

TENDER SCHEDULE

S.NO	DESCRIPTION	
1	Name of work :	Tender for Canteen services in LIC of India, Divisional office ,Thanjavur
2	Cost of tender document (Non refundable)	Rs.100.00 (Rupees one hundred only).
3	Earnest Money Deposit	Rs. 6,000/- (Rupees Six thousand only)
4	Date of sale of tender document	From 14.10.2017 to 04.11.2017 between 10.00 AM and 3.45 PM on week days and between 10 AM and 12.30 PM on Saturdays (excluding Holidays and Sundays) from the above office on payment of non refundable tender cost by Cash/Demand Draft / Pay Order in favour of " LIFE INSURANCE CORPORATION OF INDIA " payable at Thanjavur.
5	Last Date & Time for submission of tender document.	On 06.11.2017 (Monday) upto 12.30 PM
6	Date of PRE BID MEETING	21.10.2017 Saturday at 11.00 AM at First floor, Conference Hall, LIC of India, Divisional office ,Thanjavur
7	Date & Time of opening of Technical Bids	The "Technical Bids" will be opened on 06.11.2017(Monday) at 3.30 PM in the presence of bidders or their authorized representatives who may wish to be present.
8	Date & Time of opening of Financial Bids.	Shall be intimated after completion of inspection of infrastructure and other aspect of the bidders.

Ref.:E& OS/2017-18

13th October 2017**Re: Empanelment of Contractors for providing Catering Services.**

Applications in Sealed tenders are invited for running the canteen in our Divisional office premises under TWO BID systems (TECHNICAL BID & PRICE BID). The interested individuals/firms/organizations can obtain tender forms & other details in person by paying cash of Rs.100/-(Rupees One hundred only) across the cash counter towards the tender form fee (non-refundable) or with demand draft for Rs.100/- favoring LIC of India and drawn on any Nationalized Bank / Scheduled Bank payable at Thanjavur is to be submitted to The Manager(E&OS), LIC of India, Divisional office, ,*"Jeevan Prakash"*, 39-Gandhiji Road, THANJAVUR - 613 001, from 14.10.2017 to 04.11.2017 between 10.30 am and 3.00 PM on full working days and between 10.30 AM to 12.30 PM on Saturdays. The last date and time for submission of duly filled Tender Form to our office is 06.11.2017 at 12.30PM. The date and time of opening of the tender is 06.11.2017 at 3.30 PM.

The applicants shall be reputed and resourceful registered/licensed contractors based in Thanjavur and nearby surrounding places having at least 5 years of experience in execution of catering services to minimum 50 persons (approx.) per day in a medium sized organization including Bank, Government Offices, PSUs and LIC of India etc. The contractor those who are interested in empanelment of our panel should have the strength of minimum 6 employees/workers for catering service to be extended for more are less 50 employees of the corporation in the canteen hall, located at Life Insurance Corporation of India, **Divisional Office**, THANJAVUR and fulfilling all conditions specified in tender, as per Terms and Conditions, may apply. The application envelope super scribed as **"APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR PROVIDING CATERING SERVICES"**, **"Name of the Applicant"**, **"Contact Number"** Corporation may, at its discretion, extend the deadline for submission of the Application by issuing an addendum in which case all rights and obligations of the Applicant previously subjected to the original dead line shall be subjected to the extended deadline. **Application shall not be sent by Post, Courier, E-mail or Fax and if inadvertently received will not be considered.**

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Signature of the Applicant

TECHNICAL BID

Name and Designation of the Applicant
Seal of the Applicant

The submission of the Application Form itself shall be construed as acceptance of all the terms and conditions, mentioned in the notice, by the Applicant. The Application submitted after the deadline / new deadline, if any, for submission shall not be accepted and if inadvertently accepted shall not be considered. Similarly, the Applicant shall not be permitted to modify / withdraw his / her Application once submitted.

The applicants shall submit the Earnest Money Deposit of Rs. 6,000/- along with duly filled tender application in the form of demand draft favoring LIC Of India payable at Thanjavur failing which the application shall summarily be rejected.

The Application will be disqualified or rejected out rightly if the Contractor does not fulfill the terms and conditions as mentioned in notice document. Applicant must keep the application open for acceptance for a period of six calendar months from the due date.

A Pre-bid meeting is scheduled to be held at First floor, Conference Hall, at 11.00 am on 21.10.2017. Any clarification/ modification given by the E&OS Dept. after pre-bid meeting shall become a part of original tender, if required. The map of canteen premises will be shown during pre bid meeting. Applicants can also inspect canteen premises on the same day. All such received applications shall be opened on 06.11.2017 at 15.30 hours at "Jeevan Prakash", Divisional Office, 39-Gandhiji Road, THANJAVUR - 613 001. One representative of the applicant may remain present on this date and time, if so desired. The applications will be scrutinized as per evaluation procedure explained in Terms and Conditions.

The successful applicant will be empanelled on the Panel of Contractors for providing canteen services and will be notified in writing by letter / E-mail /Fax that his / her Application has been selected on a Panel. The said panel will be valid for 3 years, which may be further extended by 1 year (if required).

The Corporation reserves the right to call for any missing / additional information from the responding applicants and accept and reject any or all applications without assigning any reason whatsoever.

Senior Divisional Manager
Divisional Office, Thanjavur

General Terms and Conditions

1. Application submitted by the Applicant shall be **rejected out rightly** if the Applicant
 - a. Submits Incomplete Application
 - b. Submits the Application in Joint Venture
 - c. Does not keep the Application open for acceptance for a period of Six Calendar Months from the due date.
 - d. Stipulates his / her own conditions or any alternative / conditional proposals.
 - e. Does not have five years experience of providing catering service to an organization where at least 50 persons use the service.
 - f. Does not sign and affix the Stamp/ Seal of the Entrepreneurial Establishment of the Applicant in the manner and at the places as enumerated / earmarked in the Application Document.
 - g. Does not enclose the draft towards Application Money while submitting Application Form.
 - h. Does not have all statutory registrations /Licenses.
 - i. Does not adhere to all Laws and Acts as applicable to such kind of business.
 - j. Does not agree with all terms and conditions.
2. The Applications will be scrutinized on the basis of
 - a. Fulfillment of our Terms and Conditions and
 - b. Inspection / visit of places of only those Contractors who are found ***prima facie*** eligible for empanelment on the basis of documents/ information submitted.
3. After scrutiny and Analysis of applications received from the Contractors ,they shall be evaluated on the basis of the following criteria :
 - a. Experience
 - b. Opinion / rating of randomly selected patrons availing the facility at the Entrepreneurial Establishment of the Applicants.
 - c. Kitchen management at the existing Entrepreneurial Establishment of the Applicants.
 - d. Quality of raw / unfinished items at the existing Entrepreneurial Establishment of the Applicants.

- e. Quality of the randomly selected prepared food items at the existing Entrepreneurial Establishment of the Applicants.
 - f. Cleanliness and hygiene of the Kitchen Staff and the Service Personnel provided at the existing Entrepreneurial Establishment of the Applicants as also the dining and adjacent area.
 - g. Adherence to all Laws and Acts as applicable to such kind of business.
 - h. Compliance of all Statutory requirements.
4. The Financial Bid of Contractors who qualify for empanelment on our Panel will only be considered. Date for Opening Financial Bid will be intimated separately.
5. ***The Rates offered by empanelled contractors in the financial bid must take into consideration that space, furniture & fixture, electricity, water, etc. provided by the Corporation at free of cost.***
6. The Earnest Money Deposit of Rs. 6,000/- submitted by contractors who qualify for empanelment will be retained by LIC of India and no interest shall be payable on the same. The said Earnest Money deposit paid by the Contractor shall be liable to be forfeited if after finalization of the Financial Bid, the Contractor withdraws and / or modifies his / her bid, or if Successful Bidder fails or neglects to furnish the Security Deposit in the form of Bank Guarantee.
7. The empanelled Contractor who becomes Successful in Financial Bid will have to pay Security Deposit of Rs.20,000/- in the form of Bank Guarantee issued by any Nationalized / Scheduled Bank.
8. The empanelled Contractor who becomes Successful in Financial Bid be awarded the contract to provide catering services in the Canteen situated at First floor in [Divisional Office](#) Campus for a period of 1 year which can be extended by one more year and thereafter further by one more year, if satisfactory / required, on mutually agreed rates, terms and conditions.
9. **The Contractor shall have necessary E.S.I.C. and P.F. Code No. for employees of the Contractor appointed for the purpose to run the Canteen from the Canteen premises**
10. The Contractor shall remit ESIC and PF contribution regularly of all the employees deputed by him and furnish the proof of the same every month to the Corporation.

11. During the first year of Contract, there will be no revision in the rates. If during the said contract period and /or during extended period of contract, the Contractor expresses his inability to fulfill the contract or run the Canteen, without proper notice period, it will be treated as breach of Contract and the contract will be terminated. In such case, Corporation reserves the right to
 - a. Forfeit the Security Deposit submitted by the Contractor.
 - b. Blacklist the Contractor for three years.
12. The Contractor shall observe, abide and comply with the Rationing provisions / regulations / rules that are in force or that which shall be brought in to force from time to time and shall obtain the necessary permits and comply with the directions of the Food and Rationing Authorities including submissions of returns, etc..
13. **The Contractor, after the award of the Contract, shall not sublet the contract either fully or partially.**
14. In addition to what is stated in Clause 14 above, the Contractor in the matter of running the Canteen from the Canteen Premises shall at all times **duly observe, abide and comply with the provisions of the various statutes that are in force such as Provident Fund Act, Workman's Compensation Act, Employees State Insurance Act, Payment of Minimum Wages Act, Factories Act, Sales Tax Act, Contract Labour (Regulation and Abolition) Act, Thanjavur Municipal Corporation Act or that which may be brought into force from time to time as well as the regulations / rules / bye-laws framed there under and comply with all the directions or orders issued / passed by the Government of Tamil Nadu, the Union government or any other Competent Authorities** authorized to issue / pass directions or orders in the matter of the Canteen being run from the Canteen Premises by the Contractor.
15. The Successful Contractor must furnish list of all employees including service boys, kitchen staff, etc. while entering into the Contract. The successful contractors must arrange Uniform for all the employees working in the canteen.
16. **The Contractor shall use only good quality raw material preferably branded material for preparing food items.**
17. The Contractor shall keep the Canteen Premises open and provide the catering **services for the Staff of the Corporation from the Canteen Premises on all working days for the following timings**, subject to change as decided by the Corporation :-

Monday to Friday :	08.30 am to 10.00 am / 01.00 pm to 1.45 pm
Saturday :	08.30 am to 10.00 am / 1.30 pm to 2.30 pm

The Contractors may note that the Canteen services are only for the Employees and they should not entertain any outsiders or offer services to outside parties from the premises of LIC of India. Any violation may result in cancellation of the contract and forfeiture of Security Deposit. The decision of LIC of India is final in this matter.

The Contractor should deploy approximately 6 service boys. From Monday to Friday service is to be given on the table of the staff during the period from 10.30 am to 6.00 p. m. For Saturday, such table service should be provided from 10.30 to 2.00 p.m. Tea / Coffee must be served throughout the office hours.

18. The Contractor shall serve Vegetarian dishes prepared hygienically in refined oil or vegetable / pure ghee only. Few snacks items must be provided during Lunch Time also. Menu for the next day must be displayed one day in advance on Canteen Board
19. The contractor should note that the Canteen premises shall be available for their work from 7.00 AM to 7.00 PM only. They should obtain the key for the Canteen premises from the designated officer. The key shall be handed over to them only at 7.00AM and the premises shall be in their possession up to 7.00PM only. No staying/ lodging arrangements are provided for the canteen personnel and they should ensure to hand over the premises key after cleaning and locking before 7.00 PM.
20. The Contractor shall offer for sale the articles of food and soft drinks in the prescribed volume / weight which will be enumerated at the time of floating Financial Bid at the rebate price / rate offered by the Contractor and accepted by the Corporation.
21. The Contractor shall not make any alteration in the rates, weights, quality, quantity, etc. of the articles of food and drinks which will be enumerated in the Financial Bid of the Tender Document kept for sale at the Canteen Premises while running the Staff Canteen except by prior permission of the Corporation. **If the Contractor desires to serve any additional items, the Contractor may submit an additional list for the written approval of the Corporation without changing the order of items mentioned in the Tender document** and shall serve such additional articles of food and drinks at the rates as finalized by the Corporation.
22. The Contractor hereby agrees that variation in the rebate price / rate of the articles of food and soft drinks as offered by the Contractor shall not be allowed to be changed during first year of Contract and thereafter the same will be allowed only after prior written permission of the Corporation.
23. The list of furniture, fixtures, equipments, crockery, cutlery, etc. to be provided by the Corporation and to be arranged by the Contractor as per Annexure III.
24. The Corporation shall not be a party for recovery of payment of any bills or dues from any of the customers of the Contractor, i.e. the Staff of the Corporation.
25. The Contractor shall be solely responsible for any misconduct on the part of the employees appointed by the Contractor for the purpose of assisting the Contractor in the matter of running the Staff Canteen from the Canteen Premises or indirectly by the employees so appointed

26. The Contractor shall serve only good and wholesome articles of food and soft drinks in the prescribed volume, weight and quality, which will be mentioned later at the time of issue of Financial Bid, and such of the articles of food and drinks as may be approved from time to time by the Corporation. The Contractor shall keep sufficient supply of the articles of food and soft drinks at hand for sale and service. Any deterioration in quality shall be treated as breach of the terms and conditions and the scope of Tender shall be liable to be terminated.
27. The Contractor shall attend the Canteen Committee Meetings to address to any issues that may arise in the matter of running of the Staff Canteen from the Canteen premises once in three months or as and when required by the Corporation. The Contractor shall be bound by the decisions taken in the Meetings convened as aforesaid.
28. The Contractor shall be responsible for any nuisance caused directly / indirectly or damages loss or injury whatsoever that may be caused at any time to the property of the Corporation or to any person or persons including any third party while running the Staff Canteen from the Canteen premises and all such damages, injury or loss to life or property shall be made good and / or as the case may be shall be paid immediately by the Contractor to the satisfaction in all respects of the Corporation.
29. For security reasons, the Contractor shall provide the list of all the employees appointed by the Contractor for the purpose of assisting the Contractor in the matter of running the Staff Canteen from the Canteen premises. Such list shall contain the following details of the employees appointed by the Contractor namely Name, Age, Date of Birth, Sex, Photo, Educational Qualification, Designation, Address. Telephone No. and health records. The Contractor shall inform appointment and removal of employees immediately.
- 30. Termination of Contract**
- i) The contract can be terminated by either party by giving two months' notice.
- ii) "The contract is also liable to be terminated by the Corporation if
- a) The Agency abandons the work or
 - b) The Agency assigns or sublets the work in whole or in part thereof or
 - c) The Agency makes default in proceedings of the work under the contract, at any time during the contract period, with due diligence and continues to do so even after a notice is issued by the Corporation or
 - d) The Agency becomes bankrupt or insolvent or goes into liquidation or is ordered to wind up or has a receiver appointed on its assets or
 - e) The Agency persistently disregard the instructions issued by the Corporation or
 - f) The Agency fails to adhere to the agreed schedule of the work or
 - g) The information submitted by the Agency in the Tender is found to be in correct or
 - h) The Agency fails to perform its obligations or violates the provisions as per the terms of the contract."

31. If the Contractor desires to terminate the contract, he shall give prior notice of at least **60 days** as mentioned above; failing which, Security Deposit is liable for forfeiture.
32. Upon breach by the Contractor of any of the terms and conditions governing the contract and / or upon the Contractor failing to comply with the directions / orders issued / passed by the Government of Tamil Nadu, the Union Government or any other Competent Authorities and / or upon the Contractor failing to comply with the requisitions issued by the Corporation and / or if in the opinion of the Corporation, the Contractor is not running the Staff Canteen within the Canteen premises in a satisfactory manner and / or if the Contractor is adjudicated insolvent and / or fails to make any arrangement with his creditors and / or if any attachment or execution is levied on any of the property of the Contractor, the contract shall be liable to be terminated.
33. The Contractor shall appoint required employees at the cost of the Contractor for the purpose of assisting the Contractor in the matter of running the Staff canteen from the Canteen premises and the Contractor shall at the Contractor's own cost provide to the employees so appointed with proper uniform, badges / ID cards ,etc as directed by the Corporation. The Contractor must deposit the amount of ESI Contribution of the said employees appointed by him regularly in time without failure.
34. In the matter of appointment of the required employees for the purpose of assisting the Contractor to run the Staff Canteen from the Canteen premises, the Contractor shall comply with the provisions of **Child Labour Act** and must submit an Affidavit in compliance with the Act.
35. The Contractor shall be solely responsible in respect of the employees appointed by the Contractor for the purpose of assisting the Contractor to conduct the Staff Canteen from the canteen premises and the Corporation shall not be a party to any disputes that may occur between the Contractor and the employees appointed by the Contractor.
36. The Contract shall be for a initial period of 1 year from the day the Contractor is permitted to use the Canteen Premises for running staff Canteen. On satisfactory expiry of the aforesaid period, Contractor shall be permitted to run the Staff Canteen from the Canteen premises for a further period of one year, on the same terms and conditions as enumerated herein or mutually accepted but subject to the Contractor entering into a Contract for the said respective terms.
37. In all cases of dispute, the matter will be referred to the Senior Divisional Manager whose decision shall be final and legally binding upon the Contractor.

38. **The periodic pest control in the Canteen will be arranged by the Corporation. However, in case canteen kitchen requires special pest control treatment, it has to be arranged by the Contractor himself.**
39. The Contractor shall obtain necessary License / permission to engage Labours/ Staff as required under the Contract Labour (Regulation & Abolition) Act, 1970.
40. Contractor shall obtain the License from the Health Department and pay the License Fees accordingly. TRC charges shall also be paid by the Contractor.
41. The Applicant must be registered under Employees State Insurance Corporation Act, 1948 and hold such Registration Certificate issued by Employees State Insurance Corporation.
42. Selected Contractor, to whom the final contract will be awarded, shall enter into SERVICE AGREEMENT subject to the Laws. The Stamp Duty, Execution Cost etc. shall be borne by the Agency entering into Service Agreement with the Corporation.
43. The Contractor shall display the price / rate of the articles of food and soft drinks as well as the timings of the service. The Contractor shall arrange for duly attested copies of the Menu Card having the rebate price / rate offered by the Contractor over the articles of food and soft drinks provided by the Contractor. In addition the Contractor shall also arrange the list of price / rate as approved from time to time by the Corporation in bold letters at such conspicuous place as may be directed by it.
44. The tenderer should supply Tea or Coffee at all the floors during working hours.
45. Authorized officials of Divisional Office will be inspecting periodically the canteen maintained by the contractor and will be giving a report. Any deficiency in service will be brought to the notice of the contractor, which he should set right immediately. Failure to do so will attract action.
46. LIC may refuse entry into the campus or order eviction of any person/workmen belongs to canteen falling into any of the following categories: -
 - (a) Does not possess good character or is suspected so and/ or
 - (b) Is found reportedly indulging in activities prejudicial to the interests of the LIC. and /Or
 - (c) Is afflicted/suspected to be afflicted with any contagious or communicable diseases.

I /We unconditionally accept all the above Terms and Conditions.

By Regd. Post / Courier / Hand Delivery

Ref: E&OS/Ctn-075

13.10.2017

Dear Sir,

Sub:Empanelment of Contractors for providing Catering services at
Life Insurance Corporation of India, Divisional Office Building, THANJAVUR

We enclose the tender schedule with tender conditions for the above work. You are requested to submit your filled in sealed quotation duly signed, to **The Manager(EOS), E&OS Department, LIC of India, "Jeevan Prakash", Divisional Office, 2nd floor, LIC Building, Thanjavur 613001** on or before **12.30 hrs. on 06.11.2017**

Please note that the tender schedule should accompany with a demand Drafts for **Rs. 6,000.00. (Rupees Six Thousands only)** drawn in favor of **LIC of India, PAYABLE AT THANJAVUR** towards Earnest Money Deposit for the above work. Quotations submitted without Earnest Money Deposit will be rejected. Also please note in "RATE" column of the schedule of quantities, you should fill legibly in ink in both figures and words. Rates mentioned in the words shall be prefixed and suffixed by Rs. and 'only' respectively. Tenders containing the rates only in figures are liable to be considered non-bonafide at the discretion of the **Senior Divisional Manager**. Late receipt of quotation due to postal delays will not be considered. The envelope should be super scribed as **"APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR PROVIDING CATERING SERVICES"** and to be submitted **along with this letter.**

Yours faithfully,

Encl. : As above.

Senior Divisional Manager

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Signature of the Applicant

TECHNICAL BID

Name and Designation of the Applicant
Seal of the Applicant

Annexure I

***APPLICATION FORM TO BE COMPLETED BY THE CONTRACTORS FOR GETTING
EMPANELLED FOR PROVIDING CATERING SERVICES IN THE CANTEEN***

(Application on the Contractor's letterhead)

To,
The Manager (E&OS)
Estates & Office Services Department,
Divisional Office, "Jeevan Prakash",
39-Gandhiji Road, THANJAVUR - 613 001

Sir,

Re: Empanelment of Contractors for providing Catering Services.

Pursuant to the Notice for Empanelment of Contractors Ref _____ dated _____ for providing catering services in the Canteen and running the Staff Canteen from the Canteen Premises, I / We whose names and signature is / are given appended herein below representing the Entrepreneurial Establishment whose Stamp / Seal is also affixed herein below hereby submit my / our Application for being empanelled as a member on the Panel of Contractors.

General Information

Name of the Establishment	
Status: Whether Proprietary / Partnership Firm / Private Ltd. Co. / Public Ltd. CO. (Copy of Partnership Deed / Memorandum of Association , as the case may be, to be submitted)	
Date of Establishment / Incorporation (Copy of Certificate to be enclosed)	
Address, Telephone No., E mail ID, Fax No of Registered Office.	
Address, Telephone No., E mail ID, Fax No of Local Office.	
Names of Proprietor /Director /Partners (as the case may be)	
Name ,Designation and Phone no. of persons authorized to sign the documents on behalf of the Company/Firm /Proprietary Concern (Authorization Certificate to be enclosed)	
Name ,Designation and Phone no. of Representatives authorized to manage business on behalf of the	

Signature of the Applicant

TECHNICAL BID

Name and Designation of the Applicant
Seal of the Applicant

Company/Firm /Proprietary Concern (Authorization Certificate to be enclosed)	
Name of the Bankers with Telephone No. and Address (Bank Solvency Certificate of Rs. 5 lakh to be submitted)	
SAP Vendor Registration No./ Vendor A/c No.	
PAN NO.(Copy of PAN Card to be enclosed)	
Total Number of Permanent Employees	Kitchen Staff Service Boys Others
Turn over for last three years	FY 2014-15 FY 2015-16 FY 2016-17
Name of Clients along with number of persons to whom catering services are being provided by you at present (One must be PSU)	Separate sheet to be enclosed as per Annexure IV for each client

Technical Information

Do you have at least 5 years experience of providing catering services to 50 persons (approx.) per day (Letter of recommendation from past clients to be submitted)	
Do you agree to keep Application open for six months from due date	
Whether Co./ Partnership Firm / Proprietary Concern is Registered under following (Copy of Registration /License to be enclosed)	
Shop and Establishment Act,1948	
Public Health Deptt for Grade of Eating Food	
Contract Labour (Regulation & Abolition) Act,1970	
Employees State Insurance Corporation Act,1948	
Employees Provident Fund Act,1952	
Workman's Compensation Act,1923	
Sales Tax Act,	
Thanjavur Municipal Corporation Act,	
Service Tax Act	
Minimum Wages Act,1948	
Whether all the Statutory Registration /	

requirement as directed by Govt. Authorities to run such kind of business have obtained/fulfilled	
Have you submitted IT Returns of last three years (Copy to be enclosed)	
Have you complied with provisions of Child Labour Act	
Do you comply with provisions of Minimum Wages Act,	
Have you entered in Joint Venture with any other Proprietary Concern /Partnership Firm or Co. for submitting this Application	
Have your Company /Firm been under litigation or any other action has been initiated by any authority for violation of any provisions of Law or have you been black listed by any Organization	
Do you agree with all Terms and Conditions and enclosed the same with Application form duly executed	
Have you submitted Demand Draft of Rs.100/- towards non refundable Application Fee.	DD NO. Date Drawn on
Have you submitted Declaration as per Annexure II	
Have you submitted Details of existing clients as per Annexure IV	
Have you submitted Undertaking as per Annexure III	

Signature
Authorised Signatory
(Name/ Designation and Seal of the Contractor)

Annexure II

PROVIDING CATERING SERVICES FOR LIC OF INDIA IN THE CANTEEN

DECLARATION

I have read the Application Notice thoroughly and I /We understand that if any false information is detected at a later date, any future contract made between ourselves and Corporation , on the basis of information given by me / us can be treated as invalid by the Corporation and I /We will be solely responsible for consequences.

I / We unconditionally accept Terms and Conditions mentioned in the Application Document and attach the same duly executed by me/us.

I /We agree that the decision of the Corporation in empanelment and selection of the Agency will be final and binding on me / us.

All the Information furnished by me hereunder is correct to the best of my / our knowledge and belief.

I /We agree that I /We have no objection if enquiries are made about the work performance with clients mentioned in Annexure

Signature
Authorised Signatory
(Name/ Designation and Seal of the Contractor)

Annexure III

PROVIDING CATERING SERVICES FOR LIC OF INDIA IN THE CANTEEN

Undertaking

I / We, authorized representative of _____
, being Indian Company / Proprietary Concern/ Partnership Firm, registered under
_____, bearing _____ registration number
_____ do hereby solemnly affirm and state as under :-

I / We agree to keep my / our Application open for acceptance for a period of Six Calendar Months after the last date of receipt of the Application and I / We further agree not to revoke my / our Application at any time during the said period of Six Calendar months.

I / We being one of the Applicants, confirm that I / We are not black listed / debarred from Trade by Central /State Government Department /PSUs. I / We further affirm that no advisory /directives /warnings have been issued by Government Authority or any Organisation during last five Financial Years and no litigation is pending, against the Agency, in any of the Court of Law.

I / We unconditionally accept the General Terms and Conditions and confirm that Annexure I to V are duly executed by us. I / We state that Life Insurance Corporation of India will consider my / our application on the basis of the statement made by me /us in this Undertaking.

I / We hereby state that my / our Application be evaluated for considering its responsiveness only if I / We have submitted my / our Application in consonance and in compliance of the terms relating to the submission of the Application as enumerated in the Application Notice Document.

I / We _____ do, hereby state and declare that I / We whose name and signature/s is / are given / appended herein below representing the Entrepreneurial Establishment whose Stamp / Seal is also affixed herein below have not filled in this Application under any other name or under the name of any other Entrepreneurial Establishment otherwise nor I / We are in any way related or concerned with the Entrepreneurial Establishment or any other Entrepreneurs who have filled in the Application.

I / We _____ have filled in the Application and submitted my / our Application with the full knowledge of the liabilities and therefore I /

We shall not raise any objection or dispute in any manner relating to any action taken, Blacklisting, for giving any information, which is found to be incorrect and against the instructions given in the Application Document in the matter of running of the Staff Canteen from the Canteen Premises as per the terms and conditions

I / We further state that the information furnished to the Life Insurance Corporation of India in these documents are true and correct and any information if found to be incorrect, shall make the contract liable to be repudiated. Further, I / We accept that in such cases, Earnest Money Deposit will be forfeited.

I / We hereby state, declare and undertake that on being declared as Successful, I / We shall conduct the Staff Canteen from the Canteen Premises in consonance and in compliance of the terms and conditions and commence services as per the Terms and Conditions, as accepted above, within 15(Fifteen) days calculated from the date of receipt of your notification of award.

Solemnly affirmed at _____ this _____ day of _____ 2017.

Before me

Notary

Signature

**Authorised Signatory
NAME / DESIGNATION AND
SEAL OF THE AGENCY**

Date:

PROVIDING CATERING SERVICES FOR LIC OF INDIA IN THE CANTEEN

ANNEXURE – IV

List of the items and services

Provided in the Canteen Premises by the Corporation vis-a vis to be Arranged by the Contractor

Provided by the Corporation		To be arranged by the Contractor	
1	DINING TABLE WOODEN LAMINATED TOP 7 Nos and 1 No ordinary Tables	1	Gas with 2 Nos. Double burner cooking stove
2	Kitchen with platform and storage space and Wash Room	2	All cookware and Crockery such as stainless steel plates, quarter plates, cups, saucers, glasses, etc. as per requirement.
3	CEILING FAN 7 Nos and Exhaust Fan- 1 No		
4	STEEL TABLE – 1 No	3	Serving Vessels, Cutlery such as big spoons, serving spoons, Stainless steel Glasses etc.
5	Room with Bath Room, cupboards for keeping belongings of Canteen Staff		
6	WOODEN BENCH WITHOUT BACK 1 No	4	Mixer with Stainless Steel bowls
7		5	Juicer
7	TUBE LIGHT FITTINGS – 9 Nos	6	Wet grinder with Stainless Steel Drum, Refrigerator
8	FIRE EXTINGUISHER 1 No	7	Idli Steamer
9	TAP 3 Nos	8	Microwave
10	3 Nos. wash basins with Mirror 3 No	9	Big size utensils, Kadai, Tawa, Steel Plate for making Chappathi, Dosa etc. as per requirement
11	ARMLESS PLASTIC MOULDED CHAIRS 30 No		

The list is subject to changes & shall be duly verified at time of handing over.

PROVIDING CATERING SERVICES FOR LIC OF INDIA IN THE CANTEEN

DETAILS OF EXISTING CLIENTS

ANNEXURE-V

Details of existing clients:

(Separate page must be submitted for each Client)

Name of the Company	
Address of the Company	
Name, designation of contact person with telephone no. and e-mail ID	Name: Designation: Landline No.: Cell No. : Email ID:
Number of persons to whom catering services are provided per day	
Number of employees deputed by the Contractor for the said client	Kitchen Staff Service Boys Others

PROVIDING CATERING SERVICES FOR LIC OF INDIA IN THE CANTEEN
INSTRUCTIONS TO FOR SUBMISSION OF BIDS.

Sealed tenders should be submitted in the form of TWO BID system as under.

Sealed Cover – I: Containing Technical Bid. containing the terms and conditions. The cover should be super scribed as "COVER-1 – TECHNICAL BID"

Sealed Cover – II: Containing Price Bid in Annexure –A along with this instructions. The cover should be super scribed as "COVER II – PRICE BID",

Sealed Cover – III: A demand draft for Rs 6,000/- (Rupees Six thousand only) drawn in favour of LIC OF INDIA, payable at Thanjavur, as Earnest Money Deposit (EMD) (refundable) which do not carry any interest. The cover should be super scribed as 'COVER-III- DEMAND DRAFT".

Sealed Cover – IV: Containing all the above three covers duly super scribed as "BID FOR CANTEEN SERVICES AT LIC DIVISIONAL OFFICE, Thanjavur addressed to ***"The Senior Divisional Manager, LIC of Lidia, Divisional Office , "Jeevan Prakash", 39– Gandhiji Road, THANJAVUR – 613 001 "*** to be submitted on or before 06.11.2017 at 12.30 PM. Bidder/his/her representative may be present during the opening the tender at his discretion.

At first the technical bids of all the bidders will be opened and scrutinized and tenders of the bidders who qualify in the technical bidding will be short-listed. Subsequently the price bids of only those who qualify in technical bidding shall be opened. The EMD of the unsuccessful bidders will be refunded without interest after finalization of the contract. The LIC of India reserves the right to accept or reject any or all the tenders in full/part without assigning any reason whatsoever.

Senior Divisional Manager.



LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, "JEEVAN PRAKASH"
39 GANDHIJI ROAD THANJAVUR - 613001
PHONE 04362-233677

Annexure-A

PROVIDING CATERING SERVICES FOR LIC OF INDIA IN THE CANTEEN

Item Menu

*With Sambar & ChutneyPlease Note:

S.No	Description of Items	Weight/Measure	Unit	Rate in Rs.
1	IDLY *	150 gm	2 No	10.00 per set
2	Dosai (Ordinary) *	120 gm	1 No	9.00 per No
3	Dosai (Special) /Oothappam*	150 gm	1 No	12.00 per No
4	Masala Dosai *	200 gm	1 No	15.00 per No
5	Poori Masala	120 gm	2 No	15.00 per set
6	Chappathi Kuruma	120 gm	1 No	12.00 per No
7	Vadai(Medu/Masala) *	60 gm	1 No	5.00 per No
8	Pongal *	250 gm	1 No	20.00 per No
9	Bonda/ Bajji *	60 gm	1 No	5.00 per No
10	Variety Rice * (Puliodarai, Lemon, Coconut, Sambar & Curd	200 gm	1 cup	15.00 per cup
11	Meals Limited (Ponni Rice, Sambar, Rasam, Poriyal, Kootu, Appalam, butter milk Pickle)	With 300 gm rice	1 set	25.00 per set
12	Cereals Sundal/ Peas/Kadalai	120 gm	1 cup	8.00 per cup
13	Tea , Filter Coffee, Milk	120 ml	1 cup	5.00 per cup
14	Tea, Filter Coffee (special)	120 ml	1 cup	8.00 per cup
15	Horlicks, Boost, etc.	130 ml	1 cup	14.00 per cup

The Price Menu shall be prominently displayed in the canteen

The Contractor should fill below their quoted rates in percentage for running the Canteen facility

Contractor's Rates: I / We agree to carry out the work

a) at par with the above estimated rates. :

b) (-) _____ % [_____ percentage] below :
 than the estimated rates.

c) (+) _____ % [_____ percentage] above :
 the estimated rates.

TOTAL

(Rupees _____

_____ only)

Signature of the Applicant

Name and Designation of the Applicant

Seal of the Applicant

Price Bid