



PATNA DIVISIONAL OFFICE-1.

"JEEVAN PRAKASH "BUILDING", Mazaharul Haque Path, P.B.-135,PATNA- 800001.
PHONE No- 0612-2235595,Fax No-0612-2200187:E-mailID sdm.patna@licindia.com
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TENDER NOTICE

LIC of India intends to float a tender to provide meal / lunch in Canteen to the trainees of our **Sales Training Centre, Patna** in Divisional Office Building.

Please log on to www.licindia.co.in and go to "Tender" and click on the link

"Tender for Catering in Sales Training Centre in Patna Divisional office -1 Building."

Last date of tender papers submission- 01/02/2020 upto 3 PM.

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Sr. Divisional Manager

Date:01/01/2020



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Phone No 0612-2235595; Fax No-0612-2200187; E-mail: sdm.patna@licindia.com

Tender for Canteen

Date: 01/01/2020

TENDER FOR Catering in for STC Canteen, PATNA DO-1 Building

Sealed tender are invited by LIC Patna DO-1 under Two Bid (Technical & Financial Bid) system for providing Catering services in STC Canteen at our Divisional Office Premises "JEEVAN PRAKASH BUILDING", Mazaharul Haque Path, Patna.

Name of work	Cost of tender document	EMD	Security
Running of canteen service in LIC STC, PATNA	Rs. 500/-	Rs. 2,500/-	Rs. 25,000/-

The above amount is to be deposited in form of DD/ Banker's Cheque or in cash deposited at cash counter of LIC, Patna DO-1 (Cost of tender document Charge Deposit A/C Code 114111 & EMD/ Security A/C code- 111135) The bidder should have at least 3 years experience of running canteen in Government/ Established Private Reputed concerns / Educational institutions.

Tender Issuance Date—From 05/01/2020 to 31/01/2020

Last date of tender papers submission- 01/02/2020 upto 3 PM.

Date of opening of Tender – 03/02/2020 at 11.00 AM.

Date of opening of Financial Bids will be intimated to those bidders whose Offer are found suitable.

Sr. Divisional Manager



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"JEEVAN PRAKASH" Mazaharul Haque Path, P.B. No-135, Patna-800001,
Phone No-0612-2235595, Fax No-0612-2200187, E-mail ID sdm.patna@licindia.com

General terms and conditions of the Tender

1. The contract shall be for a period of two years only and the agreed terms and conditions / rate of fooding etc. will not be changed under any circumstances during the period of contract. The contract may further be extended by one year subject to satisfaction of the Competent Authority.
2. The approved bidder/ contractor has to run the canteen at STC, Patna (Jeevan Prakash Building, Mazaharul Haque Path, Patna)
3. The tender duly sealed should be addressed to Sr. Divisional Manager at the following address, so as to reach on or before 03:00 PM on 01/02/2020 by registered post or by hand, The envelop should be duly super scribed

"Tender for Canteen Services"

**The Senior Divisional Manager
Life Insurance Corporation of India
Patna DO-1
Jeevan Prakash Building
Mazaharul Haque Path
PATNA-1**

4. The technical bid will be opened on 03/02/2020 in the office of Manager (E&OS) in the presence of bidder/ contractor or their representative who may wish to be present at the opening of tender . Date of opening of Financial Bids will be intimated to those bidders whose offers are found suitable.
5. The tender form consists of the following documents 1.) Notice of tender 2) General Terms & Condition 3) Technical Bid 4) Financial Bid 5) Declaration by contractor. The offers are to be submitted in two bid system i.e. Technical Bid & Financial Bid. The technical bid consists of all the required information called for in the questionnaire. It shall be submitted in a sealed cover marked "ENVELOPE 1" super scribing as "TECHNICAL BID FOR STC CANTEEN CONTRACT". The price bid shall contain only the financial details. The financial bids will be placed in "ENVELOPE 2" EMD of Rs. 2500.00(Two thousand Five hundred) for STC CANTEEN, PATNA along with Tender fees of Rs. 500 to be deposited at cash counter of LIC, PATNA DO-1 by cash/ DD . Declaration by Contractor (Annexure A3) and list of items provide by LIC (Annexure-A4) should be placed in "Envelope 3". All the 3 envelopes should be placed in A4" envelope and sealed and submitted to the Sr. Divisional Manager at the address given above.
6. The details of deposits are as under:-
 - Tender fees of Rs.500/- (Five hundred only)
 - EMD Rs. 2500/- (Two thousand five hundred only)
 - Security deposit Rs. 25000/- (Twenty Five Thousand only)
- a) The EMD of Rs. 2500/- will be adjusted towards security deposit in respect of successful bidder/ contractor and the balance security deposit should be deposited within 7 days from the date of issue of acceptance letter.
- b) The EMD of unsuccessful bidders will be refunded.
- c) The bidder/contractor should have experience of running the canteen in a reputed organization. Suitable documentary evidence to be supported along with the tender application. The bidder/ contractor/ must possess the requisite valid license issued by the competent authority for carrying out the business and shall be responsible for complying with all laws pertaining to the service in question as well as those pertaining to employment of persons under him.

- 7) The applicant must have average annual turnover of Rs 10 lacks per year during the last financial years.
- 8) The applicant should not have rescinded / abandoned any catering contract awarded by any of his client before the expiry of prescribed period of contract.
- 9) The applicant does not suffer / has not suffered any disqualification to render the catering services at Any time in respect of matters not enumerated herein.
- 10) The rates to be quoted shall be inclusive of all taxes. GST will be paid extra.
- 11 Any Tender not complying with conditions either wholly or partially shall be liable for rejection.
- 12) The contractor shall provide at his own expenses crockery, cutlery, cooking utensils, glassware and other articles necessary and suitable for running of canteen. He shall all times keep and maintain all these articles in a clean, neat, and hygienic condition.
- 13) The contractor should attend the meeting whenever he is called upon to do so. This is mainly to keep a check on the quantity / quality of food to be served. If the quantity/ quality of food served or service rendered by the contractor is not satisfactory at any point in time, the competent authority or any one authorized by him is entitled to initiate action deemed necessary including immediate termination of the contract without notice to the contractor.
 The LIC provide following items to the approved bidder/ contractor:-
 - i. Free canteen space and water
 - ii. Electricity with bulbs/ tubes and fan available in the canteen hall.
- 14) The bidder/ contractor shall bear all the expenses for running the canteen and LIC shall not in any manner be liable for any damage caused on incidents like theft ,burn, fire, electric shock or bear any compensation for damage or injury caused to its workmen during discharging their duty. The bidder/ contractor shall take all necessary precautions against fire hazards comely with rules and regulation as laid down by concerned authorities and to the satisfaction of LIC.
- 15) The bidder/ contractor should keep the STC canteen complex clean. If , at any point the canteen and its premises are found to be unclean , the bidder/ contractor shall be held responsible and action deemed fit shall be taken by the competent authority.
- 16) There shall be no compromise on the quality of food supplied by the bidder/ contractor and if any such incidence or food adulteration is found , action deemed fit shall be taken by the competent authority and all the riles of Prevention of Food Adulteration Act (PFA Act.) will apply.
- 17) Only fresh food is to be served. Stale / refrigerated food should not be served ay any cost. Recycled oil should not be used for cooking.
- 18) The bidder/contractor should employ a minimum of three persons for maintaining adequate number of persons engaged in cooking, distribution of food and disposal od garbage and left over food. The contractor should also have professional cooks under his supervision to run the canteen. No such employee will be under the age of 18 years. Documentary evidence to be provided by the bidder/ contractor. Canteen staff should be will dressed, neat and preferably they should have uniform with badges.
- 19) The bidder/ contractor will be responsible for complying with payment of minimum wages (State or central whichever is applicable) and other labour laws in force from time to time to its employees deployed in the canteen. The bidder/ contractor will be liable for any consequences resulting from violation of any such rule / provision.
- 20) Under no circumstances any of the bidder/ contractor's employees will stay in LIC premises after office-hours.

- 21) The LIC office is a “NO SMOKING ZONE” hence sale and use of tobacco is prohibited.
- 22) The sale and use of Liquor (Alcohol) is strictly prohibited in LIC premises.
- 23) It will be the responsibility of bidder/ Contractor to keep canteen services available for STC Patna on all working days/ working hours (10AM to 05 PM) .Failure to provide services on any working day can lead to termination of contract. However, bidder/ contractor will have to make the services of canteen available for any closed holiday/ off duty hours as per the administrative requirements of the office.
- 24) The LIC reserves the right to enhance the security deposit as and when felt necessary.
- 25) The successful bidder/contractor will have to enter in to an agreement on a non judicial stamp paper Of Rs. 1000/- with LIC within a week on receipt of communication and deposit the security amount Within the same period.
- 26) Forfeiture of EMD / Security deposit:-
 - a. If the successful bidder/ contractor refuse to enter into an agreement or fails to remit the security deposit within seven days of acceptance of tender, EMD will be forfeited
 - b. If the approved bidder/ contractor abandons the, security deposit will be forfeited.
 - c. If the contract is terminated by LIC due to poor performance / violation of any clause of agreement or bad act of bidder/ contractor, security deposit will be forfeited.
- 27) The submission of the bid by the bidder/ contractor shall be taken to signify the acceptance of the stipulated terms / condition. Any failure on the part of bidder/contractor to observe the prescribed procedure or any attempt to canvas for allotment of work will be prejudicial , the bidder/ contractor will make it to liable for exclusion of consideration .

The tenders are advised to inspect the premises etc where the services are required to be offered and assess for requirements themselves before submission of the tender.

Non-disclosure of relevant information of furnishing of incorrect information , documents will lead to disqualification of application.

- 28) The competent Authority reserves the right to accept or reject any tender or reserves the right to recall the tenders without assigning any reason.

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(Signature of the tendered)

TECHNICAL BID FOR CANTEEN SERVICES AT STC, PATNA

1. Name of the contractor/Firm/Organisation
(IN BLOCK LETTERS)
2. Registration No/Renewal Date :
License No :
3. Address , Phone No, E-mail ID ,Mobile No.:
4. Name of the contact person(s) :
5. Type of Organization
(Individual / Sole Proprietor/ pvt.ltd)
5. Total number of years of
Experience in catering
service :
(Submit attested copies)
6. Tan/ PAN NO
(Submit attested copies) :
7. GST Registration No. :
(Attested photo copies)
8. Name of Bankers with address & IFSC Code :
9. Turn-over for the last three : F.Y.- 2016-2017
Years if any (Submit attested copies) F.Y.- 2017-2018-.....
F.Y.- 2018-2019-.....

I hereby declare that I have fully understood the terms and conditions mentioned in the tender document , I shall fully abide by the rules and regulations of LIC of India for providing catering services and follow all instructions given from time to time. I also declare that the above information is correct and complete to the best of my knowledge and belief.

Signature & Name with Seal

Place:

Date :

The photocopy undernoted documents to be enclosed along with the technical bid;-

1. Firm Registration Certificate No.
2. Labour Licence Nos and validity under provisions of labour laws,
3. Licenses copy,
4. Tan./ PAN number Copy,
5. A copy of registration certificate of GST.
6. Income Tax returns for the past 3 years.
7. Experience certificates, if any
8. E.P.F. Registration No.(Please enclose attested photo copy)
9. E.S.I. No. (Please enclose attested photo copy)
- 10 Documentary evidence of Bank A/C
- 11 Turnover Copy

FINANCIAL BID FOR STC PATNA

Name of Applicant: -----

Address:-----

Registration No / Licence No-----

Mobile No-----

CANTEEN MENU

(A) Lunch at 1.30 PM : Rice (150 gm), Roti(4 pieces), Dal (Arhar / Masoor / Chana) , Bhujia, Green Vegetables (150gm), Salad, Papadh,Pickle, Dahi / Butter Milk (100 gm), Rasgolla / Gulab Jamun (one piece), Fish (Rehu / Katla) / Meat (Khassi) / Egg Cury (Two pieces or 100 gm) every working day (as directed by the Competent Authority) on alternate basis for non vegetarian and one Paneer (Sudha) item for vegetation.

Flour (Atta) should be of standard brand like Aashirvad, Shakti Bhog, Shree Kamal. Refined / Mustard Oil should be of standard brand like Nature Fresh, Engine, Scooter. Rice should be of standard quality. Vegetable should be fresh. No branded items should be used after its specified expiry date.

(B) Morning Tea (at 11 AM) : with Biscuits (Sweet & Salty both Two pieces each)

(C) Evening Tea (at 3.30 PM) : with Biscuits (Sweet & Salty both Two pieces each)

Quotated Rate for providing Catering services per candidate per day (for A+B+C) --Rs-----

(Quotated Rate in words -----)

I hereby declare that I have fully understood the terms and conditions mentioned in the tender document. I also declare that I will fully abide by the rules and regulations of LIC Of India for providing Catering Services and follow all instruction given from time to time.

Date:

Signature of the Vendor with Name and Seal.

Place:

Declaration regarding non- employment of under – age employees

Annexure- A3

I hereby declare that all employees working under my supervision are above the age of 18 years.

I submit herewith the documentary evidence regarding the same.

Applicant Signature with Seal