

NOTICE INVITING TENDER (NIT)

Tender for Providing Staff Mess and Catering Services

Uttarakhand Gramin Bank invites sealed bids from eligible and experienced catering agencies/contractors for providing Staff Mess and Catering Services at its Head Office/Training Centre.

1. Scope of Work

The selected contractor shall provide the following services:

Lunch services from Monday to Saturday*(besides this: Catering arrangements for official meetings, seminars and special events on any day, subject to prior notice)

Tea and snacks /Lunch during training programmes. Additional trainees:

Approximately 25–30 trainees per batch for around nine days every month.

Procurement, cooking, serving, housekeeping and waste disposal.

2. Contract Period

The contract shall initially be valid for a period of one year from the date of commencement of services.

Based on satisfactory performance and service quality, the Bank may, at its sole discretion, extend the contract for an additional period of one year on the same terms and conditions.

3. Eligibility Criteria

The bidder shall:

Have at least 1 years' experience in catering or mess services.

Possess valid FSSAI registration and other statutory licences.

Have GST registration.

Not have been blacklisted by any Government department, PSU or financial institution.

Have adequate manpower and infrastructure.

4. Estimated Requirement

Minimum guaranteed covers: Up to 30 persons per day.(Regular)

(b) In the event that the actual regular staff strength increases beyond 30 covers per day but remains within 45 **covers per day**, the Contractor shall provide the additional meals at the same per-head rate quoted in the accepted Financial Bid. Billing shall be based on the actual turnout, and no separate claim, additional charge, or rate revision shall be admissible on this account.

(c) If the regular staff strength increases beyond 45 **covers per day** at any time during the Contract Period, either party may request a review of the terms and scope of services by giving written notice to the other party. Any revision in scope, capacity, or rate shall be mutually discussed and, if agreed, shall be formalized through a written amendment in accordance. Until such amendment is formally executed, the Contractor shall continue to provide services at the existing accepted rate for the agreed minimum guaranteed quantity of **30 covers per day**.

5. Quality Standards

Food shall be prepared hygienically using fresh and branded ingredients.
The Bank reserves the right to inspect the kitchen, raw materials and dining facilities at any time.

The contractor shall ensure cleanliness and proper waste disposal.

6. Special Events

The contractor shall make arrangements for snacks and lunch during official events, meetings, seminars, training programmes upon prior notice.
The rates applicable for such events shall be the same as those quoted in the financial bid.

7. Security Deposit

The successful bidder shall furnish a security deposit/performance guarantee of ₹10000/- before commencement of services.

8. Bid Submission

The bid shall consist of:

Technical Bid.

Financial Bid.

Copies of statutory registrations.

Experience certificates.

Declaration regarding non-blacklisting.

9. Evaluation of Bids

The technical bids shall be evaluated first. Financial bids of only technically qualified bidders shall be opened.

The Bank reserves the right to accept or reject any or all bids without assigning any reason.

10. Payment Terms

Payment shall be made DAILY/WEEKLY /MONTHLY/ based or daily for regular lunch .

Trainees & Guest meals shall be billed separately within a week.

11. Penalty and Termination

The Bank may impose penalties or terminate the contract in case of:

Poor quality of food.

Delay in service.

Unhygienic conditions.

Violation of contractual terms.

Non-compliance with statutory provisions.

12- **CMR**

The vendor shall submit a Commercial Credit Report (CMR) indicating a Commercial CIBIL Rank (CCR) of 5 or below.

12. Execution of Agreement

The successful bidder shall execute a Memorandum of Agreement in the prescribed format after acceptance of the tender.

13. Jurisdiction

Any dispute arising out of the tender shall be subject to the jurisdiction of the courts at Dehradun, Uttarakhand.

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UTTARAKHAND GRAMIN BANK
Head Office · Dehradun

Annexure A TECHNICAL BID FORMAT

Sl. No.| Particulars| Details

- 1| Name of the bidder/firm|**
- 2| Address of the registered office|**
- 3| Contact person|**
- 4| Mobile number|**
- 5| E-mail address|**
- 6| Year of establishment|**
- 7| PAN number|**
- 8| GST registration number|**
- 9| FSSAI licence number|**
- 10| Experience in catering services (in years)|**
- 11| Details of major clients IF**
- 12| Number of employees available|**
- 13| Whether blacklisted by any Government department/Bank| Yes/No**
- 14| Details of security deposit/EMD|**
- 15| Any other information|**

Documents to be enclosed

- 1. PAN card.**
- 2. GST registration certificate.**
- 3. FSSAI licence.**
- 4. Experience certificates.**
- 7. Declaration regarding non-blacklisting.**

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ANNEXURE : B Financial Bid

Catering Services — Staff Mess, Head Office, Dehradun

Name of Work: Providing catering services at the Staff Mess, Head Office, Uttarakhand Gramin Bank, Dehradun – 248013.

Scope of Services (as per Memorandum of Agreement and tender document):

- Regular lunch catering, Monday–Saturday *, 1:00 PM – 2:30 PM, for up to 30 covers/day (regular staff), scalable to 100 covers + 10%, or actual turnout, whichever is applicable. Billing floor of 30 covers/day applies on lower-turnout days. (* besides this on special occasions like official meetings & bank events held on any day upon prior notice from the bank)
- Trainee refreshments (tea and snacks) during morning and evening training sessions, for approximately 25–30 trainees per batch, each batch attending for a minimum of 9 days per month.
- Weekly special menu (Naan/Missi Roti, one premium dish, and one sweet dish: separate payment) is included within the regular lunch rate at Item B — no separate charge except swedish like gulabjamun etc.
- A sweet dish on days other than the weekly special menu day may be provided on demand, against separate payment at the rate quoted at Item B(i) below. Guest meals outside the staff quota are billed directly to the guest at the Item 1 rate and do not form part of this Financial Bid.

Section	Item	Price/Details	MINIMUM RATE	RATE QUOTE BY BY TENDER
A	Tea / Lemon Tea	12	12	
	Milk Coffee	20	20	
	Green Tea	15	15	
	Fresh Lime Water	15	15	
	Fresh Lime Soda	15	15	
B	Normal Lunch Daily	65	65	
B(i)	Sweet Dish (On Demand)	Gulab Jamun - 20 Rs/piece	20	

C	Training Package	Tea & Cookies + Special Lunch with Dessert + Tea/Coffee & Evening Snacks = Total 240 Rs/person	240	
D	Special Guest Buffet	400 Rs/person	400	
	Premium Menu	Rice, Fried Rice, Dal Makhni, Paneer, Mushroom, Manchurian, Mix Veg, Tawa Roti, Raita, Papad, Salad, Two Desserts		
	Extra	Morning Tea with Snacks		
	Extra	Evening Tea with Snacks		
		TOTAL	802	

Note: Guest meals (D) outside the regular staff quota shall be billed directly to the guest te and shall not form part of the Bank's monthly billing (Clause 1.4 of the Memorandum of Agreement).

1Signature & Seal of Tenderer

Date: _____

ANNEXURE-III
DECLARATION REGARDING NON-BLACKLISTING

I/We hereby declare that our firm has not been blacklisted, debarred or prohibited by any Government department, public sector undertaking, bank or financial institution as on the date of submission of this tender.

I/We further undertake to inform the Bank immediately if any such action is initiated against our firm in future.

Signature of bidder: _____

Name: _____

Seal of the firm: _____

ANNEXURE-IV

CHECKLIST OF DOCUMENTS

Sl. No.	Document	Submitted (Yes/No)
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1	Technical bid	
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2	Financial bid	
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3	PAN card	
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4	GST certificate	
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5	FSSAI licence	
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6	Experience certificate	
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7	Audited financial statements	
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8	Income-tax return	
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9	Non-blacklisting declaration	
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10	EMD details	
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Signature of bidder: _____

Date: _____