized representative of the bank. The workforce employed by the contractor is deemed to be worker/employee of the contractor and in no way any claim for employment in bank will be entertained.

5.35 Before deployment of staff by successful bidder, he will submit the following before dealing Bank official:-

- Request letter on letter head for making entry gate pass / work permit along with list of man power is to be deployed with mobile nos.
- Two sets of Uniform (one set winter and one set summer) with safety shoes.
- 03 nos. passport size photos
- Attested photo copy of educational qualification
- Attested photo copy of experience certificate.
- Identity Card issued from Company of successful Bidder
- First Aid box with kit and Bank account details.
- Attested photo copy of one of the I.D. proofs.

5.36 It will be contractor responsibility to carry out police verification of all the employees before deputation in the contract and submit the same to bank in the start of contract.

5.37 It will be responsibility of contractor to carry out Half Yearly medical check- up of workers and submit the same on half yearly basis.

5.38 The various provisions of law and the principles laid down in the industrial adjudication have to be complied with, the terms and conditions have to be fulfilled by the contractor under this agreement. although there can be certain obligations envisaged upon an employer to ensure compliance with fulfilment of such terms and conditions etc., the contractor shall always be liable to maintain all relevant and necessary records, registers

etc. in respect thereof and to provide inspection of the originals as well as the copies thereof as and when required by the bank from time to time.

5.39 The bidder shall be responsible for compliance of the labour laws in respect of the personnel's employed by them. The bidder shall be the employer for his workers and the Bank will not be responsible in any case any dispute that may arise between bidder and his workers.

5.40 The contractor shall ensure that all the canteen employees, during the working hours, wear neat and tidy uniform and use hygiene gloves supplied by bidder. No canteen employee shall be allowed to perform his duty without proper uniform. Penalty for not wearing uniform per head will be Rs 100/-.

5.41 The contractor shall issue identity cards to the employees employed by him for discharging the obligations of running the canteen and arrange all other facilities for identification of the employees employed by the contractor. The bank shall be entitled to have the check up through security staff and allow entry accordingly.

5.42 The bidder shall not stock any inflammable or otherwise dangerous material, goods, narcotics or drugs in any part of the allotted space which can cause fire and health hazard to the property.

5.43 The contractor agrees to maintain quality standards for the supply of eatables and render quality services. Further, the contractor has to comply with the various other requirements, namely: Annexure –I & Annexure–II quantity and number of food and drink items including their rates at which they will be sold for the running of the canteen the contractor has fully understood the same and represented to the bank that he has the capabilities and capacity to run the canteen on the terms and conditions.

5.44 **Total no. of persons to be served is average 200 including guests.**

5.45 The bank will provide the accommodation, furniture, electricity, Refrigerator, Water purifier, Water cooler and geyser for running of the canteen without any charge to the contractor.

5.46 All other kitchen equipment, utensils including coffee machine for coffee, Juicer machine etc. shall be provided by the contractor & same will be maintained by him at his own cost. Contractor has to ensure to install the above machine with the start of contract otherwise payment of first month will not release till compliance of clause.

5.47 Contractor shall only use crockery (porcelain or stainless steel) of reputed companies. The contractor will have to get the crockery items inspected and approved from the canteen committee for the canteen and contractor will be under obligation to put inspection of all his crockery's every month before canteen committee or to its nominated members and the contractor has to permanently destroy the defective crockery at his own cost. He will have no claim for the crockery found defective and destroyed under this clause. However for serving tea, coffee, thermocol cups of minimum 150 ml capacity of good quality and for snacks paper plates of good quality will be used. The contractor shall have to use only cooking gas in the canteen, which shall be arranged by him including gas cylinders at his cost.

5.48 The contractor will display the menu and rate list and shall neither introduce any item in the menu without prior approval of the bank nor modify the rates agreed upon and fixed as given in the schedule of rates annexed hereto.

5.49 The contractor shall be responsible for all damages or losses to bank property including furniture and furnishings within the premises and shall be liable to make good any such loss/damage excepting those due to reasonable use or wear and tear as are caused by storm, earthquake or irresistible force and shall in particular on demand pay for all panels and glasses broken in the doors and windows of the said premises.

5.50 The contractor shall not bring or cook or permit bringing or cooking anything else other than the prescribed by the bank

5.51 The contractor shall while the agreement is in force, keep complaint book at canteen counter in which the complaints may be recorded and which shall be open to inspection by persons duly authorized by the bank and shall be placed before them on the first Monday of each English calendar month or any other working day suitable to Bank, for inspection.

5.52 The contractor undertakes to use ISI, Agmark or any appropriate government agency approved /passed product complies FSSAI guidelines/regulation.

5.53 The size and weight including quality of the various items should be as approved by the bank. No new item would be introduced without prior approval of the bank.

5.54 The contractor undertakes to use only ISI/FSSAI/AG mark ghee/vegetable oil, specifically the oil used will be groundnut oil/sunflower oil/soya refined oil. Wheat flour, spices for preparation of eatables shall be of ISI mark/reputed brand. Only Brooke Bond and Tata make tea will be used. At least one sweet will be prepared daily along with salties (samosa, vada pakora, idli etc.) the quality of oil, rice, wheat flour spices and other raw materials used for vegetables etc. will be checked by the canteen committee of the bank any time and at irregular intervals. The detail is given in Annexure-I.

5.55 The contractor shall maintain proper hygienic and sanitation standard laid down by the bank from time to time and shall employ necessary personnel in that behalf. The contractor will have to make his own arrangements for the cleanliness of the canteen in the kitchen as well as in the canteen hall and utensils used for cooking and serving. The waste material of the kitchen and dining area shall be disposed off on daily basis by the contractor at an NDMC designated place for disposing the waste at his own cost.

5.56 The contractor shall observe the following timings for providing the canteen facilities subject to the right of the bank to change the said timings as and when required on all working days:

- a) Table service from 10.00 a.m. to 1.00 p.m. and 3.00 p.m. to 4.30.p.m at all floors.
- b) Service in the canteen 10.00 a.m. to 5.00 p.m.
- c) Lunch will be served from 1.00 p.m. to 3:00. p.m.

5.57 The bank shall not be held responsible for any loss or damage occurring to any goods, stores and articles intended for sale that may be kept in the said premises.

5.58 The bank shall have the right to inspect the canteen and enter the premises of the canteen at any time for checking and ensuring the cleanliness and sanitation standard maintained therein, size and weight including quality of food preparation and for any other purpose as the bank may deem fit and proper and the contractor undertakes to cooperate with the bank in that respect. The manager in charge of staff canteen at GSAD Cell of bank or any other person authorized for the purpose by chief, GSAD Cell may test and taste the food and drink items free of any charge any time any day to keep check on the quality of food and drinks being supplied. The canteen committee members are also authorized to test and taste the food and drink items supplied by contractor and contractor will not charge for

items taken for this purpose. Further, the contractor clearly understands and agrees that for any loss or damage to any person due to supply of adulterated food or drink items supplied from the canteen, contractor will be solely responsible. If the bank is called upon to pay or incur any expenditure in this connection, the bank should have right to be reimbursed by the contractor. The bank shall be entitled to recover the same from any amount payable to contractor.

5.59 The contractor agrees that for defective services specified below, bank shall have a right to make suitable deductions from the subsidy amount or such amount as may be decided by the bank.

I. Supply of defective or substandard drinking or food items.

II. Using unapproved crockery and plastic cups/glasses/plates or crockery of unhygienic condition.

III. Insufficient supply of food items.

IV. Insufficient/poor service in the floors or in the canteen.

5.60 The contractor has to ensure that the canteen staffs serving in the bank building is well behaved, disciplined, polite and courteous. They shall not misbehave with any PNB staff and guest and shall not engage themselves in any unlawful activities in the premises. The security staff of the PNB shall have right to check or interrogate any of the contractor's staff while entering/leaving the premises. The contractor shall be fully responsible for any theft, burglary, fire or any other mischievous deeds of his staff and shall replace any staff if asked for by the bank.

5.61 The contractor also have to maintain items (MRP) in canteen as mentioned in annexure II as per requirement of staff at a rate below or printed MRP rate.

5.62 The canteen staff employed by the contractor shall be employees of the contractor and the bank shall have nothing to do with their employment. Bank will not be responsible for any injury to maintenance personnel engaged by contractor.

5.63 The bank shall have the rights to ask for the removal of any person of the contractor who is not considered to be competent and orderly in the discharge of his duties.

5.64 The canteen staff by the contractor is not allowed to stay in the canteen premises after the canteen business hours.

5.65 The contractor shall obtain permission for bringing or cooking anything else other than the prescribed by the bank

5.66 The contractor to ensure that all the items should be prepared well in time before start of working in the building.

5.67 The contractor will bear all the cost of fuel /LPG cylinder for preparing the food items.

5.68 The bank has applied /processed to install PNG pipeline connection in the building. In case same is commissioned during contract period, the contractor has to borne the cost of PNG charges as per the bill of the gas company. Till time he has to provide uninterrupted fuel (LPG Cylinder) at his own cost.

5.69 Compliance of Laws

The successful Bidder shall be responsible for fulfilling the requirements of all statutory provisions of all labour laws, rules & regulations and notifications issued there-under from time to time whether from Central or state or local bodies, at own cost and risk, in respect of personnel employed by the Bidder and will maintain necessary records as per statutory requirements. If due to any reason whatsoever PNB is made liable for any liabilities, it shall be payable by the Bidder to PNB and also, such liabilities shall be recoverable by PNB from dues payable to the Bidder and from security deposit of the Bidder with PNB. The Bidder shall pay and meet all expenses, arising out of or as a consequence of, various provisions in the aforesaid Acts and statutes.

The successful Bidder shall issue statement of PF accounts to the workmen under intimation to PNB. A copy of the Statement of PF Accounts needs to be submitted to the PNB within the stipulated time limit as purported in the Act.

The successful Bidder shall be solely responsible as regards salary / wages and service conditions and terms extended by the Bidder to its employees/workmen and shall in that connection maintain requisite records and comply with all laws, enactments, rules, regulations and orders applicable to the Bidder and its employees/workmen in general and in particular, laws, enactments, rules, regulations and orders dealing with employment of Contract Labour, payment of wages/Compensation Contributions under the ESIC Act, 1948, Safety regulations, regulations relating to employment of female work force, security requirements and such other rules and regulations as may be applicable at hereafter.

The wages paid by the Bidder to its employees / workmen shall be fair, and in no case, be less than the wages prescribed under the Minimum Wages Act, read with other relevant statutes, as prescribed by the Central Govt. from time to time. In case of any increase in the minimum wages as per Minimum wage Act during the currency of the contract, the bidder shall bear all increases in wages, within the contracted amount.

The successful Bidder shall be responsible for settlement of any claims/ dues, in case any of the Service Provider's employee/workman dies or sustains injury or damage or loss either to his/her person, or his/her property, in accordance with the provisions of law. The Bidder shall have to take necessary and relevant insurance coverage for all its employees/ workmen in this regard.

The successful Bidder shall be responsible for payment of overtime to its workmen in case the workman works more than the prescribed hours as laid down under the relevant Central / State Rules.

It will be obligatory on the part of the successful Bidder to disburse monthly wages/wages to its workmen in bank account or in presence of Authorized Representative of PNB and obtain signatures on the attendance roll/wage disbursement register as per the relevant Act.

The Bidder shall take necessary safety measures and he/she is solely responsible for the safety of personnel engaged by him. The Bidder shall provide appropriate safety shoes, gloves, accessories, tools & tackles, safety belts, ropes etc. that would ensure safety against insects & snakes, dogs and electrocution to all his/her personnel working on site and ensure their cleanliness and upkeep.

5.70 SAFETY AND LABOUR LAWS

i) All safety and labour laws enforced by statutory agencies as well as by PNB shall be applicable in the performance of this Contract, and the Bidder shall abide by these laws.

ii) The successful Bidder shall take all measures which are necessary and/or proper to protect the personnel, work and facilities, and shall observe all reasonable safety rules and instructions.

- iii) The successful Bidder shall report as soon as possible any evidence, which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.
- iv) **The successful Bidder shall not engage/employ persons below the age of 18 years and not above 60 years of age.**
- v) All liabilities, owing to injury/death due to negligence or miscommunication or during discharging regular work of the staff of the party/bidder, will be to the party/bidder and what so ever the work, in any case Bank will not be responsible for any liabilities of injury/death etc. It's the duty of successful party/bidder to guide the staff regarding safety measures.
- vi) All staff of the successful bidder while on duty should use adequate personal protective equipments.
- vii) The workmen shall execute the work as per latest IS code of practice of relevant equipments and follow the bank guidelines. The party/bidders staff has to follow the safety procedures & practices in electrical works as per IS and relevant guidelines. The contract shall take all precautions to avoid accident and causes of accident. He must be careful regarding safety during working of his staff in the premises.

5.71 MODIFICATION AND WITHDRAWAL OF BID BY THE BIDDER

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified in tender documents. For withdrawal of bid after the end date of bid submission, the bidder will have to make a request in writing to Tender Inviting Authority of Bank. Withdrawal of bid may be allowed till issue of work order with the following provision of penal action.

If the request of withdrawal is received before informing the date for opening of price bid, the EMD submitted by bidder will be forfeited and bidder will be debarred for 6 months from participating in tenders in PNB. The price bid of remaining technically qualified bidders will be opened and the tender process shall go on.

If the request of withdrawal is received after informing the date for opening of price bid, the EMD submitted by bidder will be forfeited and bidder will be debarred for 1 year from participating in tenders in PNB. The price bid of all technically qualified bidders including this bidder (if he found technically eligible) will be opened and action will follow as under:-

- a) If the bidder withdrawing his bid is other than L-1, the tender process shall go on.
- b) If the bidder withdrawing his bid is L-1, the re-tender will be done.

5.72 RESPONSIBILITIES OF SUCCESSFUL BIDDER:

The successful Bidder shall be responsible for maintaining all the statutory records and deposit the Govt. dues as per the norms specified. Further Bidder to ensure obtaining Labour License under Sec.12 of Contract Labour (R&A) Act as well as other Certificates / Licenses/permission/Registration etc. within 30 days of mobilizing services.

Welfare Facilities to be provided by successful Bidder to his staff:

- Uniform
- Safety equipments
- First-aid-box – this should contain the prescribed materials as per Rule 59 & latest standards.

5.73 ARBITRATION: All disputes arising out of or in connection with this agreement shall deem to have arisen in Delhi and only the courts of Delhi shall have the jurisdiction to determine the same.

All disputes or differences of any kind whatsoever which shall at any time arise between the parties hereto touching or concerning the works or the execution or maintenance thereof of this contract or the rights touching or concerning the works or the execution of maintenance thereof this contract or the construction remaining operation or effect thereof or to the rights or liabilities of the parties or arising out of or in relation there to whether during or after determination for closure or breach of the contract (other than those in respect of which the decision of any person is by the contract expressed to the final and binding) shall after written notice by either party to the contract to the other of them and to the Bank hereinafter mentioned be referred for adjudication to a sole arbitrator to be appointed as hereinafter provided.

For the purpose of appointing the sole Arbitrator referred to above, the Bank will send within thirty days of receipt of the notice, to the Bidder a panel of three names of persons who shall be presently unconnected with the organization for which the work is executed.

The successful Bidder shall on receipt of the names as aforesaid, select any one of the persons named to be appointed as a sole Arbitrator and communicate his name to the Bank within thirty days of receipt of the names. The Bank shall thereupon without any delay appoint the said person as the Sole Arbitrator. If the successful Bidder fails to communicate such selection as provided above within the period specified, the component authority shall make the selection and appoint the selected person as the Sole Arbitrator.

If the Bank fails to send to the successful Bidder the panel of three names as aforesaid within the period specified, the successful Bidder shall send to the Bank a panel of three names of persons who shall all be unconnected with either party. The Bank shall on receipt of the names as aforesaid select any one of the persons named and get appointed him as a Sole Arbitrator. If the Bank fails to select the person and appoint him as the Sole Arbitrator within 30 days of receipt of the panel and inform the Bidder accordingly, the Bidder shall be entitled to appoint one of the persons from the panel as the Sole Arbitrator and communicate his name to the Bank.

Intimation from the Bank that the final bill is ready for payment, the claim, if any received after 90 days period, shall be absolutely barred from reference to the arbitrator.

If the Arbitrator so appointed is unable or unwilling to act or resign his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed as aforesaid.

The work under the contract shall however continue during the Arbitration proceedings & no payments due or payable to the successful Bidder shall be withheld on account of such proceedings.

The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.

The Arbitrator may from time to time with the consent of the parties enlarge the time for making and publishing the award.

The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The Arbitrator shall decide each dispute in accordance with the terms of the contract and give a reasoned award. The venue of Arbitration shall be such place as may be fixed by Arbitrator on his sole discretion.

The fees, if any, of the Arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The costs of the reference and of the award including the fees, if any, of the Arbitrator who may direct to and by whom in what manner such costs or any part thereof shall be paid and may fix or settle the amount of cost to be so paid.

The award to the Arbitrator shall be final and binding on both the parties. Subject to aforesaid the provisions of the Arbitration & Consolidation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being enforce, shall apply to the Arbitration proceeding under this clause. The PNB and Bidder hereby also agree that arbitration under clause shall be a condition precedent to any right to action under the contract with regard to the matters hereby/ expressly agreed to be so referred arbitration.

Contractor Signatures/authorized signatory with seal of the firm/company

Name:

Address

6. ARTICLES OF AGREEMENT

This Agreement is executed at New Delhi on this ____ day of _____ 2019 between

M/s _____ hereinafter called The "Contractor" which expression shall, unless it be repugnant to the subject or context thereof, include its successors and assigns) on ONE PART and Punjab National Bank, a body corporate constituted under Banking Companies (Acquisition & Transfer of Undertaking) Act, 1970 having its Punjab National Bank, HO: Plot No:4, Sector 10, Dwarka, New Delhi-110075. and inter alia GSAD Cell at 5 Sansad Marg, New Delhi-110001 (hereinafter called "The Bank" which expression shall include its successors and assigns) of the OTHER PART

Whereas the Bank is availing the "Annual contract for Catering services for Staff Canteen at Punjab National Bank, Ho: 5, Sansad Marg, New Delhi-110001." on the General terms and conditions & Scope of work detailed hereunder and where as the contractor has agreed to execute the work.

Now it is hereby agreed as follows-

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the said conditions of contract hereinafter referred to.
2. The following documents and the terms & conditions contained therein shall form and construe as integral part and parcel of this agreement viz.
 - a) Original tender document.
 - b) Relevant correspondence all letter/ correspondence forming parts of contract and referred to in acceptance letter.
 - c) Acceptance letter
 - d) Price bid
 - e) Other additional documents as required.
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities of discrepancies the latest documents issued by the Bank shall prevail over the earlier documents.
4. In consideration of payment to be made by the employer to the bidder as hereinafter mentioned, the bidder hereby covenants with the employer to perform execute, complete and maintain the work in conformity in all respects with the provision of the contract.
5. It is also agreed that bank may in the event of termination of contract as provided herein, having regard to exigencies of matter, arrange maintenance/repair/replacement of parts etc. in discretion from any other source/agency from the date of notice. In the event of termination of contract for non satisfactory performance of the contract, the security deposit made by bidder shall stand forfeited. The Bank is not liable to pay any interest on the security deposit made by the bidder.
7. The employer hereby covenants to pay the bidder in consideration of the execution, completion and maintenance of the work such sums as shall become payable hereunder at the time(s) and in the manner prescribed in the said conditions and price schedule of quantities / bill of quantities prescribed in the contract.

8. All disputes or differences whatsoever arising between the parties shall be settled amicably. If parties are not able to solve amicably, the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996. Venue of arbitration shall be Delhi. Arbitration shall be conducted by the sole arbitrator.

IN WITNESS whereof the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day, month and year first above written.

SIGNED SEALED AND DELIVERED BY THE

Said _____

(Name On behalf of the contractor)

Said _____

(Name On behalf of the Employer)

In the presence of

Name:

Address:

in the presence of

Name:

Address:

***This form is included in the tender documents only for the information of the bidders. Only the successful bidder will be, in due course, required to complete the form**

ANNEXURE-I**RATE LIST FOR THE STAFF CANTEEN AT 5, SANSAD MARG NEW DELHI**

S. No	ITEM	RATE
1.	Tea 125 ml (Milk 50 ml +12 gm sugar + 8 gm tea)	Rs3.00
2.	Coffee 125 ml. (Milk 100 ml +12 gm sugar + 2 gm coffee)	Rs5.00
3.	Dal/Vegetable 150 gms	Rs4.00
4.	Rice 200 gms (Basmati Rice only)	Rs 6.00
5.	Spl. Vegetable /Dal Fried 150 gms	Rs 6.00
6.	Roti (30gms each)	Rs1.00
7.	Raita150 gms	Rs 4.00
8.	Maggi with vegetable	Rs15.00
9.	Bread Pakora 60gms with onion & potato mix filled	Rs3.00
10.	Samosa 60gms with peas & potato etc filled	Rs3.00
11.	Vegetable pakora (Onion/Potato/palak/Gobi) 20gm with sauce	Rs2.00
12.	Bread Roll with peas & potato etc filled 40gms	Rs 3.00
13.	Paneer Pakora (With 20 gms Paneer)	Rs 6.00
14.	Dal Vada20 gms -1Pc	Rs 3.00
15.	AalooKachori- 2 Pcs	Rs 6.00
16.	Omlette - (2 Eggs with 2 Slices)	Rs 12.00
17.	Omlette - (1 Egg with 2 Slices)	Rs 7.00
18.	Boiled Egg per piece	Rs 5.00
19.	Bread Butter 2 Pc (Bread- Britannia/Harvest or approved make)	Rs 4.00
20.	Bread Butter 4 Pcs	Rs 7.00
21.	Butter Toast 2 Pcs	Rs 5.00
22.	Butter Toast 4 Pcs	Rs 9.00
23.	Sweet (35 gms Non-Khoya)/BesanBurfi/Ladoo/Balushai/ Kheer	Rs 5.00
24.	Sujihalwa/Gajarhalwa/Mong dal Halwa/Gulab Jamun(35gm)/	Rs 6.00
25.	ChholeyBhatoore2 Pcs	Rs 12.00
26.	Vada(30gms) with sambhar 1 Pc	Rs 4.00
27.	Idli (30gms) with Sambhar - 1 Pc	Rs 4.00
28.	ChholeyPuri- 4 Pcs	Rs 12.00
29.	Bread without butter 2 Pcs	Rs 3.00
30.	Thali (Subji +Dal+ Rice+Raita + 2 Roti) (Without rice 4Roti)	Rs 15.00
31.	Special Thali (*) (Special Veg +Paneer item+Dal + Raita+Sweet+2Roti+Rice) (Without rice 4Roti)	Rs 30.00
32.	Seasonal Fruit Chat (200 gm)	Rs 15.00
33.	Seasonal Juice (200 ml)	Rs 15.00
34.	Cold Drink/Biscuit/Namkeen/chips/Pack juice (Real/Tropicana)	MRP
35.	Curd/Buttermilk (Mother Dairy /Amul)	MRP
36.	Ice Cream (Amul/Mother Dairy/Cream bell)	MRP

ANNEXURE –II**Menu For Staff Canteen at PNB HO: 5 Sansad Marg, New Delhi.**

S.NO	Day	Breakfast	Lunch	Sweet Dish
1	Monday	Sambhar Vada/ Idli with Sambhar	Dal – Channa Dal Veg- Alu Mutter/AluNutri	Sujihalwa/Gajarhalwa/ Mong dal Halwa/ GulabJamun
2	Tuesday	Bread Pakora/ Samosa	Dal -KadhiPakora Veg;- Seasonal Mix veg	BesanBurfi/Ladoo/Balushai/ Kheer
3	Wednesday	PaneerPakora/ Vegetable Pakora	Dal- Rajmah Veg – Giyachana/ Sitaphal	Sujihalwa/Gajarhalwa/ Mong dal Halwa/ GulabJamun
4	Thursday	SambharVada/ Idliwith Sambhar	Dal- Kale Chane Veg- Alugobhi/ AluNutri	BesanBurfi/Ladoo/Balushai/ Kheer
5	Friday	DalVada/ AalooKachori	Dal- Choley white Veg- Seasonal Mix veg	Sujihalwa/Gajarhalwa/Mong dal Halwa/ GulabJamun
6	Saturday	ChholeyBhatoore/ ChholeyPuri	Dal – Mix Dal Veg- Giyachana/ Sitaphal	BesanBurfi/Ladoo/Balushai/ Kheer

Note:-

- Contractor has to ensure not to repeat items in Breakfast, lunch and sweet dish.
- This is the tentative menu day wise it can be changed by bank with in the items mentioned in Annexure-I. The decision of the bank in this regard shall be final and binding on the vendor.

Annexure-III

Undertaking

(To be provided on letter head of the firm)

I hereby certify that the firm has not been blacklisted by any central / state Govt. / Public undertaking / institute on any account during last 3 years.

I also certify that the above information is true and correct and in any case, at any stage of contract if it is found that any details provided above is incorrect the executed contract with our firm/company & any other contract given to the above firm/company may be summarily terminated and bank will take any necessary legal action in this regard the firm blacklisted.

Date:

Authorized signatory

Seal

Name:

Designation:

Contact no:

Place:

ANNEXTURE-IV

Documents to be submitted for Eligibility Criteria

Sr.No	Documents	Compliance	Copy Attachment at Page No.
1.	The bidder company/firm/prop. concern should be incorporated in India or should have documentary evidence & should have after sale services available in Delhi	Yes/No	
2.	Name of company / firm/ organization : Regd. Address : Contact No.: Email ID :		
3	Year of establishment and incorporation		
4	Name of Directors / Partners of the firm / Proprietor / company etc. with contact number		
5	Name of person(s) authorized to conduct business along with mobile, telephone, and email address:		
6.	The average annual financial turnover during the last 3 years (2015-16, 2016-17, 2017-18) ending 31st March 2018, should be at least Rs. 10 Lacs/-. Audited Balance Sheet along with Trading Profit & Loss Account statement for the last 3 years i.e. 2015-16, 2016-17, 2017-18 to be submitted	Yes/No	
7.	License as per food safety and standards Act 2006	Yes/No	
8.	Documentary evidence of having executed similar works as specified in the tender along with letter of comfort/satisfaction/completion from the client.	Yes/No	
9.	The bidder company should have a valid ESI/EPF/ PAN/ GST registration certificate/number etc.	Yes/No	
10.	Power of attorney , if applicable		

Bidder

Proforma-I

S.No.	Particulars	Bidder Reply
1	Name of the applicant	
2	Company Address with telephone & Email id	
3	Year of Establishment	
4	Status/Constitution of the applicant	
5	Name/s of the Directors/Partners/Proprietor With telephone/email of firm/prop/Managing Partner/Director	
6	Name and address/es & Telephone of Contact Person	
7	Whether registered with the Registrar of Companies/ Registrar of Firms. If so, mention Number and date	
8	Name and address of Bankers with account Details	
9	Whether assesses of Income Tax. If so, mention permanent account number.(Furnish copies of Income Tax Return).	
10	PAN No	
	GST No	
	EPF No	
	ESI No	
	License as per food safety and standards Act 2006	
11	Furnish copies of audited Balance Sheet and Profit & Loss Account (Audited, if applicable)for the immediate preceding three financial years 2015-16, 2016-17, 2017-18 (Furnish attested copies of the same failing which the firm's application is liable to be rejected summarily)Particulars	
12	Whether registered in the catering panel of other Organizations /statutory bodies such as Govt. Org. /PSU's/ Bank's etc. if so , furnish their names and date of registration.(Enclose documentary evidence)	

Note: Wherever copies of any document is to be furnished the same should be self-certified/notary certified.

I /we verify that all the details furnished above are true and correct to the best of my knowledge and belief.

I/We understand that in case of furnishing of any false information or suppression of any material information, the bid shall be liable for rejection besides initiation of penal proceedings by the bank, if it deems fit.

Date

Signatures/authorised Signatory
with seal of the firm/company

PROFORMA –II**DETAILS OF CATERING SERVICES RENDERED.**

S.No.	Name and address of client/employer	Short description of work with year	Value (In Rs Lacs)	Performance certificate enclosed & its page no.

Note : Performance certificate from the Client for each work mentioned above should be enclosed (Application by those firms who do not submit Performance Certificate from the previous employers are liable to be rejected summarily).

Signatures/authorized signatory with seal of the firm/company

PROFORMA –III

PERMANENT KEY ADMIN/SUPERVISORY/WORKERS EMPLOYED

[illegible]

Note :- Challan of ESI , EPF of employees of last three months working in firm to be submitted

Signatures/of authorized signatory with seal of the firm/company

FORM B**FORMATE FOR WAGE REGISTER**

Rate of Minimum Wages and since the date-----				
	Highly Skilled	Skilled	Semi-Skilled	Un-Skilled
Minimum Basic				
DA				
Overtime				

Name of the Establishment:

Name of Owner :

Labour Identification No:

Wage period from: ----- To -----

(Monthly / Fortnightly/Weekly/Daily/Piece Rated)

Sr. No. in Employee Register	Name	Rate of Wage	No. of Days worked	Overtime hours worked	Basic	Special Basic	DA	Payments Overtime	HRA	Total
1	2	3	4	5	6	7	8	9	10	11

Deduction

PF	ESIC	Society	Income Tax	Insurance	Others	Recoveries	Total	Net Payment	Employer / Workman /Worker share PF Welfare Fund
12	13	14	15	16	17	18	19	20	21

Receipt by Employee / Bank Transaction ID	Date of Payment	Remarks
22	23	24

Note :- In case of any change in future as per govt guidelines ,the new format shall be followed.

COMMERCIAL BID**FOR RUNNING OF STAFF CANTEEN AT PNB HO 5 SANSAD MARG NEW DELHI**

(Amount in Rupees)

S.no	Description	Unit	Qty	Rate per month excluding GST	Rate per year excluding GST
1.	Subsidy/Service charges to be paid by bank on monthly basis for providing the canteen services including material, fuel cost etc. and also providing following manpower 1 no. Cashier (Semi skilled) 2 no. Cook (Semi skilled) 4 no. waiter (Un Skilled) as per terms & conditions of tender.	Month	12		

Note :- Bidder to ensure that rate quoted by him fulfils the minimum wages criteria as fixed by the central govt. If the bank feels that the rates quoted does not fulfil the minimum wages criteria clause and proper justification is not given, the bank at its discretion can reject the Bid and forfeit the EMD.