



RESERVE BANK STAFF COLLEGE

Administration Section

Chennai - 600 018

Notice Inviting Tender (NIT)

e-Tender – No. RBI/RBSC//103/2020-21/ET/103

for

**Providing In-house Catering Services
at the Reserve Bank Staff College (RBSC), Chennai**

The Reserve Bank Staff College (hereinafter referred to as “the College”) invites e-Tenders from eligible bidders under Two Bid System (Technical & Financial Bid) for providing ‘In-house Catering Services at the Reserve Bank Staff College (RBSC), Chennai’ for the period from November 01, 2020 to March 31, 2021, as per the Schedule of Tender given in page 4. The Tendering will be done through the e-Tendering portal of MSTC Ltd., (<https://www.mstcecommerce.com/eprochome/rbi>).

Interested bidders should electronically submit their proposal, as per the instructions regarding E-Tender, along with all supporting documents complete in all respects **on or before September 29, 2020 up to 02:00 p.m.** Tenderers shall submit the Tender proposal along with a refundable Earnest Money Deposit of **₹ 2,60,000/- (Rupees Two Lakh Sixty Thousand only)**, as prescribed in the Tender. The technical bids (Part - I) of the Tender will be **opened electronically on September 29, 2020 at 03:00 pm**. In the event of any date indicated above being declared a holiday, the next working day shall become operative for the respective purpose mentioned herein. Financial bid (Part - II) of only those bidders who are found to be eligible on evaluation of their Part - I documents will be opened with due intimation to the bidders via electronic mode only.

Tender document can be downloaded from the RBI website www.rbi.org.in and www.mstcecommerce.com. Any Amendment(s) / Corrigendum / Clarification(s) with respect to this Tender shall be uploaded on the website / e-portal only. The Tenderer should check the above website / e-portal for any Amendment / Corrigendum / Clarification before submitting the bid. The College is not bound to accept the lowest Tender and reserves the right to accept either in full or in part any Tender. The College reserves the right to reject any or all the Tenders without assigning any reason thereof.

The Chief General Manager / Principal
Reserve Bank Staff College
359, Anna Salai, Teynampet, Chennai.

SCHEDULE OF TENDER (SOT)

a. e-Tender No.	RBI/RBSC//103/20-21/ET/103
b. Name of Tender	Providing In-House Catering Services to the Reserve Bank Staff College (RBSC)
c. Mode of Tender	e-Procurement System (Online Part - I – Pre-qualification criteria and Techno-Commercial Bid and Part - II - Price Bid through www.mstcecommerce.com/eprochome/rbi)
d. Date of Notice Inviting Tender (NIT) available to parties to download	August 29, 2020 from 11:00 A M
e. Earnest Money Deposit	₹ 2,60,000/- from each bidder
f. Pre-Bid Meeting	September 08, 2020 at 11:30 A M at Conference Room, RBSC
g. Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/rbi	September 15, 2020 from 02:00 P M
h. Date of closing of online e-Tender for submission of Techno-Commercial Bid & Price Bid	September 29, 2020 at 02:00 P M
i. Date / Time / Venue of opening of Tender Part - I	September 29, 2020 at 03:00 P M at the Reserve Bank Staff College. (Part - II will be opened on a later date after evaluation of Part – I. Opening of Part – II will be intimated to qualified bidders)
j. Transaction Fee	Payment of Transaction Fee as mentioned in the MSTC portal through MSTC payment gateway through NEFT / RTGS in favour of MSTC LIMITED
k. Address for Communication	The Principal Reserve Bank Staff College 359, Anna Salai, Teynampet Chennai - 600 018 e-mail: principalrbsc@rbi.org.in



RESERVE BANK STAFF COLLEGE

Administration Section

Chennai - 600 018

PART - I

e-Tender – No. RBI/RBSC//103/2020-21/ET/103

for

Providing In-house Catering Services

at the Reserve Bank Staff College (RBSC), Chennai

(Technical Bid)

Name of the Bidder _____

Address _____

Due Date and time of Submission of e-Tender: 02.00 PM on September 29, 2020

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Notice Inviting Tender (NIT)

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The Chief General Manager / Principal
Reserve Bank Staff College
359, Anna Salai, Teynampet, Chennai.

RESERVE BANK STAFF COLLEGE

ADMINISTRATION SECTION

CHENNAI

DISCLAIMER

The Reserve Bank Staff College (RBSC), Administration Section, Chennai, has prepared this document to give background information on the Tender to the interested parties. While RBSC has taken due care in the preparation of the information contained herein and believe it to be in order, neither the Reserve Bank of India (RBI) nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by the College in submitting the Tender. The information is provided on the basis that it is non-binding on the RBI or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

The RBSC reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

SCHEDULE OF TENDER (SOT)

a. e-Tender No.	RBI/RBSC//103/20-21/ET/103
b. Name of Tender	Providing In-House Catering Services to the Reserve Bank Staff College (RBSC)
c. Mode of Tender	e-Procurement System (Online Part - I – Pre-qualification criteria and Techno-Commercial Bid and Part - II - Price Bid through www.mstcecommerce.com/eprochome/rbi)
d. Date of Notice Inviting Tender (NIT) available to parties to download	August 29, 2020 from 11:00 A M
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g. Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/rbi	September 15, 2020 from 02:00 P M
h. Date of closing of online e-Tender for submission of Techno-Commercial Bid & Price Bid	September 29, 2020 at 02:00 P M
i. Date / Time / Venue of opening of Tender Part - I	September 29, 2020 at 03:00 P M at the Reserve Bank Staff College. (Part - II will be opened on a later date after evaluation of Part – I. Opening of Part – II will be intimated to qualified bidders)
j. Transaction Fee	Payment of Transaction Fee as mentioned in the MSTC portal through MSTC payment gateway through NEFT / RTGS in favour of MSTC LIMITED
k. Address for Communication	The Principal Reserve Bank Staff College 359, Anna Salai, Teynampet Chennai - 600 018 e-mail: principalrbsc@rbi.org.in

IMPORTANT INSTRUCTIONS FOR E-PROCUREMENT

Bidders are requested to read the terms & conditions of this Tender before submitting their online Tender.

THE TECHNICAL BID AND THE COMMERCIAL BID (Part - I & Part - II) HAVE TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/rbi

Process of e-Tender:

A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his / her / their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a PC connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

1). Vendors are required to register themselves online with www.mstcecommerce.com → *e-Procurement* → *PSU/Govtdepts* → *Select RBI Logo* > *Register as Vendor* -- *Filling up details and creating own user id and password* → *Submit*.

2). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, vendors may contact RBI / MSTC (before the scheduled time of the e-Tender).

Contact person (RBI):

1. Shri D Kamatchi Pandian (Manager, Administration)
044 - 48659631 / 8779394634 (dkamatchipandian@rbi.org.in)
2. Shri S Rajendran (Assistant Manager, Hostel)
044 - 24302980 / 9444823063 (rajendrns@rbi.org.in)

Contact person (MSTC Ltd.):

1. MSTC Helpline Numbers: 7338878731, 7338878732, 7338878733
2. Shri V Ganesh Moorthy – Mobile No. 9176616410
3. Shri Shanmugam – Mobile No. 9176397264
Google hangout ID - (for text chat) - mstceproc@gmail.com

B) System Requirements:

- i) Windows 7 or above Operating System
- ii) IE - 7 and above Internet browser
- iii) Signing type digital signature
- iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable "Protected Mode" for DSC to appear in the signer box following settings may be applied.

- Tools => Internet Options => Security => Disable protected Mode If enabled - i.e., Remove the tick from the tick box mentioning "Enable Protected Mode".

Other Settings:

- Tools => Internet Options => General => Click On Settings under “Browsing History / Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.

To enable ALL active X controls and disable ‘use pop up blocker’ under Tools → Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once).

All entries in the Tender should be entered in the Formats as specified above without any ambiguity.

Tenders will be opened electronically on the specified date and time as given in the Tender.

Special Note towards Transaction fee:

The vendors shall pay the transaction fee using “**Transaction Fee Payment**” Link under “My Menu” in the vendor login. The vendors have to select the particular Tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using their Credit / Debit Card / Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail. **Transaction fee is non-refundable.** A vendor will not have the access to online e-Tender without making the payment towards the transaction fee.

NOTE – 1:

Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.

Information about Tenders / Corrigendum uploaded shall be sent by email only during the process till finalization of Tender. Hence the vendors are required to ensure that their Email ID provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate). Vendors are advised to see Corrigendum, if any, before submitting their bids.

e-Tender cannot be accessed after the due date and time mentioned in NIT.

Bidding in e-Tender:

- a) The process involves Electronic Bidding for submission of Technical and Commercial Bid (Part - I & Part - II).
- b) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU / Govtdepts → Login under RBI → My Menu → Auction Floor Manager → Live Event → Selection of the live event.
- c) The vendor should have running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms /

Commercial specification and save the same. After that, they should click on the Technical bid. If this JAVA application does not run, then the vendor will not be able to save / submit his Technical bid.

- d) After filling the Technical Bid, vendors have to click 'save' for recording the same. Once the Commercial Bid link becomes active and the details are filled up, vendors have to click on "save" to record the Commercial bid. After both the Technical bid & Commercial bid have been saved, vendor has to click on the "Final Submission" button to register the bids.
- e) Vendors are instructed to use *Attach Doc button* to upload documents. Multiple documents can be uploaded.
- f) In all cases, vendors are advised to use their own ID and Password along with Digital Signature at the time of submission of their bids.
- g) During the entire e-Tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- h) The e-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- i) All electronic bids submitted during the e-Tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Tender inviting authority will form a binding contract between Tender inviting authority and the Vendor for execution of work.
- j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- k) The Tender inviting authority reserves the right to cancel or reject or accept or withdraw or extend the Tender in full or part as the case may be without assigning any reason thereof.

No deviation of the terms and conditions of the Tender document is acceptable. Submission of bid in the e-Tender floor by any vendor confirms his acceptance of terms & conditions for the Tender. Any order resulting from this Tender shall be governed by the terms and conditions mentioned therein.

Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize themselves with the system before bidding.

Vendors are requested to quote only base rate without GST for each item as specified in the portal. No change in quoted rates will be accepted.

MSTC portal will be available from September 15, 2020 to September 29, 2020 for uploading the documents and rates.

Section – I
Form of Tender

Place:

Date:

To

The Principal
Reserve Bank Staff College
359, Anna Salai, Teynampet
Chennai – 600 018

Sir

Sub: Providing In-house Catering Services at the Reserve Bank Staff College (RBSC)

I / We, having examined and understood the specifications, requirements and terms and conditions relating to the works specified in the Memorandum hereinafter set out and having visited and examined the site of the works specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the Tender, I / We hereby offer to execute the works specified in the said Memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance, in all respect, with the specifications and instructions in writing referred to in the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Tender / Contract and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

(a)	Name of Tender	Providing In-house Catering Services at the Reserve Bank Staff College, Chennai
(b)	Estimated Cost (Annual)	₹ 1.30 Crore (inclusive of GST) (Rupees One Crore Thirty Lakh only)
(c)	Earnest Money Deposit	₹ 2,60,000/- (Rupees Two Lakh Sixty Thousand only)
(d)	Period of Contract	Initially, the Contract will be awarded for five months from November 01, 2020 to March 31, 2021. The tenure of Contract may thereafter be extended for further short periods or for one year at a time (subject to the condition that the total Contract period shall not exceed three years from the date of commencement of the Contract) with mutual consent, subject to satisfactory performance / service rendered by the Contractor.

(e)	Rates	Rates quoted shall be firm throughout the contract period. Rates are to be quoted for the item / menu as per Annexure – 11 and 12 . The rates shall be in conformity with the prevailing markets rates. No subsidy will be given over the rates quoted.
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2. I / we undertake to offer my / our services in conformity with the scope / nature of work and the terms and conditions set out in the Tender document. I / We confirm that the Tender submitted by me / us is conforming to all the terms and conditions mentioned in the Tender document.

3. Should this Tender be accepted, I / we hereby agree to abide by and fulfill the scope / nature of work and the terms and conditions set out in the Tender document, so far as they may be applicable or in default thereof to forfeit and pay to the College the amount mentioned in the said conditions.

4. EMD has been paid as per the instructions given under the Terms and Conditions, which amount shall not bear any interest. Should I / We fail to execute the Contract when called upon to do so, I / We do hereby agree that this sum shall be forfeited by me / us to the Reserve Bank of India / Reserve Bank Staff College.

5. I / We agree that our Tender remain valid for acceptance by the College for a period of 90 days from the date of opening of Part - I of the Tender or till the date of finalization of Tender, whichever is earlier.

6. I / We understand that the date of commencement of the Contract may get postponed as mentioned at **Note 2 to para 1, Section – II** of the Tender and I / We hereby agree to commence the Contract accordingly, in such case.

7. I / We, do hereby declare that there is no case with the Police / Court / Regulatory authorities against me / us. I / We have neither been suspended / delisted / blacklisted by any organization for any reason nor any such proceedings are pending / contemplated. I / We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

8. The list showing brand / quality of materials ([Annexure – 13](#)) to be used is uploaded.

9. The details of our bankers as per the format ([Annexure – 7](#)) are uploaded.

10. I / We certify that all the information furnished by me / us is true to the best of my / our knowledge. I have no objection to the College verifying any or all the information furnished in this document with the concerned authorities, if necessary.

11. I / We understand that the College reserves the right to accept or reject any or all the Tenders in full or in part without assigning any reason there for.

Dated this _____ day of _____ 2020.

For and on behalf of M/s _____

(Signature with seal)

Name : _____

Designation : _____

Address : _____

: _____

Place : _____

Date : _____

Telephone No. : _____ Fax No : _____

E-mail : _____

Witnesses

(1) Signature with
Name, Address & Date _____

(2) Signature with
Name, Address & Date _____

Section – II

General Instructions of the Tender – Eligibility Criteria

1. The e-Tenders are invited from reputed and well-established Catering Contractors / Hoteliers for providing In-house Catering Services at the Reserve Bank Staff College (RBSC), No. 359, Anna Salai, Teynampet, Chennai – 600 018, initially for a period of **five months** starting from **November 01, 2020** and extendable for further short periods or for one year at a time (subject to the condition that the total Contract period shall not exceed three years from the date of commencement of the Contract) at the same rate / mutually agreed rate at the sole discretion of the Bank, depending on the performance of the Contractor. The e-Tenders comprising duly filled in details of both Part – I and Part – II specifications of the Tender should be uploaded in the MSTC website under RBI portal **not later than 02:00 PM on September 29, 2020**.

Note 2: Please note that, in view of the prevailing circumstances due to Covid-19 pandemic, there is a likelihood of postponement of the date of commencement of Contract and in such case, the date of commencement of Contract shall be intimated to the successful bidder with atleast 15 days advance notice.

2. Eligibility Criteria:

- A. The bidder shall be a professional Contractor, experienced in providing In-house Multi-Cuisine Catering (i.e., Veg, Non-Veg, South Indian, North Indian, Chinese, Continental, etc.) to training establishments of banks, Central Government, Financial Institutions & Corporate Houses, having eligibility as per the bidder's eligibility criteria as given below:

S. No.	Eligibility Criteria	Documents to be Uploaded
1.	Prior Experience: The bidder must have experience of minimum 5 years' in the field of undertaking 'similar work'.	Details of atleast one similar work carried out by the bidder prior to July 31, 2015, such as the name of the client, value of work executed, date of start and finish of the work, reasons of delay, if any, etc., as per the format given in Annexure – 4 shall be submitted. The bidder should submit documentary evidence in support of this, such as copies of Work Order/s, Completion Certificate/s, issued to the bidder in this respect. The details along with documentary evidence of previous experience, if any, of carrying out works for the Reserve Bank of India at any centre should also be given.
2.	Qualifying Works: The bidder must have successfully executed "similar works" during last 5 years, (i.e. works completed on or after July 31, 2015), individually costing as under:	<i>For establishing the same, the bidder should submit copy/ies of work order/s for such similar work/s, issued on or after July 31, 2015) and also copy/ies of the respective completion certificate/s.</i>

	(a) Three works each costing not less than 40% of estimated cost. OR (b) Two works each costing not less than 50% of estimated cost. OR (c) One work costing not less than 80% of estimated cost.	
Note 3: Similar Work means work of providing In-house Multi-Cuisine Catering (i.e., Veg, Non-Veg, South Indian, North Indian, Chinese, Continental, etc.) to training establishments of banks, Central Government, Financial Institutions & Corporate Houses.		
3.	Annual Turn Over: The bidder should have a minimum yearly turnover of 100% of estimated cost (inclusive of GST) during the last 3 years (2017-18 and 2018-19 and 2019-20), with the turnover from a single largest catering Contract for not less than Rs. 90.00 Lakh.	Copies of the Income Tax Clearance Certificates / Income Tax Assessment orders / IT Returns along with the latest audited final accounts of the business of the bidder duly certified by a Chartered Accountant or certificate of turnover issued by a Chartered Accountant should be uploaded in proof of their credit worthiness and turnover for the last three years.
4.	Banker's Solvency Certificate:	Bankers' Solvency Certificate of value not less than ₹ 1.30 Crore as per the proforma given in Annexure – 8 to be uploaded along with the technical Bid.
5.	The bidder shall be based at Chennai or shall have a representative establishment in Chennai.	The bidder shall be based at Chennai or shall have a representative establishment in Chennai with adequate manpower to take care of the replacement / reliever. Proof of address to be uploaded.
The bidders have to invariably furnish details along with documentary evidence of previous experience, if any, of carrying out similar works for the Reserve Bank of India.		

Note 4: The intending bidders shall have to satisfy the College with documentary evidence in support of their possessing required eligibility (as specified in para '2' above) for participating in the Tendering process and in the event of their failure to do so, the College reserves the right not to process their Tender. For this purpose, the bidder shall be required to submit the mandatory information / documents in proof of their eligibility to take part in the Tendering process upto the last date.

B. The bidder shall possess eligibility as per the eligibility criteria given below:

S. No.	Eligibility	Documents to be uploaded
1.	Track record of the bidder shall be clean without any involvement in any illegal activities or financial frauds.	Declaration in the format (as per Annexure – 5) duly signed by the authorised signatory on behalf of the bidder, to be uploaded
2.	There shall not be any case with the Police / Court / Regulatory authorities against the bidder.	
3.	The bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.	
4.	The bidder must not have been suspended / delisted / blacklisted by any organization including the Reserve Bank Staff College, on any grounds.	
5.	The bidder should not have rescinded / abandoned any Contract awarded by any of his clients before the expiry of prescribed period of Contract. The bidder shall give details of all disputes he / she had with his / her clients and furnish the status thereof, in the absence of the same a declaration to that effect to be furnished in Annexure – 5 .	
6.	The bidder shall have applicable and valid registrations with statutory authorities constituted for Labour Welfare and for other purposes such as ESI, EPF, PAN, GST, Licensing of Food Establishments, etc., and shall submit details of the same in Annexure – 2 and upload the documentary evidences to this effect.	Copies of the relevant registration certificates to be uploaded.
7.	The Bidder shall have current account in a scheduled commercial bank	Statement as per Annexure – 7 to be uploaded.
8.	Power of Attorney / Declaration duly authorizing the person on behalf of the bidder to sign the Tender related documents and also to deal with Tender related matters as per Annexure – 14 (Original to be submitted by the successful Tenderer to RBSC)	Copy to be uploaded along with the Part – I documents.
Tenderers who qualify as above will only be eligible to Tender for the work. A Tender submitted by a firm, without uploading the above documents / details shall be liable to be rejected.		

Note 5: If the performance of the bidder is / has been found to be unsatisfactory for any reasons, whatsoever, in any organization including the College, then the College reserves the right to reject the bids submitted by such bidder.

3. Site Visit: As quality of service is the prime concern, selection will also be based on quality cum cost criteria, in the following manner.

Before opening of the Price Bid of the Tender, the Officials of the College will visit the eligible bidders' establishment/s and the clients' site/s maintained by the bidders to check the quality of maintenance, hygiene, staff behavior / performance, etc. Price-bids of only those firms,

whose scores in the following areas are more than 75 out of 100, will be considered for opening. The decision of the College in this regard is final and binding.

- i. Standard of Maintenance:----- - 50 Points (Max)
- ii. Client Feedback:----- - 25 Points (Max)
- iii. Responsiveness and pleasing disposition of staff deployed at the site/s - 25 Points (Max)

(Note 6: The bidder shall facilitate the inspection of the establishment/s maintained by them, by the Officials of the College to ascertain the performance, as specified above. Bidder shall provide references in respect of the above qualifying works.)

4. Check List of the documents to be uploaded in Part – I of the Tender in respect of fulfilling their eligibility with suitable file names as indicated.

- i. Basic Information about the bidder in the prescribed format ([Annexure – 2](#)) of Tender.
- ii. Copy of Certificate of Incorporation.
- iii. Copy of GST Registration.
- iv. Copies of Audited financial statement for turnover for last 3 years, i.e., 2017-18, 2018-19 and 2019-20, Copies of Income Tax Clearance Certificates / Income Tax Assessment Orders / IT Returns along with latest Audited final accounts of the business of the bidder duly certified by a Chartered Accountant or certificate of turnover issued by a Chartered Accountant should be uploaded in proof of their credit worthiness and turnover for the last three years, i.e., 2017-18, 2018-19 and 2019-20 (File name eg: FS1, FS2 etc).
- v. If the Tenderer is a Micro or Small Enterprise (MSE) then the Tenderer shall submit a copy of MSE Registration Certificate, registered under MSME Development Act, 2006 and self-declaration of the firm stating that it is currently an MSE for availing of EMD exemption.
- vi. List of works being executed presently by the Bidder with all the details (File name eg: CW1,CW2 etc.) - In the format of [Annexure – 3](#).
- vii. Copies of detailed work order/s, in respect of similar work/s, indicating scope and value of work/s and completion certificate/s in respect of the same work, executed on or after July 31, 2015, for establishing the qualifying works executed by the Tenderer during the last five years (file name eg: QWO1, QWO2 etc.).
- viii. List of completed works with all the details (File name eg: CW1,CW2 etc.) - In the format of [Annexure – 4](#).
- ix. Copies of detailed work order/s, in respect of similar work/s, indicating scope and value of work/s, completed on or before July 31, 2015, for establishing prior experience before five years (file name eg: WO1, WO2 etc.).
- x. Declarations in respect of conditions at para 2 B (1 to 5) of the Tender, as per the format in [Annexure – 5](#).

- xi. Certificates from the clients (minimum of three clients) for having rendered satisfactory service to them by the bidder, preferably during the last three years as per the format given in [Annexure – 6](#).
- xii. Details of Bankers as per [Annexure – 7](#).
- xiii. Banker's Solvency Certificate as per the format in [Annexure – 8](#).
- xiv. Proof of remittance of EMD / copy of Bank Guarantee in Lieu Of Earnest Money Deposit as per [Annexure – 9](#).
- xv. Copy of Power of Attorney as per [Annexure – 14](#) (Original to be submitted by the successful Tenderer to the College).
- xvi. Any other information relevant to the proposed work.

Section – III

General Instructions of the Tender – Scope and Nature of Work

The Scope and Nature of Work of the Contract shall include the following. The successful bidder in the Tendering process, to whom the work is awarded by the College, (hereinafter referred to as 'the Caterer / Contractor') shall be responsible for carrying out the same during the Contract period.

1. Providing In-house Catering Services at the Officers Lounge to the National / International participants of the training programmes being conducted at the College, Guests, Guest Faculties and Officers of the College on all days between 6:00 am and 10:00 pm, during the Contract period, including holidays, as per [Annexure – 11](#). "Participants" means those attending the training programmes of the College and "Guest faculty" means those who are invited from RBI offices and external institutions to handle the sessions.
2. Providing catering services to the employees of the College in the Staff Canteen on all working days and on such other days, as may be indicated by the College. The number of participants for whom the catering arrangements are to be made, shall be advised to the Caterer from time to time, by the College.
3. Providing Breakfast / Lunch / Dinner / Snacks and Tea / Coffee / Milk / Juice services with Biscuits to the participants, office staff, guests and guest faculty during office hours **at all required times** and also outside office hours and on holidays, if so required. Also **to arrange / provide snacks, cakes, outside food items, etc., as and when required by the College, reimbursement of which will be made by the College on agreed prices / terms on mutual consent.**
4. Providing Special Lunch / Dinner as and when required by the College as per the menu indicated in [Annexure – 12](#).
5. The Caterer shall supply alternative diets, including, Fruit Lunch, on request, from any participant / officers on health or other grounds, as and when directed by the College.
6. The Caterer shall provide items of food as per the Customs, Religions, Cultural requirements / restrictions, on demand. For example, eating / food requirements as they apply to Islam, Buddhism, Hinduism, Jainism, Judaism, etc., lifestyle diets viz., low - fat / low - salt / diabetic / gluten - free and fasting food like fruits etc., are required to be provided on demand. Menu including Jain Food / Fruit Lunch as decided should be provided.
7. Providing catering services at the Senior Officers' Suites / Guest Faculty Rooms, Executive Suites, Participant's Tea Room, Faculty Team Room and Pantry of Principal's Secretariat, which shall include providing exclusive personnel at these places and to clean and fill water in flasks / water containers for Faculty cabins, Class rooms, Seminar hall and Conference room.

8. Providing special catering services within the premises / campus of the College on special occasions as per the rates agreed upon or any rates agreed upon after mutual discussions.

9. **Service Timings:**

- i. The timings for serving the Participants / Staff / Guest Faculty / Guest shall be as under:

Items	Duration	Timing
Classroom Tea / Filter Coffee / Milk / Lemon Juice with Biscuits and Bakery Cookies (of Sweet & Salt Variety)	Morning	10:30 am - 11:00 am
	Afternoon	03:00 pm – 3:30 pm
Tea / Filter Coffee / Milk with Snacks	Evening	05:30 pm – 6:30 pm

(to be served at the Classroom, Office & Tea Rooms)

ii. **Dining Hall Service:**

Items	Timing
Breakfast	08:00 am – 09:30 am
Lunch	12:45 pm – 02:00 pm
Dinner	08:00 pm – 09:30 pm

- iii. The above timings could be generally observed. However, there could be exceptional circumstances warranting catering service before or beyond the above timing to which the Contractor shall oblige.

- iv. Normally the service would be buffet service. However, at times, service as per specifications are to be provided, i.e., Sit-Down Service, Banquet or any other form. The service of all food items should be "**UNLIMITED**" as per the requirement of the participants / guests from the spread available.

10. For the purpose of executing the work under this Tender, the Contractor will be permitted to use and occupy the Officers' Lounge consisting of two dining halls, kitchen & store rooms attached to Kitchen, Dormitory, the Receiving Area, Participants Tea Room, Faculty Tea Room, Pantry at Principal's Secretariat and the Staff Canteen. The Contractor shall ensure proper cleaning, upkeep and maintenance of these areas, at his / her own cost.

11. Training programmes are conducted throughout the year, but the number of participants may vary from time to time and the College **will not guarantee any minimum number of participants for Breakfast / Lunch / Dinner**. There might be occasions when no training is conducted during a particular period / month. No payment shall be made for such period. Notwithstanding this, the Contractor's catering services shall be available throughout the year without any break, for the Faculty, Staff of the College and as required by the College.

12. The food shall be served as per the weekly menu (subject to modification on mutual consent). The Caterer shall strictly adhere to the menu proposed by the Mess Committee / College and shall not effect any change in the menu without the approval of the Mess Committee / College.

13. The Caterer shall provide breakfast / lunch / tea / coffee / snacks to the participants, prepared in the College kitchen, wherever they are, either on outdoor training at RBI or at other local banks or as directed by the College and also provide packed lunch and / or tea / snacks, whenever the participants proceed out, either on industrial visit/s or sightseeing expeditions even on Sundays / Holidays / week-ends. The Caterer shall not be entitled to any extra remuneration for these arrangements except for the transportation charges and the same shall be reimbursed by the College on production of supporting bills. The menu to be provided on such occasions for both vegetarian and non-vegetarian shall be strictly adhered to as per the menu approved by the College.
14. The Caterer should keep the lounge open on all days during the period, when the Training Courses or Seminars are conducted by the College and on such other days, as may be indicated by the College. The number of participants for whom catering arrangements are to be made, shall be advised to the Caterer from time to time, by the College.
15. **Previous and following day of Programme:**
The Contractor shall keep the Lounge open and arrange for catering service to such of the participants who arrive on the day previous to the day of commencement of a Programme and leave on the day following the last day of Programme even though such days fall between two Programmes, as they are expected to be present in the hostel on such days. Charges for such items as partaken of by them shall be calculated at the rates specified for each of the item as per the Contract.
16. **Sick Participants:** If a participant falls ill or is indisposed, he / she shall be provided with special diet up to the cost of normal menu, as and so long as needed by him / her, without any extra charge in lieu of the normal food supplied in the Lounge. The same shall be served in the room of such participants, if so required, without any extra charge.
17. The Contractor shall be solely and wholly responsible for procurement of all food articles and provisions at his own cost. The Contractor shall bear complete financial responsibility for all purchases and financial commitments he / she may enter into for fulfilling the Contract. Raw food materials such as vegetables, milk, fish, mutton, chicken, eggs, fruits, etc., shall be procured fresh and of best quality as per the College's approval failing which the items will be rejected and the Caterer shall replace the same with fresh products from the sources approved by the College.
18. The food served in the College should be of high quality, taste and purity. High quality branded provisions, groceries and vegetables for preparation of food should be strictly adhered to, as per [Annexure – 13](#) of the Tender.
19. Reuse of burnt oil is strictly prohibited. Oil once used, shall not be used again. There shall be no re-chauffing of food. Food shall be cooked only in the Kitchen of the Lounge. The Caterer shall not bring any food prepared or cooked outside.
20. The Caterer shall **ensure that the cooking vessels and other utensils used for preparing non-vegetarian dishes are not used for cooking and serving vegetarian food.**

21. The Caterer shall provide catering services to the employees of the College in the Canteen on all working days. Charges for the same shall be borne by employees and paid by swiping their Sodexo Card / Cash. The Menu / Rate for food provided in Canteen shall be drawn on mutual consent. It is mandatory for the Caterer to provide Sodexo machines.
22. The Caterer shall store all grocery items, food-items, drinking water and other articles in closed containers in a hygienic manner. The Caterer shall provide proper receptacles for throwing refuse from lounge, kitchen, dining area, staff canteen, tea rooms and shall arrange, at his own cost, for prompt removal of such refuse from the College campus every day. A thorough master cleaning of all equipments, fixtures, utensils shall be carried out by the Contractor every weekend by removing the grime, grease, stains, oil, etc., and wiped well with a clean & dry cloth.
- 23. Crockery, Cutlery and Cooking Utensils:**
- i. The Caterer shall be provided with crockery, cutlery, table linen, cooking utensils and other articles that are necessary and required for providing catering services, as detailed in an inventory list, by the College, copy of which shall be provided to the Caterer. The Caterer shall at all times ensure, keep and maintain all such articles in which food and beverages are served in a clean, neat, hygienic and tidy order. Utensils, cups, saucers, flasks, crockery, cutlery, etc., shall be scrubbed and cleaned thoroughly with soap water and hot water.
 - ii. The Caterer shall maintain inventory of the stock of items given to him / her. An inventory statement giving clearly the break-up of stock, including usable items, items rendered unusable due to normal wear and tear and breakage / missing, if any, shall be submitted to the College by 10th day of every month, which shall be checked by the authorized Official of RBSC in comparison with the original inventory list.
 - iii. Breakage shall be kept to a reasonable level. If breakage takes place on account of negligence or mishandling of equipments, utensils, crockery and cutlery by the staff of the Caterer, the Caterer shall have to bear the entire cost in respect of such breakage. Similarly, the cost of any item missing shall be recovered from the Caterer in full.
 - iv. The College shall not, in any way, be responsible, for any loss of crockery or any other goods or articles, kept in the said premises by the Caterer. The Caterer shall be responsible for the loss or damage, etc., caused to the articles of Dead Stock and other kitchen equipments, made available / to be made available, subsequently, to the Caterer and the Bank shall have the right to recover the cost of repairs / replacements / damages, etc.
24. The Caterer shall be responsible for and make good any loss or damage, caused by any act or default, on his part or on the part of his employees or agents, to the said premises and / or to the College's property therein, permitted to be used by the Caterer. Reasonable wear and tear or such other damage or loss, as may be caused by Act of God or other forces beyond the Caterer's control (in spite of all reasonable and normal precautions taken by him) shall be exempted. The Caterer shall be responsible for and make good any loss or damage, caused by any act or default on the part of the staff employed by him to the utensils and other equipment referred to in the para above, reasonable wear and tear are exempted.

25. The Caterer shall be responsible for taking adequate care and regular cleaning of all equipment, utensils, etc. He / She should bring to the notice of the College, the repairs, specialized cleaning of chimney and any other major maintenance work due to normal wear and tear that are required to be undertaken from time to time, the cost of which will be borne by the College. If any repairs of the equipment are to be made on account of mishandling / negligence of the workmen, except normal wear and tear, the said items shall be repaired by the Contractor at his / her cost.
26. The Contractor shall provide minimum of twenty two number of staff, including a Manager as overall in-charge, **highly skilled professional Chef trained in multicuisine** (with work experience in reputed star hotels or training establishments of banks / Central Govt. Financial Institutions / Corporate Houses, supported with relevant documents / certificates), Assistant Chefs, Kitchen Helpers, Lounge Supervisors, Stewards, Storekeeper, Others (housekeeping and dish washing) etc. On occasions when the number of participants is more, the Caterer will be required to deploy additional number of service personnel at no extra cost. The replacement / reliever in case of leave / exigency of any staff should be having similar qualifications and experience. In situations of no training programme being conducted or when there are reduced number of training programmes, the number of catering staff to be deployed at the College will be as per the decision of the College.
27. The Caterer shall deploy staff, who should preferably be not from far off places to ensure availability of sufficient number of staff for the work, at short notice, in case of any unanticipated or emergent situations.
28. A competent and qualified person with a minimum of three years' experience in this field shall be appointed as Manager whose name should be informed to the College and who shall remain in person on the campus to manage and supervise the catering services properly. The Manager should be conversant in Tamil, English and Hindi. One dedicated mobile with dual SIM (with number) will be provided by the Caterer to the supervisor / Manager posted at the College at the Caterer's own cost.
29. The Caterer shall have full control of his / her staff deployed for the service and shall give them necessary guidance and direction to carry out the jobs assigned to them. The catering staff are to be allotted duties individually and not given sundry work. The staff engaged by the Caterer shall be trained and experienced people having good health, character, well behaved, obedient and skillful in their tasks. They should be conversant in Tamil, English and Hindi.
30. The catering staff shall maintain high standards of cleanliness in preparation and handling of food items, cooked food and cut fruit servings, etc. The catering staff shall be courteous while serving the participants, guests, guest faculty and staff of the College.
31. The Caterer shall at all times, maintain and keep the dining hall, staff canteen, kitchen, backyard, tea rooms on the 1st floor of the College building, tea room in Principal's Secretariat and Kitchen in Executive Suites and utensils wash area in the said premises, in a clean and hygienic condition, to the satisfaction of the College. Repairs on account of mishandling / negligence of workmen shall be carried out by the Contractor at their own cost.

32. The dining tables and service tables have to be maintained in a clean and neat manner, free of pests. **The Contractor will be responsible for replenishing the consumables like foam type hand wash of reputed brand and paper hand towel in the dining hall, apart from keeping the tissue papers of good quality & reasonable size on the dining tables at his / her own cost.**
33. The College follows a system of rating of the Catering services by the participants, guest faculty, etc. The rating of the service shall be maintained at 'very good' and above at all times. The Caterer shall take steps to improve the service if 40% of the participants have rated the food served in a programme as below 'very good'. In the event of 50% of participants rating the food as below 'very good', the College shall levy penalty up to 3% of the bill amount which shall be final and binding on the Caterer. The said amount shall be recovered while making payment in respect of the said Bill. In case, the bill corresponding to the rating period has already been paid without deductions, the College shall be entitled to recover the penalty amount from the payments in respect of subsequent bills.
34. The Officers and other staff of the College / Bank shall be entitled to use the lounge for consumption of food and refreshment, brought by them, from outside the Lounge.
35. The lounge shall be for the exclusive use of the Officers and the working shall be subject to the supervision and control of the Principal, Reserve Bank Staff College, Chennai and other officials duly authorized by him / her. The Caterer shall not prepare food by availing of the facilities provided by the College for the purpose of serving in institutions / canteen run elsewhere by the Caterer.
36. The Contractor or his / her authorized representative has to attend the review meetings convened every month or as and when required, for discussion, evaluation of performance of the Contract, and compliance to statutory issues, etc.
37. **Kitchen Equipments:**
The College shall provide the Contractor with kitchen equipments, chimney, fans, exhaust fans, refrigerator, deep freezer, water cooler, etc. The list of kitchen equipment items will be provided at the time of awarding the contract. These electrical fittings and equipment shall be handled in a proper manner and shall be cleaned / maintained regularly by the Contractor, at his own cost. **The cost of liquid soap to be used for dish washer should be borne by the Contractor.** The specialized cleaning / repairing of the cooking range, oven, Bain Marie and other kitchen equipment, etc., will be done at the cost of the College as and when required.
38. **Arrangement for Cooking Gas:**
For preparing food items, beverages and refreshments, the Caterer shall arrange for commercial gas connection in his / her name and ensure regular supply of commercial LPG gas refills at his own cost and pay for refills directly to the gas dealer. The Contractor must ensure prompt and uninterrupted supply of gas by placing order with the dealer sufficiently in advance and arrange for alternative sources when there is any short supply of gas. The Contractor is responsible for adhering to safety precautions / all statutory requirements while storing and operating gas refills to prevent any fire hazards / leakages, etc. The Contractor will inform the College immediately in case of any urgent repair work needed in the gas pipes.

39. Electricity and Water Supply:

- i. Charges for electricity consumed for lights, fans and other electrical appliances like fridge, deep freezer, toasters, microwave oven, mixer, grinder, etc., shall be borne by the College, but proper steps shall be taken by the Contractor to ensure that the fans, lights and other electrical appliances are used with due economy and are switched off when not required or are used only to minimum extent necessary, so as to avoid wasteful consumption of electricity. The College reserves the right / option to levy penalty on the Contractor in case of wastage of electricity or if substitutes of cooking gas like hot plates / induction hob are used, without prior permission of the College.
- ii. Water required for maintaining the Lounge & Canteen shall be supplied by the College. The Contractor shall ensure economical consumption of water and shall ensure that there is no wastage of water. Leaking taps shall be brought to the notice of the College well in time to repair the same. In case of water shortage / no supply from the Water Board, the Contractor shall co-operate with the College for regulated supply of water. The Contractor shall abide by such restrictions or instructions, as may be imposed or as may be issued by the appropriate Government, Civic authorities and Officials of the College or any other person authorized by the College, regarding consumption of water. The College reserves the right / option to levy penalty on the contractor in case of wastage of water.

40. Furniture and Fixtures:

All the furniture, fixtures, equipment and articles as per inventory separately prepared and all other furniture, fixtures, equipment and articles bought or made available by the College in or to the kitchen, dining rooms & canteen, shall remain to be the exclusive property of the College and shall on termination / expiry of this contract be handed over by the Contractor to the College in the same order and condition in which they were given to the Contractor at the beginning of the Contract, except for reasonable wear and tear.

Section – IV
General Instructions of the Tender –
Terms and Conditions of the Contract

1. **Submission and opening of Tender:** The e-Tenders shall be submitted in two parts viz; Part – I, containing details of pre-qualification criteria, technical and commercial details of the offer and Part – II containing the Financial bid, latest by 02:00 p.m. on September 29, 2020. Part – I of the Tender shall be opened at 03:00 p.m. on September 29, 2020. The Part– II – Financial Bid - of those bidders, who qualify the requirements of pre-qualification criteria as specified at Section – II of the Tender, will only be considered for opening. Decision in this regard will be at the sole discretion of the College. Date of opening of Part – II shall be intimated to the eligible bidders.
2. **PRE-BID MEETING** - A pre-bid meeting will be held at **11:00 AM on September 08, 2020** at the Reserve Bank Staff College, Chennai for the benefit of the Tenderers to discuss / clarify anything about the Tender. No separate communication will be sent for this meeting. All the intending bidders are advised to be present. The requests for clarifications may be submitted in writing either prior to or on the day of the pre-bid meeting. **The clarifications sought by the bidders will be uploaded as Corrigendum. Bidders are advised to verify MSTC website for Corrigendum, if any, before submitting the bid. No clarification will be entertained after September 08, 2020.**
3. **Site Visit at the College:** The intending bidders shall visit the site on September 08, 2020 after pre-bid meeting and familiarize themselves thoroughly with the site conditions, scope of work, terms and conditions of the Tender. Non-familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with the specifications. Subsequent requests for visiting the site shall not be entertained.
4. The Tenderer must obtain for himself on his own responsibility and at his own expense, all the information which may be necessary for the purpose of making a Tender and for entering into a contract and must inspect the site of work and acquaint himself with all local conditions, means of access to work, nature of work and all matters appertaining thereto.
5. **Period of Contract:** The Contract will be initially awarded for a period of five months commencing from November 01, 2020. However, as indicated at Note – 2 at Section – II of the Tender, in case of postponement of commencement of Contract, the commencement date shall be intimated to the successful bidder with atleast 15 days of advance notice.
6. **Earnest Money Deposit (EMD):** The bidders shall submit Earnest Money Deposit (EMD) of **₹ 2,60,000/- (Rupees Two Lakh Sixty Thousand only)** either by way of remitting the amount to the Bank Account of the Reserve Bank Staff College before 1:00 pm of September 29 , 2020 or submission of a Bank Guarantee (as per the format in [Annexure – 9](#)) of ₹ 2,60,000/- to the College. The Bank Guarantee (BG) in original may be submitted to the College before 1:00 p.m. of September 29, 2020 or a scanned copy of the same may be uploaded in MSTC Portal along with the Part – 1 documents and in such case the BG in original shall be submitted immediately after opening the Part – I of the Tender. A Tender

which is not accompanied by such EMD will not be considered. The EMD shall not bear any interest. The account details of the College for NEFT / RTGS transactions are as follows.

Beneficiary Name: RBSC CHENNAI
IFSC: RBIS0SCPA01
Account No.: 186003001

Proof of remittance with transaction number (scanned copy) shall be attached / uploaded. The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to principalrbsc@rbi.org.in.

Note-7: Micro and Small enterprises (MSE) are exempted from remittance of Earnest Money Deposit (EMD). MSEs shall submit MSE registration certificate for availing themselves of exemption from submission of EMD.

7. **Refund / Return of EMD:** The Earnest Money Deposit (EMD) of the vendors who do not qualify the requirements of pre-qualification criteria will be refunded / returned to them, without any interest, on non-acceptance of their bid. The EMD of unsuccessful Tenderers in Part – II shall be refunded / returned to them without any interest after finalization of the Tender. The EMD of the successful Tenderer shall be retained and adjusted towards Security Deposit. The EMD so retained shall also not bear any interest.
8. **EMD shall be forfeited:**
If the Bidder makes misleading or false representations in the forms, statements and attachments submitted, suppressed any material information, details of any legal proceedings pending in Court which might otherwise would have created any impact on the eligibility criteria; withdraws his / her Bid during the period of Bid validity, or has been blacklisted by any Government agency and the blacklist is still in force.
9. **Quoting of Price - Bid and Evaluation:** Price bid shall be quoted only online separately through the price bid format of MSTC portal. **Bidders should not submit price bid along with Part – I documents, which act may lead to disqualification of the Tender.** The Price - bid of the Tender shall be evaluated based on the 'Annual Cost of Work' to the College, which shall be calculated based on the total average number of estimated Break Fast, Lunch, Dinner, Tea / Coffee / Milk / Lemon Juice with Biscuits, Tea / Coffee with snacks, Special Lunch (the components given in Price - bid) served at the College per year. The bidder shall quote base rate of one single meal, against each item in the Price bid as per [Annexure – 15 \(Schedule of Quantities – Rates to be quoted for catering services\)](#), **exclusive of GST** (i.e., bidder has to quote cost of one Breakfast, one Lunch, one Dinner, one cup of Tea / Coffee / Milk / Lemon Juice with biscuits, one cup of Coffee / Tea with cost of one Snacks and one Special Lunch, in the respective fields in price - bid format in MSTC Portal). MSTC website will automatically calculate the total Annual Cost of Work, by multiplying the quoted base rate by the number of each meal. The rates shall be in alignment with the prevailing markets rates. Also, no subsidy will be given over the quoted rates. The bidder who quotes the least Annual Cost of Work shall be treated as the Lowest **(L1)** bidder. In case of a tie in the prices quoted, the bidder who has scored more marks in site visit by the College, as mentioned at **para 3 of Section – II** of the Tender, will be treated as the successful bidder.

10. **Signing of Agreement: The successful bidder shall be awarded the work. On award of work, the successful bidder shall commence the work within 10 days from the date of Work Order, intimating award of work, and shall execute an agreement on a non-judicial stamp paper of requisite value for due performance of the Contract and to the effect of the following conditions within 14 days from the date of the award of work.**
- i. The General and Special conditions and instructions to the Tenderers, the scope and nature of work, [Annexure – 11, 12 and 13](#) enclosed to this Tender, the subsequent correspondence exchanged between the College and the bidder and the work order placed shall be the basis of the final Contract and shall form part and parcel of the agreement to be entered into with the successful Tenderer.
 - ii. The bidder shall go through the terms and conditions given in the general conditions of the Contract herewith and his / her offer shall be strictly in line with the terms specified therein. No deviation from the terms and conditions specified shall be acceptable. Submission of bid in the e-Tender floor by any vendor confirms his acceptance of the terms & conditions for the Tender. Any order resulting from this Tender shall be governed by the terms and conditions mentioned therein.
 - iii. Notwithstanding the signing of the agreement, the written acceptance by the College of a Tender in itself will constitute a binding agreement between the College and the person so Tendering, whether such contract is or is not subsequently executed.
 - iv. The Contractor shall not assign the Contract. He shall not sublet any portion of the Contract except with the written consent from the College. In case of breach of these conditions, the Employer may serve a notice in writing on the Contractor rescinding the Contract whereupon, the security deposit shall stand forfeited to the Employer, without prejudice to his other remedies against the Contractor.
11. The stamp duty on this Agreement and duplicate thereof shall be borne by the Caterer. The original shall be retained by the College and duplicate by the Caterer. It is agreed that in this agreement wherever the College is referred, it includes the Reserve Bank of India and wherever the Reserve Bank of India is referred to that includes the Reserve Bank Staff College.
12. Successful bidder shall be required to deposit a further sum of **₹ 3,90,000/- (Rupees Three Lakh Ninety Thousand only)** within 7 days from the date of acceptance of offer, towards **Security Deposit** for due performance of the Contract. The security deposit shall not bear any interest. The total Security Deposit of **₹ 6,50,000/- (Rupees Six Lakh Fifty Thousand only)** shall be refundable after expiry / termination of the Contract.
13. The Contract shall automatically become null & void and EMD of **₹ 2,60,000/-** will stand forfeited in the event of the Contracting firm failing to deposit the amount as above. However, the College reserves the right to revive the Contract, if circumstances warrant.
14. The successful bidder may submit a Bank Guarantee in lieu of Security Deposit for an amount of **₹ 6,50,000/-** upon award of the Contract. On submission of the Bank Guarantee, the Security Deposit of **₹ 6,50,000/-** will be refunded to the successful bidder. The Bank Guarantee shall be renewed for a further period in case of renewal of the Contract by the College. On payment of the Security Deposit, the Contracting firm will be required to enter

into an Agreement / Contract on stamp paper of appropriate value containing inter-alia all the terms and conditions of the Contract, as approved by the College. If the successful bidder fails to comply with the terms and conditions of the Agreement / Contract in course of the Contract period, the Security Deposit shall be forfeited in full or in part as decided by the College.

15. Terms of Payment:

- i. The payment shall be made to the Caterer on fortnightly basis and the Caterer shall submit to the College the bills in the prescribed format towards reimbursement of catering services on fortnightly basis. No advance shall be paid to the Contractor. The bills shall be prepared and submitted by the Caterer for the total charges incurred for the number of serves, i.e., total number of breakfast, forenoon coffee or tea or lemon juice with Biscuits, lunch, afternoon coffee or tea or lemon juice with Biscuits, evening coffee or tea with snacks, dinner and Special Lunch / Dinner served in the Lounge, in a fortnight, as per the menu provided by the College, at the Caterer's quoted rates for each item, with applicable GST, thereon (The payment will be made against the printed bill which should be properly signed by the authorized signatory with proper stamp as used by the Caterer).
- ii. When the participants cannot avail one or more serves (such as non-participation in the breakfast / lunch / dinner / tea / coffee / snacks, etc.), the Caterer is not eligible for proportionate payment, provided that the Caterer has been informed about the same at least 24 hours before such absence. When guests avail only part service, charges shall be paid on per head per meal basis.
- iii. Where the Principal or any official authorized by him notifies, at least 24 hours in advance, that catering arrangements for the full day or days or any one or more services such as breakfast, lunch during the course will not be availed of by any participant/s, the Caterer will not be entitled for any payment for such period of non availment of such services by the participants.
- iv. All applicable statutory deductions, such as Income Tax, GST TDS, etc., will be effected from the payments to the Caterer, at source. Necessary Form-16A will be issued to the Caterer in respect of the taxes deducted at source.
- v. The Caterer shall comply with all statutory requirements in respect of payment of atleast Minimum Wages, Insurance, PF, ESI, Bonus, etc. The Caterer shall furnish the proof of having paid the wages to the staff engaged by him within a week of disbursement of wages to them, and the same shall be paid on or up to 10th day of each calendar month.
- vi. The Caterer should credit the wages directly to the bank account of their staff deployed and submit to the College the monthly bank statement showing payment of wages to the staff deployed by him / her.
- vii. The Caterer shall be liable for the payment of wages as per the State / Central Minimum Wages and all other dues to the staff deployed which they are entitled to receive under the various labour laws and other statutory provisions. The Contractor shall maintain proper records of the payment of wages, etc., to the persons so deployed at the College and shall on demand furnish copies of wage register / muster roll, etc., to the College for having paid all the dues to the persons deployed by him for the work under the Contract. This obligation is imposed on the Contractor to ensure that he is fulfilling his commitments,

towards his employees so deployed, under various Labour Laws, having regard to the duties of the Reserve Bank Staff College, Chennai in this respect as per the provisions of the Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall comply with or cause to be complied with the Labour Regulations from time to time regarding payment of wages, wage period deductions from wages, maintenance of wages book, wage slip, publications of scale of wages and terms of employment and submission of periodical returns. The contractor shall not charge any amount from the personnel deployed by him towards recruitment fee, etc. Further, there shall not be any hidden charges in the wages, being paid to the staff deployed at the College.

viii. The successful bidder shall be advised to submit the Cost Analysis in a prescribed format.

16. Compliance with Law:

- i. The Caterer shall obtain the requisite license under the Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time issued by the concerned Labour Department of the Government for running the establishment. The College shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing the running of such establishments by the Contractor. It shall be the responsibility of the Contractor for furnishing necessary Statutory information / documents in proof of the above whenever called for by the College. In case of any labour problems related to the workmen staff of the Contractor, the same shall be settled at the Contractor's end only.
- ii. The Caterer shall, without any obligation on the College, comply with Municipal and other regulations, rules and bye-laws relating to preparation and sale of food-items, drinks and refreshments and shall obtain the necessary licenses and permits in the Caterer's own name and at the Caterer's own expenses. Food safety standards which may refer to application of Hazard Analysis Critical Control Points (HACCP) procedures and protocols to the total food handling process with a view to identifying anything that could pose a threat to consumers must be adhered to.
- iii. The Caterer shall ensure that the food items supplied are as per the standards prescribed by the Government authorities and if at any time any fine is imposed by the Government authorities, the same shall be borne by the Contractor. The College will not pay any fine or penalty that may arise / or that may be imposed on account of the fault of the Contractor. The Contractor shall be personally and solely responsible for any consequences due to food poisoning, if any. Besides refusal of entire payment for the sessions / period during which such food poisoning has occurred, the College may initiate further stringent action, as deemed fit.
- iv. The Caterer shall comply with the Statutory provisions of the Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workmen Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund and Miscellaneous Provisions Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; and / or any other rules / regulations and / or statutes that may be applicable to them. The Contractor shall indemnify the College against all claims which may be made upon the College whether under the aforesaid statutes or any other statute in force during the currency of this contract. The Contractor shall furnish a certificate every quarter regularly to the College that they are complying with the provisions

of all statutes and rules applicable to them. The Caterer shall at all times indemnify the College against all claims which may be made under the Workmen's Compensation Act or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement.

- v. The Caterer shall be solely responsible for the remuneration and other dues to its employees, as also for omissions / commissions done by them. The Caterer shall be solely responsible for any lapse in complying with the above statutory requirements. The Bank / College shall not be responsible for any lapse by the Caterer in complying with the provisions of any Statute or rules framed by the State / Central Governments. The Caterer shall indemnify the Principal Employer (RBSC) against all risks and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc., laid down by the Government and other statutory authorities from time to time.
17. The Contractor shall maintain and provide all necessary documentation, registers and records and other related documents as proof of compliance with all statutory requirements and provisions of applicable laws.
18. The Caterer shall furnish a list of his / her employees to be deployed at the College, along with their age, qualifications, experience, address, photos, etc. No minor person shall be deployed by the Caterer.
19. The Caterer shall ensure that all Staff, deputed by the Caterer, are reliable, experienced, efficient and that they are clean, courteous and neatly and properly clothed in clean uniform with hand gloves, head caps (to be provided by the Caterer at his / her cost) and wear identity cards, during their hours of service and shall be punctual and prompt in attending to the duties mentioned herein. The Caterer shall also ensure that the Cooks / Waiters wear apron / shoes / hand gloves, head covers, during their duty.
20. The Caterer shall deploy his / her staff in such a way that they get weekly rest and also ensure that the working hours / leave, for which the work is taken from them, do not violate relevant provisions of The Tamil Nadu Shops and Establishment Act, 1947. The Contractor shall arrange to provide reliever, who is equally qualified, in case of absence / leave / off, etc., of staff, deployed by him / her at the College. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Principal, Reserve Bank Staff College, Chennai, a sum as may be claimed by any person / client.
21. The Caterer shall be required to maintain permanent attendance register / roll within the College premises either manually or through biometric access system, installed at the College which will be open for inspection and checking by the authorized officers of the College. The Contractor shall ensure that the required number of staff is deployed for duty

on every day. In case of absence of any person, suitable substitute arrangement, at no extra cost to the College, shall be made by the Contractor.

22. The Caterer or his staff shall not use the premises, properties, fixtures, fittings, etc., of the College for any purpose other than those expressly provided in the Contract. It shall be open to the officials of the College to inspect the Lounge and Kitchen at any time.
23. The Caterer shall agree and undertake that the staff / service provided by the staff, deployed by him / her at the College, shall be to the entire satisfaction of the College and the Contractor should make it clear to the staff that they are employees of the Contractor and they shall have no claim/s against the College and the College shall not be liable to pay wages, salary, compensation and any other statutory benefits due to the staff under the labour laws and other litigations and the Contractor shall be responsible for providing such amenities as admissible under the law / rules / service conditions to the staff deployed by the Contractor for providing catering service to the College.
24. The Caterer shall ensure that the instructions / directions issued by Central and State Governments and also the College in connection with Covid-19 Pandemic are followed scrupulously by the workmen deployed at the College. The Caterer must deploy their staff in such manner that they are in proximity to the College and can attend to duties on their own, even in emergency situations like Covid and no staff from containment area or under quarantine should be deployed for work. Further, the Caterer shall closely monitor the staff deployed at the College and in case of any of his / her staff / family member of staff is found to be 'Covid' or such other communicable infection affected, action may be taken to replace the staff at once. The Caterer's staff should be sensitized to follow strict social distancing norms while they remain deployed. The Caterer shall provide them with necessary gloves, masks, sanitizer, etc., and personal protective equipment (PPE), if necessary, at no extra cost to the College. Further, the Caterer shall indemnify and keep indemnified the College / Bank from any financial / legal liability arising out of his / her failure, fault or negligence in complying with the above instructions. Any specific medical / insurance or other requirements arising out of such emergencies must be met by the Caterer.
25. The persons deployed by the Contractor for the services mentioned above shall be the employees of the Caterer for all intents and purposes and the persons so deployed shall remain under the control and supervision of the Caterer. In no case, shall a relationship of employer and employee between the said persons and the College shall accrue / arise implicitly or explicitly. It will be the responsibility of the Caterer to ensure that no liability on this count should come on the Reserve Bank Staff College, Chennai in respect of any staff deployed by him / her.
26. The Caterer shall ensure that none of the persons deployed by him / her will contact the College or the Bank's Central Office / other Offices of the Bank in the matter relating to payment of their dues, wages, bonus, leave relievers and uniforms, etc. The Caterer shall be responsible for the discipline, loyalty and conduct of the staff deployed by him / her.
27. In case of any labour problems related to the workmen staff of the Contractor, the same shall be settled at the Contractor's end only. The Contractor shall indemnify the College suitably. The personnel / staff of the Contractor shall have no claim whatsoever against the College and it shall be the duty of the Contractor to clearly inform his own personnel / staff

that they shall have no claim whatsoever against the College and they shall not raise any industrial dispute, either directly and / or indirectly, with or against the Staff College, in respect of any of their service conditions or otherwise.

28. The Contractor shall ensure that no employee of his / her company / agency / firm will enter or remain in the College's premises beyond the specified time limits unless necessary for fulfilling the company / agency / firm's obligations and only with the permission of the College.
29. The Caterer shall take prior permission from the authorized Official of the College before deploying any staff at the College. The Contractor shall not engage any staff with criminal background against whom there is any complaint registered with law enforcement agencies. However, the College reserves the right to reject any particular workmen / staff placed / deployed by the Contractor under this contract, without assigning any reason therefor.
30. The Caterer shall furnish a detailed duty chart of the staff deployed by him, at the beginning of every month, and keep the College informed of any changes made in the duty chart from time to time. The duty chart for the month should give the specific names of the employees and respective duties they are required to attend to. Also, the Caterer shall submit the list of employees with changes effected, if any, on the first day of every month. The daily attendance of staff may be maintained in a register which shall be put up daily to the Official concerned of the College.
31. The Caterer shall organize medical examination of all the staff before initial deployment and furnish the medical reports to the College. Further, all the staff of the Caterer is required to undergo a medical check-up through the Government / Municipal Hospital once in a year and submit Medical Certificates to the College at the Caterer's cost. The suggestions made by the Bank's Medical Officer / Consultant shall be scrupulously followed by the Caterer. Any person found to be medically unfit or unsuitable during the currency of the Contract shall have to be removed by the Caterer from the services immediately and suitable replacement shall have to be arranged forthwith. The College shall arrange for medical check-up of the staff if considered necessary by the College and the Caterer shall withdraw any person who is found medically unfit for the job and arrange for an appropriate substitute. The cost, if any, incurred by the College in this regard shall be borne by the Caterer.
32. The Caterer shall arrange to issue Identity Cards to all his / her staff deployed at the College, through the Manager / Assistant Manager (Protocol & Security) of the College, after submitting necessary documents in the form of antecedent verification report from the Police, Address proof, Identification proof, etc. A copy of the Aadhaar card of such persons will be furnished to the College before their deployment.
33. The Caterer shall ensure that none of his personnel on duty is in an inebriated state or consumes drug, prohibited substances, smoking, etc., while on duty or otherwise inside the College premises. The Contractor shall remove any staff who in the opinion of the College is guilty of misconduct or is in any manner unfit or unsuitable for service.
34. **Insurance:** The Caterer shall compulsorily obtain a 'Workmen Compensation Policy / Personal Accident Policy', at his own cost, covering all the risks in respect of all such staff deployed by him / her at the College, in the joint names of the Reserve Bank Staff College and the Caterer, with the RBSC being the first name in the Policy and submit the original for

perusal of the College and return. The Caterer shall indemnify the Bank / College against any loss or damage that occurs to persons or building or any third party. Third Party Liability in Contractor's all risk policy shall be for a minimum of ₹ 5.00 Lakh per person for any one accident or occurrence and ₹ 10.00 Lakh in respect of damage to property for any one accident or occurrence. The copies of the same shall be submitted to the College. The Caterer shall take all precautionary measures to ensure the safety of the workmen deployed by the Caterer and the College shall not be responsible in case of any eventuality.

Note: These policies shall be valid till the completion of the Contract. If the Contractor does not provide these policies, the College reserves the right to take the above insurance policies themselves and recover the cost thereof from the Contractor.

35. The workmen / employees engaged by the Caterer shall not have any right / claim over the facilities enjoyed by the RBSC staff, participants, etc. The Caterer's staff shall not have any employee-employer or master-servant relationship with the College.
36. All instructions, guidelines and specifications issued to the Caterer by the College must be clearly and effectively communicated by the Caterer to its employees and personnel. All instructions, guidelines and specifications must strictly be adhered to by the employees and personnel of the Contractor so that the reputation of the Bank / College is not compromised.
37. The Contractor will maintain a complaint register in the lounge to enable the participants / employees / officers / visitors to enter their complaints. The Contractor shall carry out such improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by the participants, guest faculty and staff either directly to him / her or through the feedback report / complaint register.
38. **Inspection of Lounge / Canteen:**
 - i. The Principal of the College or any Officer authorized by him / her, on his behalf, shall have power to inspect or carry out surprise checks of the Lounge, kitchen, washing area, dining halls, staff canteen, tea room, cutlery and crockery, food stuff, etc., to ensure hygiene, quality of food, courtesy of staff, quality of service, maintenance of equipment, etc., and direct the removal there from of any articles of food stuff or beverage which may, in his / her opinion, be considered as unsuitable for consumption and the Caterer shall immediately carry out such directions. The Caterer will be penalized for the lapses that are observed for the third time in succession in a month. It is the responsibility of the Caterer to rectify such lapses immediately. Appropriate penalty will be imposed if the lapse is found continuing. The Caterer shall not, in any way, obstruct any person/s duly authorized by the College in its behalf, from entering the said premises, in order to inspect the Lounge and Canteen and / or the fittings or fixtures therein and from carrying out any repairs, additions or alterations.
 - ii. Residential accommodation shall not be provided by the College to the staff / workmen of the Caterer. The Contractor shall not permit the Lounge or any portion thereof to be used for residential purposes by any of its employees. However, a few staff / workmen of the Caterer will be allowed to stay in the kitchen premises to attend to early hour duties. Their presence, however, should not cause any disturbance to normal functioning of the College.
39. **Tenancy Rights:** The Caterer shall, subject to the terms and conditions contained herein, be merely entitled to run the In-house lounge and the Canteen. The College shall provide

the Caterer with the necessary space for the purpose of preparation / serving of food, beverages and snacks. It is expressly understood that nothing contained herein shall be considered as creating a tenancy, demise or any interest whatsoever in the space or premises so provided, in favour of the Caterer. The Caterer shall neither utilize the said space / premises, otherwise than for the purpose of running the lounge and canteen nor shall he / she make or permit to be made without the prior permission, in writing of the management of the College, any kind of additions or alterations, either temporary or permanent, to the said premises and the College may of its mere motion effect the termination of this catering Contract, re-enter and re-take and absolutely retain possession of the entire space / premises so provided.

40. The Caterer shall be responsible for any damage, injury, loss, annoyance, etc., caused to the College or its Officials, as a result of any act of misconduct or any other act or misbehavior, etc., committed by the staff deployed by him / her, while they attend to the duties, covered by this Contract. The Caterer undertakes that he / she shall make it clear to the staff deployed by him that the latter are the employees of the Caterer and they shall have no claim against the College and the Reserve Bank of India.
41. In the event of any damage being caused to the movable or immovable property of the College or its client or to the property of the employees of RBSC, the College reserves the right to compute the damage in terms of money and to deduct the money from the bill of the Contractor or from the amount payable to the Contractor by the College and recover the remaining amount, if any, by way of civil damages.
42. The Contractor shall not use Trademark and or trade name of the College or letterhead of RBSC and the relationship between the Contractor and College being on principal-to-principal basis, the Contractor shall not hold himself / herself as an agent of the College.
43. The Contractor shall not use the address of the College on his letterhead / stationery for the purposes of Registration with any Government / Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen / employee on the College premises.
44. To ensure effective implementation of this Contract, the Principal or an authorized official of the College shall issue instructions, either orally or in writing to the Contractor and such instructions shall be deemed to be a part and parcel of this Contract and shall be binding on the Contractor. In all matters relating to or incidental to this Contract, if there arises any doubt or dispute or disagreement, the decision of the Principal, RBSC shall be final and binding on the Contractor.
45. It shall be the Contractor's responsibility to ensure that the obligations under the terms of this Contract are duly performed and observed.
46. The Reserve Bank Staff College reserves the right to amend / modify the Tender document or issue any Corrigendum to the bid process. The bidder shall not contest the right of the College to do the aforesaid.
47. **Termination of the Contract:**
 - i. The Contract shall stand terminated, in case of insolvency of the Caterer or in the case of the Caterer entering into any arrangement / compensation with his creditors. In the event

of the Caterer's winding up the company, the lawful successors shall, subject to the College's approval, be entitled to the rights of the Caterer, under this Agreement and shall also be subject to the same liabilities, as the Caterer is subject to, under this Agreement.

- ii. The College will have the option to terminate the contract, after giving a notice of one month in writing without assigning any reason therefor, if the Contractor commits breach of any of the conditions contained in this Contract or fails to render the services to the satisfaction of the College. However, the Contractor shall not be entitled to terminate the Contract before completion of the aforesaid period of 5 months and in the event of the Contract being extended by the College beyond the said period, the Contractor may terminate the Contract by giving **Three months** prior notice in writing. On expiry of or earlier termination of this Agreement, the Caterer shall give up all licenses and permits, then in force, relating to running of the Lounge / Canteen to the College.
- iii. On the expiry of or earlier termination of this Contract, the Caterer and Caterer's servants and agents shall vacate the premises provided, however, the Caterer shall be entitled to remove the furniture, fittings, crockery, cutlery, utensils and other articles belonging to him, without in any way causing any damage to the said premises and the College's property therein.

48. Renewal of Contract:

- i. The tenure of Contract may be extended for further short periods or for a period of two years (One year at a time), with mutual consent, subject to satisfactory performance and also if found suitable based on the feedback of participants and recommendations of the Mess Committee constituted by the College, preferably at the same price as has been accepted by the College for the initial tenure.
- ii. The College may consider further renewal of Contract **as per CPI (Consumer Price Index) indexation** formula furnished below. Any decision taken by the College in this regard shall be final, conclusive and binding on the Contractor.

49. Formula:

$$A_C = A_P \times \left[\left\{ \frac{70 \times CPI_C (Food)}{CPI_P (Food)} \right\} + \left\{ \frac{30 \times CPI_C (Labour)}{CPI_P (Labour)} \right\} / 100 \right]$$

A _C	The contract amount for the current year.
A _P	The contract amount for the previous year.
CPI _C (Food)	Consumer Price Index for Food and Beverages, that prevailed six months prior to the commencement date of Contract for the current year.
CPI _P (Food)	Consumer Price Index for Food and Beverages, that prevailed six months prior to the commencement date of Contract for the previous year.
CPI _C (Labour)	Consumer Price Index for Industrial Workers (All India Average), that prevailed six months prior to the commencement date of Contract for the current year.
CPI _P (Labour)	Consumer Price Index for Industrial Workers (All India Average), that prevailed six months prior to the commencement date of Contract for the previous year.

50. Disputes Resolution:

All disputes arising under this agreement shall be settled amicably through discussions between the parties. In case of any unsettled disputes, the same shall be referred to the Arbitrator appointed by the Principal / Officer-in-Charge, Reserve Bank Staff College, Chennai - 600 018 and the provisions of the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings and the decision of the Arbitrator shall be final and binding on both the parties. The Contractor has no objection to any such appointment to the effect that the Arbitrator so appointed is the College's own Officer or that he was a part to the Contract or that he had to deal with matters which relate to this arrangement or that in the course of this duties as such Officer he had expressed views on all or any of the matters in dispute or difference. The award of the Arbitrator so appointed shall be final and binding.

51. Indemnity Clause:

The Contractor shall keep the College indemnified against all claims whatsoever in respect of the employees deployed by him / her. In case, any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to settle / contest the same. In case, the Reserve Bank Staff College, Chennai is made party and is supposed to contest the case, the College will be reimbursed the actual expenses incurred towards Counsel fee and other expenses, which shall be paid in advance by the Contractor to the College on demand. Further, the Contractor shall ensure that no financial or any other liability comes on the College in this respect of any nature whatsoever and shall keep the Reserve Bank Staff College, Chennai indemnified in this respect. The Contractor shall indemnify and keep indemnified, defend and hold good the College, its Directors, its officers, employees and agents against any loss, damage or claims arising out of any violations of applicable laws, regulations, guidelines during the Contract period and for the breach committed by the Contractor or their services personnel on account of misconduct, omission and negligence by the Contractor or his service personnel.

52. The Contractor shall further keep the College indemnified against any loss to the property and assets of the College. The College shall have further right to adjust and / or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

53. Non-Disclosure Clause:

- i. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems / equipment, etc., which may come to the possession or knowledge of the Contractor during the course of discharging his / her contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the Contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with the applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The

Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of Contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies.

- ii. The Contractor shall take all appropriate action with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

54. Sexual Harassment of Women at Work place:

- i. The Contractor / Agency shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee/s within the premises of the Bank / College, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the said Act in respect of the complaint.
- ii. Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank or any employee of any other firm working in the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- iii. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee/s of the Contractor, for instance, any monetary relief to the Bank's employee or other firm's employee, if sexual violence by the employee of the Contractor is proved.
- iv. The Contractor shall be responsible for educating its employees about the prevention of sexual harassment at work place and related issues.

55. Failure to Exercise RBSC's Rights:

Any omission on the part of the College at any time to exercise any of its rights under the terms of engagement of the catering Contractor shall not be deemed to amount as waiver on the part of the College of its rights and in no way impair or affect the validity of the terms and privileges of the College to enforce its rights at any time subsequently.

56. Force Majeure:

The Bidder / Successful Bidder shall not be liable for forfeiture of its EMD / Security Deposit (Bank Guarantee) or for payment of liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the Contract is a result of an event of Force Majeure. For purposes of the clause, "Force Majeure" means an event beyond the control of the Bidder / Successful Bidder and not involving the Bidder's / Successful Bidder's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes, etc. The Bank will decide whether delay or failure on the part of the Bidder / Successful Bidder was

the result of an event beyond his control or not. The decision of the Bank in this regard should be final and binding on the Bidder / Successful Bidder and will not be open to question before any Court / forum in any proceedings.

57. **Jurisdiction:** All disputes arising out of or in any way connected with this Contract / agreement shall be deemed to have arisen at Chennai and only Courts in Chennai shall have jurisdiction to determine the same.

I / We accept all the Terms & Conditions, Specifications and Guidelines as indicated in the Tender Document including the penalty clauses.

(Signature and Name of the authorized person of
the firm / bidder with office seal)

Name: _____

Annexure – I
(Articles of Agreement)

THIS AGREEMENT is made at Chennai on _____ between the Reserve Bank of India (hereinafter called the “Bank” which expression shall unless repugnant to the context, be deemed to include its successors and assigns) constituted under the provisions of the Reserve Bank of India Act, 1934, having its Central Office at Shahid Bhagat Singh Marg, Fort, Mumbai - 400 001, represented by the authorized official _____, of the Reserve Bank Staff College (hereinafter called ‘the Employer’ or ‘RBSC’ or ‘the College’), Anna Salai, Teynampet, Chennai – 600 018, of the one part and _____, incorporated as company under the provisions of the Companies Act, 1956, having its Corporate Office _____ (hereinafter referred to as ‘the Contractor’ or ‘the Caterer’) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns) of the SECOND PART, represented by _____, who is duly authorized by the Board of Directors of the company.

WHEREAS

1. The Bank having its Central Office at Mumbai and Regional Offices / Branches on various places all over India, established a College, the Reserve Bank Staff College, the first party to the agreement, for the purpose of imparting necessary training to its officers working in various places all over India.
2. The Bank / College has decided to run an In-house Lounge / Canteen in the premises of the College for the use of the participants / guests and staff of the College and is desirous of doing the work of **“Providing In-house Catering Services at the Reserve Bank Staff College, Chennai - 600 018”** (hereinafter called “the Services”).
3. The College wants to engage the Contractor to provide the Services at the College and the Caterer (the second party to the agreement) has approached the management of the College to provide the said Services.
4. The Caterer has represented that he / she / firm / company is in the business of providing In-house multi-cuisine catering (i.e., Veg, Non-Veg, South Indian, North Indian, Chinese, Continental, etc.) to training establishments of banks, Central Government, Financial Institutions & Corporate Houses and having eligibility as per the specified eligibility criteria and offered to the College to provide the said Services, upon and subject to the Conditions set forth in the Tender document (**Sections I to IV and the [Annexures 1 to 14](#)**) and at the respective rates therein set forth in the Schedule of Quantities of the Tender (**[Annexure – 15](#)**).
5. The Caterer has agreed to execute this Contract upon and subject to the conditions set forth in the Tender document (**Sections I to IV and the [Annexures 1 to 14](#)**) and at respective rates therein set forth in the Schedule of Quantities (**[Annexure – 15](#)**), all of which are collectively hereinafter referred to as “the said Conditions”. The amount payable thereunder is referred to as “the said Contract Amount”.

6. The parties hereto being desirous of reducing into writing the terms and conditions of the Contract and of the work to be carried out by the Caterer, have agreed hereinafter that the Form of Tender, General Instructions of the Tender – Eligibility Criteria, Scope and Nature of Work, Terms and Conditions of the Contract set forth in the Tender Document (**Sections I to IV and the [Annexures 1 to 14](#)**) and subsequent correspondences and letter of intent shall be read as part and parcel of this agreement. This agreement shall also not restrain the parties from mutually setting forth such further or other Terms and Conditions, modifying or altering this Agreement to ensure due execution of the work contemplated under this Agreement; provided no such modification or alteration shall be in derogation to the Terms and Conditions of this Agreement.
7. Upon and subject to the said Conditions (**Sections I to IV and the [Annexures 1 to 14](#)**) and at the respective rates therein set forth in the Schedule of Quantities (**[Annexure – 15](#)**) amounting to the payable there under, this contract has been signed by or on behalf of the parties hereto.
8. NOW IT IS HEREBY AGREED AS FOLLOWS:
 1. In consideration of the said Contract Amount to be paid at the time and in the manner set forth in the said Conditions, the Caterer upon and subject to the said Conditions shall execute and complete the work described in the Tender Document (**Sections I to IV and the [Annexures 1 to 14](#)**) and at respective rates therein set forth in the Schedule of Quantities (**[Annexure – 15](#)**) for a period of _____ months commencing from _____, _____ to _____, _____.
 2. The College shall pay the Contractor the said Contract amount or such other sum as shall become payable, at the times and in the manner specified in the said Conditions in the Tender Document (**Sections I to IV and the [Annexures 1 to 14](#)**) and at respective rates therein set forth in the Schedule of Quantities (**[Annexure – 15](#)**).
 3. The said conditions and all subsequent correspondence hereto shall be read and construed as forming part of this Agreement and the parties hereto shall respectively abide by and submit themselves to the said Conditions and correspondence and perform the agreement on their part respectively in the said Conditions and correspondence contained.
 4. This Caterer is to be paid for according to the completion of work as contained in Schedule of Quantities (**[Annexure – 15](#)**) or as provided in the said conditions and as per the conditions specified in the Tender (**Sections I to IV and the [Annexures 1 to 14](#)**).
 5. The Caterer hereby agrees to commence work from the 10th day of issue of formal work order as provided for in the said conditions (**Sections I to IV and the [Annexures 1 to 14](#)**) and at respective rates therein set forth in the Schedule of Quantities (**[Annexure – 15](#)**).
 6. All payments by the College under this Contract will be made only at Chennai.
 7. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Chennai and only Courts in Chennai shall have the jurisdiction to determine the same.
 8. That the several parts of this contract have been read by the Contractor and fully understood by the Contractor.

9. Disputes Resolution:

All disputes arising under this agreement shall be settled amicably through discussions between the parties. In case of any unsettled disputes, the same shall be referred to the Arbitrator appointed by the Principal / Officer-in-Charge, Reserve Bank Staff College, Chennai - 600 018 and the provisions of the Arbitration and Conciliation Act, 1996 shall be applicable to

such proceedings and the decision of the Arbitrator shall be final and binding on both the parties. The Contractor has no objection to any such appointment to the effect that the Arbitrator so appointed is the College's own Officer or that he was a part to the Contract or that he had to deal with matters which relate to this arrangement or that in the course of this duties as such Officer he had expressed views on all or any of the matters in dispute or difference. The award of the Arbitrator so appointed shall be final and binding.

10. Indemnity Clause:

- i. The Contractor shall keep the College indemnified against all claims whatsoever in respect of the employees deployed by him / her. In case, any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to settle / contest the same. In case, the Reserve Bank Staff College, Chennai is made party and is supposed to contest the case, the College will be reimbursed the actual expenses incurred towards Counsel fee and other expenses, which shall be paid in advance by the Contractor to the College on demand. Further, the Contractor shall ensure that no financial or any other liability comes on the College in this respect of any nature whatsoever and shall keep the Reserve Bank Staff College, Chennai indemnified in this respect. The Contractor shall indemnify and keep indemnified, defend and hold good the College, its Directors, its officers, employees and agents against any loss, damage or claims arising out of any violations of applicable laws, regulations, guidelines during the Contract period and for the breach committed by the Contractor or their services personnel on account of misconduct, omission and negligence by the Contractor or his service personnel.
- ii. The Contractor shall further keep the College indemnified against any loss to the property and assets of the College. The College shall have further right to adjust and / or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

11. Non-Disclosure Clause:

- i. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems / equipment, etc., which may come to the possession or knowledge of the Contractor during the course of discharging his / her contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the Contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with the applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of Contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies.
- ii. The Contractor shall take all appropriate action with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

12. Sexual Harassment of Women at Work place:

- i. The Contractor / Agency shall be solely responsible for full compliance with the provisions of the “Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee/s within the premises of the Bank / College, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the said Act in respect of the complaint.
- ii. Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank or any employee of any other firm working in the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- iii. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee/s of the Contractor, for instance, any monetary relief to the Bank’s employee or other firm’s employee, if sexual violence by the employee of the Contractor is proved.
- iv. The Contractor shall be responsible for educating its employees about the prevention of sexual harassment at work place and related issues.

IN WITNESS WHEREOF the Employer and the Contractor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.

(If the Contractor is a partnership or an individual)

IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and the said two duplicates has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first herein above written.

(If the Contractor is a Company)

Signature Clause

SIGNED AND DELIVERED by the Reserve Bank of India by the hand of

Shri

(Name and designation)

.....

..... in the presence of

(1)

Address

(2)

Address

.....
.....
.....

Witnesses

SIGNED AND DELIVERED BY If the part is a partnership firm or any individual
..... should be signed by all or on behalf of all the
(1)..... partners.

Address

.....
.....

2)

.....

Address

.....
.....

Witnesses

THE COMMON SEAL OF

Was hereunto affixed pursuant to the
resolutions passed

By its Board of Directors at the meeting
held on

If the Contractor signs under its common Seal
the signature clause should tally with their
sealing clause in the Articles of Associations.

.....
.....
.....

In the presence of

(1)

.....

(2)

.....

Directors who have signed these presents in taken thereof in the presence of

The Contractor is signing by the hand of power of attorney whether a company or individual.

(1)

(2)

SIGNED AND DELIVERED BY the Contractor by the hand Of

Shri

and duly constituted attorney. The Contractor is signing by the hand of power of attorney whether a company or individual.

Profile of the Bidder – Basic Information

Sl. No.	Particulars	To be filled by the bidder
1.	Name of the bidder / firm / organization / company	
2.	Type of firm / organization (Proprietorship/ Partnership / Private Ltd. etc. (Furnish copies of Partnership / Memorandum of Articles of Association, etc.)	
3.	Name of the proprietor / partners / directors of the firm	
4.	Year of Incorporation / registration	
5.	Registered address of the firm	
6.	Branch / Office / Establishment Address at Chennai	
7.	Name, designation, telephone nos., email of the contact person / authorized signatory of the Branch / Office / Establishment at Chennai	
8.	Whether the License for providing catering (Registration under The Tamil Nadu Shops and Establishment Act, 1947) obtained (Yes / No)	
9.	Whether the firm has been in business of in-house multicuisine catering for at least 5 years (Yes / No)	
10.	Annual turnover of the firm for last 3 years (in Rs. lakh) (Should have minimum turnover of ₹ 1.5 Crores per year, Furnish copies of audited balance sheets and profit & loss account statements)	a) FY 2017-18 b) FY 2018-19 c) FY 2019-20
11.	Details of Annual turnover of single largest catering contract not less than ₹ 90 Lakhs	

12.	Details of Registration (Firm, Company etc.) a) Registering Authority b) Date c) Number	
13.	Registration Nos. under various Statutory Acts viz. GST, EPF, ESI, Labour License (copy of registration certificate to be enclosed)	
	GST	
	EPF	
	ESI	
	Labour License	
	Professional Tax	
	Food Licensing & Registration Certificate	
	PAN (Copies of income-tax returns for last 3 years to be enclosed)	
14.	Whether registered / empanelled with any of the Govt., Semi Govt., Govt. Undertaking, Public Sectors, etc. as approved vendors and if so, furnish the details.	
15.	Whether involved in any litigation earlier with any organization? If so, please submit the details.	
16.	Any civil suits pending in any of the works executed? If so, furnish details.	
17.	Any other information which the bidder feels relevant.	

(Signature and Name of the authorized person of the firm / bidder with office seal)

Name: _____

Profile of the bidder – Experience - List of similar works being executed presently by the Bidder

Sr. No.	Name & Address of the Organization for whom the work is being executed, along with the name of contact persons and their telephone nos.	Maximum no. of persons catered on a single day	Value of the work executed (in ₹)	Duration of the Contract with commencement and expected date of completion
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Note: Copies of the work orders should be enclosed

Signature and Name of the authorized person of the firm / bidder with office seal)

Name: _____

Profile of the Bidder – Experience - List of similar works already executed / completed by the Bidder prior to last 5 years

Sr. No.	Name & Address of the organization for whom the work was executed	Name/s of contact person/s and their telephone nos.	Maximum no. of persons catered on a single day	Value of the work executed (in ₹)	Duration of the Contract
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Note: Copies of the work orders and performance certificate should be enclosed

Signature and Name of the authorized person of the firm / bidder with office seal)

Name: _____

Declaration

I / We solemnly hereby declare that:

- a) The firm / company is not involved in any illegal activities or financial frauds. There are no cases with the Police / Court / Regulatory authorities against the bidder.
- b) The firm / company has not been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
- c) The firm / company has not been suspended / delisted / blacklisted by any organization including the Reserve Bank Staff College, on any grounds.
- d) The firm / company has not rescinded / abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract. The firm / company shall give details of all disputes it had with its clients and furnish the status thereof.

Signature and Name of the authorized person of
the firm / bidder with office seal)

Name: _____

CLIENT'S CERTIFICATE ON PERFORMANCE OF CONTRACTOR

Name & address of the Client :

Details of Works executed by M/s :

- 1 Name of work with brief particulars :
- 2 Agreement No. and date :
- 3 Agreement amount (₹ in lakh) :
- 4 Date of commencement of work :
- 5 Stipulated date of completion :
- 6 Actual date of completion :
- 7 Details of compensation levied for deficiency in service (indicate amount), if any:
- 8 Gross amount of the work completed and paid:
- 9 Name and address of the authority under whom works executed:
- 10 Comments on the capabilities of the Contractor

- | | |
|----------------------------------|--|
| a) Hygiene | Outstanding / Very Good / Good / Satisfactory / Poor |
| b) Financial soundness | Outstanding / Very Good / Good / Satisfactory / Poor |
| c) Quality of raw materials used | Outstanding / Very Good / Good / Satisfactory / Poor |
| d) Mobilization of manpower | Outstanding / Very Good / Good / Satisfactory / Poor |
| e) General behaviour | Outstanding / Very Good / Good / Satisfactory / Poor |

Note: **All columns should be filled in properly**
Counter signed

Administrative Officer* with Office seal

*Officer of the rank of Senior Management level

The details of Bidder's Banker:

Sr. No.	Particulars	To be filled by Tenderer
1.	Name of the Bank	
2.	Branch Address	
3.	IFSC Code (cancelled cheque may be enclosed)	
4.	Telephone and fax number	
5.	Name of the contact person	
6.	Amount of credit facility / overdraft facility enjoyed by Bidder from the Bank	
7.	The period from which the Bidder has been Banking with Bank	
8.	Bank Account Number (must be a current account)	
9.	Type of A/c	
10.	Account Holder Full Name	
11.	Permanent Account Number (PAN)	

I / we hereby agree and confirm to disburse the salary of the employees through NEFT directly into their Bank account and also accept the payment in respect of the above works, if awarded to our firm / company, through NEFT.

Signature of Bidder with stamp / date

Form Of Bankers' Solvency Certificate From A Scheduled Bank
(This should be enclosed with Tender in an envelope sealed by the Banker)

This is to certify that to the best of our knowledge and information M/s_____ having address as reproduced below, a customer of our Bank are / is respectable and can be treated as good for any engagement up to a limit of ₹..... (Rupees). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)
For the Bank

Note:

1. Bankers' certificates should be on the letter head of the bank addressed to The Principal, Reserve Bank Staff College, No. 359, Anna Salai, Teynampet, Chennai – 600 018, to be uploaded on MSTC portal.
2. In case of Partnership Firm being the Successful Bidder, the certificate to include the names of all partners as recorded with the Bank.

Proforma for Bank Guarantee In Lieu of Earnest Money Deposit:

(To be submitted on non-judicial stamp paper of appropriate value purchased in the name of the issuing Bank).

This deed of guarantee made this ____ day of ____ two thousand ____ between ____ (Name of the Banker) having its registered office at ____ (place) and one of its local offices at ____ (hereinafter referred to as the Surety), and the Reserve Bank of India, constituted by the Reserve Bank of India Act, 1934, having its Central Office at Central Office Building, Shahid Bhagat Singh Marg, Mumbai - 400 001, INDIA (hereinafter referred to as the Bank).

WHEREAS ____ (Tenderer's name hereinafter referred to as 'Tenderer'), a Company registered under ____ and having its registered office at ____ is bound to deposit with the Bank by way of earnest money INR _____ (INR _____ only) in connection with its Tender for **Providing In-house catering services at the Reserve Bank Staff College, Teynampet, Chennai** and the specifications and terms and conditions enclosed therein.

WHEREAS the Tenderer as per clause No. ____ Section VI of Instructions to Tenderers and special conditions has agreed to furnish a Bank Guarantee valid up to _____ instead of deposit of earnest money in cash.

NOW THIS WITNESSETH:

1. That the Surety in consideration of the above Tender made by the Tenderer to the Bank hereby undertakes to guarantee payment on demand without demur to the Bank the said amount of INR _____ (INR _____ only) within one week from the date of receipt of the demand from the Bank on presentation of this deed of guarantee, which the Tenderer is bound to deposit with the Bank by way of earnest money in connection with his Tender.
2. This guarantee shall not be affected by any infirmity or irregularity on the part of the Tenderer or by the dissolution or any change in the constitution of the Bank, Tenderer or the Surety.
3. The Bank shall be eligible to make any claim under this guarantee if the Tenderer after submitting his Tender, rescinds from his offer or modifies the terms and conditions thereof in a manner not acceptable to the Bank or expresses his unwillingness to accept the order after the Bank has decided to place order with the Tenderer for **Providing In-house catering services at the Reserve Bank Staff College, Teynampet, Chennai**. The Banks' decision in this regard shall be final and binding.
4. The Surety shall not and cannot revoke this guarantee during its currency except with previous consent of the Bank in writing.
5. Notwithstanding anything contained in the foregoing, the Surety's liability under the guarantee is restricted to INR _____ (INR _____ only).
6. This guarantee shall remain in force and effective up to _____ and shall expire and become ineffective on intimation thereof being given to the Surety by the Bank in which event this guarantee shall stand discharged.
7. The Surety will make the payment pursuant to the demand notice issued by the Bank, notwithstanding any dispute that may exist or arise between the Tenderer and the Bank or any other person.
8. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said Tender or showing of any indulgence by the Bank to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

9. Notwithstanding anything contained hereinabove, unless a demand or claim under this guarantee is made on the Surety in writing on or before _____, the Surety shall be discharged from all liabilities under guarantee thereafter.
10. The Surety has the power to issue this guarantee under its Memorandum and Articles of Association and the person who is hereby executing this deed has the necessary powers to do so under the Power of Attorney granted to him by the Surety.

SIGNED AND DELIVERED For and on behalf of or and on behalf of above named Bank. (Banker's Name and Seal)

Bank Manager
(Banker's seal)

Proforma of Bank Guarantee for Security Deposit

(To be submitted on non-judicial stamp paper of appropriate value purchased in the name of the issuing bank)

No. _____ Date _____

To:
The Principal
Reserve Bank Staff College
Teynampet
Chennai

Dear Sir

In consideration of your agreeing to accept the security deposit of INR ____ (INR _____ only) furnish able to you by Messrs _____ (hereinafter referred to as “the Contractor”) in terms of their Contract with you for **Providing In-house catering services at the Reserve Bank Staff College, Teynampet, Chennai** as per their Tender dated _____ and your Special Conditions of Contract and other Tender documents relating thereto subject to the conditions and alterations mutually agreed upon the set forth or referred to in your Contract dated _____ in the form of guarantee from us in the manner hereinafter contained, we ____ (Name of the Bank) do hereby covenant and agree with you as follows :

1. We undertake to indemnify you and keep you indemnified from time to time to the extent of INR ____ INR (____ only) against any loss or damage caused to or suffered by or that may be caused to or suffered by you by reason of any breach or breaches on the part of the Contractor of any of the terms and conditions contained in the said Contract and in the event of the Contractor making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding in total the said sum of INR ____ (INR _____ only) as may be claimed by you as your losses and / or damages, costs, charges or expenses by reason of such default on the part of the Contractor.
2. Notwithstanding anything to the contrary, your decision as to whether the Contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.
3. This guarantee shall continue and hold good until it is released by you on the application by the Contractor after expiry of the relative guarantee period of the said Contract and after the Contractor had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said Contract and submitted a “No Demand Certificate”, provided always that this guarantee shall in no event remain in force after the day of _____ without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us notwithstanding that the same is or are

enforced after the said date.

4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.
5. You will have the fullest liberty without effecting this guarantee from time to time to vary any of the terms and conditions of the said Contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any indulgence by you to the Contractor or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of INR _____ (INR _____ only) as aforesaid.
6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Contractor.
7. In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.
8. Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the Contractor from time to time arising out of or in relation to the said Contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.
9. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.
10. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing un-cancelled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.
11. This guarantee shall not be affected by any change in the constitution of the Contractor or us nor shall it be affected by any change in your Constitution or by any Amalgamation or Absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.
12. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said Tender or showing of any indulgence by the Bank to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

13. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.
14. We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and the Contractor or any other person.
15. Notwithstanding anything contained herein above our liability under this guarantee is restricted to INR _____ (INR _____ only). Unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry, including extensions if any, of this guarantee, all your rights under the guarantee shall be forfeited and we shall be deemed to have been released and discharged from all liabilities there under, irrespective of whether or not the original guarantee is returned to us.
16. We have power to issue this guarantee in your favour under the Memorandum and Articles of Association of our Bank and the undersigned has full powers to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED

(For & on behalf of the above named Bank)

For & on behalf of

(Banker's Name & Seal)

BRANCH MANAGER
(Banker's Seal)

Address _____

INDICATIVE SCHEDULE OF ITEMS TO BE SERVED FOR BREAKFAST, LUNCH & DINNER

I. Breakfast

S. No.	For National / International Participants	Remarks
1.	a) Oats, Flakes – Corn / Wheat / Ragi with Milk & Honey b) Milk / Sandwich / Brown Bread c) French Toast with Honey d) Muesli with Honey	Any one item (Different varieties)
2.	Banana – 2 nos.	-
3.	Bread, Butter, Cheese Slices	-
4.	Mixed Fruit Jam, Tomato Sauce	-
5.	a) Poori with Aloo Curry b) Assorted Paratha with Veg. Kurma & Curd	Any one item
6.	a) Masala Dosa b) Idli c) Pongal d) Upma e) Onion Uttapam f) Idiyappam with Veg. Kurma g) Spicy Kuzhi Paniyaram All the above items with Vada, Chutney & Sambar	Any one item
7.	Boiled Egg / Scrambled Egg / Omlet	Any one item
8.	Fresh Juices - Apple, Mango, Pineapple, Watermelon, Papaya, Orange, Lemon and Mosambi	Any one item
9.	Tea / Filter Coffee / Milk	To be brewed fresh & served with sugar cubes / sugar-free and tea bags

II. Lunch

S. No.	For National / International Participants	Remarks
1.	a) Cream of Tomato Soup b) Cream of Sweet Corn Soup c) Clear Vegetable Soup d) Cream of Mushroom Soup d) Hot and Sour Soup e) Lemon Coriander Soup f) Broccoli & Walnut Soup g) Manchow Veg. Soup	Any one item
2.	a) Phulka / Poori / Chappathi	Any one item. In case of International participants, Brown Bread/ Bread Rolls shall be served extra.
3.	a) Vegetable Fried Rice b) Jeera Rice c) Vegetable Pulau d) Coconut Rice e) Tamarind Rice f) Vegetable Biryani g) Peas Pulav h) Curry Leaves Rice	Any one item In case of International participants, Chicken noodles/ American chopsy noodles / Macaroni / Baked Mutton stroganoff shall be served extra.
4.	Saboth Moong Dal / Rajma Dal / Dal Fry / Dal Makhani / Dal Hariyali / Dal Kabila / Pancharatana Dal / Tadka Dal / Chole Masala	Any one item
5.	Bhindi Fry / Aloo Fry / Beans and Carrot Fry / Gobi 65 / Capsicum Fry / Veg. Manchurian / Karela Fry / Avial / Keerai Kootu / Keerai Poriyal	Any one item In case of International participants, French Fries / Roast Potatoes / Pan tossed vegetables shall be served extra.
6.	Mixed Vegetable Kurma / Capsicum with Gobi Curry / Paneer Butter Masala / Palak Paneer / Baingan Ka Barta / Mutter Paneer / Paneer Tikka Masala / Veg Malai Koftha / Dahi Kadi	Any one item

7.	Kadai Chicken / Butter Chicken / Fish Curry / Mutton Fry / Fish Fry / Malabar Fish Curry / Fried Chicken / Chicken Chaap Gravy (Big size) / Tawa Fish / Tawa Chicken	Any one item (Vanjaram or Pomfret Fish only) In case of International Participants, Roast Chicken/ Roast Mutton / Fried fish with tar tar sauce / Irish Stew shall be served extra.
8.	Plain Rice	
9.	Drumstick Sambar / Vatha Kozhambu / Ennai Kathirikkai Kozhambu / More Kozhambu / Mixed Veg. Sambar	Any one item
10.	Rasam	
11.	Green Salad (Tomato, Onion, Lemon, Cucumber & Carrot) / Caesar Salad / Russian Salad / Tossed Salad / Mixed Sprout Salad / Beetroot Salad / Chick Pea Salad	Any one item
12.	Curd	-
13.	Pickle – Mango / Lemon / Mixed Vegetables	Any one item
14.	Appalam / Chips	Any one item
15.	Butter Milk	
16.	a) Ice Cream – Vanilla / Butterscotch / Chocolate / Strawberry b) Gulab Jamun c) Paruppu Payasam d) Kesari e) Shahi Tukda f) Rava Laddu g) Carrot Halwa	Any one item (Ice Cream to be provided in all varieties)
17.	Mixed Seasonal Cut Fruits – 150 gms (Apple, Mango, Papaya, Water Melon, Pine Apple, Guava, Orange)	

III. Dinner

S. No.	For National / International Participants	Remarks
1.	a) Cream of Tomato Soup b) Cream of Sweet Corn Soup c) Clear Vegetable Soup d) Cream of Mushroom Soup d) Hot and Sour Soup e) Lemon Coriander Soup f) Broccoli & Walnut Soup g) Manchow Veg. Soup	Any one item
2.	Phulka / Chapathi	Any one item
3.	Plain Rice	-
4.	Saboth Moong Dal / Rajma Dal / Dal Fry / Dal Makhani	Any one item
5.	Tomato Rice / Lemon Rice / Tamarind Rice / Curry Leaves Rice / Vegetable Pulao	Any one item
6.	Tinda Fry / Brinjal Fry / Aloo Fry / Cabbage Fry / Gobi Fry / Karela Fry / Kundru Fry	Any one item
7.	Mixed Vegetable Kurma / Capsicum with Aloo Curry / Veg Malai Koftha / Dahi Kadi	Any one item
8.	Chicken Curry / Chicken 65 / Chicken Fry / Mutton Curry / Fish Curry / Egg Curry / Tawa Fish / Chilly Chicken / Fish Tikka Masala / Chicken Semi Gravy (Boneless)	Any one item (Vanjaram or Pomfret Fish only)
9.	Green Salad (Tomato, Onion, Lemon, Cucumber & Carrot)	-
10.	Drumstick Sambar / Vatha Kozhambu / Ennai Kathirikkai Kozhambu / More Kozhambu / Mixed Veg. Sambar	Any one item
11.	Curd	-
12.	Rasam	
13.	Pickle – Mango / Lemon / Mixed Vegetable	Any one item
14.	Appalam / Chips	Any one item
15.	Mixed Seasonal Cut Fruits – 150 gms (Apple, Mango, Papaya, Water Melon, Pine Apple, Guava, Orange)	-
16.	Sweet/ Ice Cream	Any one item

IV. Tea / Filter Coffee / Milk / Juice with Biscuits and Tea / Filter Coffee/ Milk with Snacks

S. No.	Particulars	Timing																																				
1.	Class Room Tea / Filter Coffee / Milk / Lemon Juice with Biscuits and Bakery Cookies (of Sweet & Salt Variety)	10:30 am to 11:00 am and 03:00 pm to 03:30 pm																																				
2.	<p><u>Evening Tea / Filter Coffee / Milk with Snacks</u></p> <p>Tea / Filter Coffee / Milk with Snacks:</p> <p><u>Any one of the following item:</u></p> <table border="1" data-bbox="297 810 1161 1262"> <thead> <tr> <th data-bbox="297 810 430 846">S. No.</th> <th data-bbox="430 810 995 846">Items</th> <th data-bbox="995 810 1161 846">Quantity</th> </tr> </thead> <tbody> <tr> <td data-bbox="297 846 430 882">1.</td> <td data-bbox="430 846 995 882">Onion Pakkoda with sauce</td> <td data-bbox="995 846 1161 882">75 gms</td> </tr> <tr> <td data-bbox="297 882 430 917">2.</td> <td data-bbox="430 882 995 917">Varities of Pakoda with sauce</td> <td data-bbox="995 882 1161 917">75 gms</td> </tr> <tr> <td data-bbox="297 917 430 953">3.</td> <td data-bbox="430 917 995 953">Potato / Onion / Banana Bajji with sauce</td> <td data-bbox="995 917 1161 953">3 nos.</td> </tr> <tr> <td data-bbox="297 953 430 989">4.</td> <td data-bbox="430 953 995 989">Aloo Bonda with sauce</td> <td data-bbox="995 953 1161 989">2 nos.</td> </tr> <tr> <td data-bbox="297 989 430 1024">5.</td> <td data-bbox="430 989 995 1024">Veg. Cutlet with sauce</td> <td data-bbox="995 989 1161 1024">2 nos.</td> </tr> <tr> <td data-bbox="297 1024 430 1060">6.</td> <td data-bbox="430 1024 995 1060">Veg Samosa with sauce</td> <td data-bbox="995 1024 1161 1060">2 nos.</td> </tr> <tr> <td data-bbox="297 1060 430 1096">7.</td> <td data-bbox="430 1060 995 1096">Tea Cakes</td> <td data-bbox="995 1060 1161 1096">2 slices</td> </tr> <tr> <td data-bbox="297 1096 430 1131">8.</td> <td data-bbox="430 1096 995 1131">Kachodi</td> <td data-bbox="995 1096 1161 1131">2 nos.</td> </tr> <tr> <td data-bbox="297 1131 430 1167">9.</td> <td data-bbox="430 1131 995 1167">Aloo Tikki with sauce</td> <td data-bbox="995 1131 1161 1167">2 nos.</td> </tr> <tr> <td data-bbox="297 1167 430 1203">10.</td> <td data-bbox="430 1167 995 1203">Vada with chutney</td> <td data-bbox="995 1167 1161 1203">2 nos.</td> </tr> <tr> <td data-bbox="297 1203 430 1239">11.</td> <td data-bbox="430 1203 995 1239">Boli</td> <td data-bbox="995 1203 1161 1239">2 nos.</td> </tr> </tbody> </table>	S. No.	Items	Quantity	1.	Onion Pakkoda with sauce	75 gms	2.	Varities of Pakoda with sauce	75 gms	3.	Potato / Onion / Banana Bajji with sauce	3 nos.	4.	Aloo Bonda with sauce	2 nos.	5.	Veg. Cutlet with sauce	2 nos.	6.	Veg Samosa with sauce	2 nos.	7.	Tea Cakes	2 slices	8.	Kachodi	2 nos.	9.	Aloo Tikki with sauce	2 nos.	10.	Vada with chutney	2 nos.	11.	Boli	2 nos.	05:30 pm to 06:30 pm
S. No.	Items	Quantity																																				
1.	Onion Pakkoda with sauce	75 gms																																				
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11.	Boli	2 nos.																																				

Note: Tea bags of different flavors & sugar cubes / sugar-free sachets should be served along with regular tea.

INDICATIVE SCHEDULE OF ITEMS TO BE SERVED FOR SPECIAL LUNCH / DINNER

S. No.	For National / International Participants	Remarks
1.	Welcome Drink (Tender Coconut Water / Fresh Fruit Juice)	Any one item
2.	Roasted / Salted Dry Fruits (Badam / Cashew Nut)	Any one item
3.	a) Cream of Tomato Soup b) Cream of Sweet Corn Soup c) Clear Vegetable Soup d) Cream of Mushroom Soup d) Hot and Sour Soup e) Lemon Coriander Soup f) Broccoli & Walnut Soup g) Manchow Veg. Soup	Any one item
4.	Green Salad / Caesar Salad / Russian Salad / Tossed Salad / Mixed Sprout Salad / Waldrof Salad / Corn & Tomato Salad / Coleslaw & Roasted Peanut Salad / Pineapple and Cheese Salad / Fruits and Walnut Salad	Any one item
5.	Curd / Sambar / Rasam Vadai	Any one item
6.	Assorted Bhajji / Vegetable Role / Cutlet / Vazhapoo (Banana Flower) Vada / Mirchi Bhajji / Baby Corn Salt & Pepper / Chilly Mushroom / Chilly Panneer	Any one item
7.	Onion Uthappam / Pesarattu / Masala Dosa / Methi Dosa / Podi Dosa / Onion Podi Dosa / Baby Corn Dosa / Gobi Dosa / Adai Dosa / Mushroom Dosa / Podi Uthappam / Ghee Dosa Any of the above to be accompanied with two different chutneys	Any one item
8.	Phulka / Tandoori Roti / Naan / Rumali Roti / Masala Kulcha / Poori / Chole Bhatore / Assorted Parathas / Panneer Paratha / Panneer Kulcha / Diamond Chappathi	Any one item

9.	Aloo and Peas Masala / Beans and Carrot Poriyal / Gobi 65 / Veg. Manchurian / Keerai Poriyal / Raw Banana Poriyal / Gobi Manchurian / Banana Stem Poriyal / Raw Papaya Kootu / Aloo Dum / Veg. Jaipuri / White Pumpkin Kootu / Yam Poriyal / Beans Usili / Veg. Thoran	Any one item
10.	Spinach Baby Potato / Paneer Pasanda / Paneer Do Pyaza / Paneer Jal Frezi / Kaju Mutter Curry / Aloo Palak / Palak Paneer / Malai Kofta / Chilly Mushroom / Veg. Nilgiri Kurma / Chilly Paneer / Paneer Butter Masala / Kadai Paneer / Paneer Tikka Masala	Any two items
11.	Chicken Dum Biryani / Mutton Dum Biryani / Chicken Noodles / Mutton Roganjosh / Mutton Kari Melagu / Kadai Mutton / Chicken Tikka Masala / Chicken Roast / Murgh Do Pyaza / Murgh Makhani / Kozhi Varutha Curry / Murgh Tikka Kali Mirch / Murgh Tikka Achari / Murgh Tikka Hariyali / Murgh Tikka Lasooni / Murgh Malai Kabab / Kozhi Vepedu / Chicken 65 (Boneless) / Kadai Chicken/ Mutton Keema / Butter Chicken / Ginger Chicken / Garlic Chicken / Chicken Manchurian / Nilgiri Chicken / Mutton Drumstick Kurma	Any one item (Biryani with Brinjal Raita)
12.	Tawa Fish / Fish Tikka / Hariyali Fish Tikka / Masala Fried Fish / Pomfret Fish Fry / Malabar Fish Curry / Meen Poondu Kozhambu / Chilly Fish/ Karuvapillai Fish Fry (Vanjaram or Pomfret)	Any one item
13.	Vegetable Pulav / Vegetable Briyani / Kashmiri Pulav / Jeera Rice / Dry Fruit Pulav / Navarathana Pulav / Peas Pulav / Ghee Rice / Vegetable Fried Rice / Vegetable Schezwan Fried Rice / Vegetable Dum Briyani / Veg. Noodles / Veg. Schezwan Noodles	Any one item
14.	Saboth Moong Dal / Rajma Dal / Dal Fry / Dal Makhani / Dal Hariyali / Dal Kabila / Pancharatana Dal / Tadka Dal / Chole Masala	Any one item
15.	Mix Veg. Sambar / Drum Stick & Brinjal Sambar / Malabar Sambar / Vatha Kozhambu / Ennai Kathirikkai Kozhambu / More Kozhambu	Any one item
16.	Plain Rice	-
17.	Tomato Rasam / Garlic Rasam / Pepper Rasam / Kollu Rasam / Kerala Rasam	Any one item

18.	Curd Rice (Raisin, Cashew Nut, Grapes, Pomegranate and Walnuts)	Any one item
19.	Onion Raitha / Boondi Raitha / Pine Apple Raitha	Any one item
20.	Appalam / Chips	Any one item
21.	Pickle – Mango / Lemon / Mixed Vegetables	Any one item
22.	Butter Milk	-
23.	a) Ice Cream – Vanilla / Butterscotch / Chocolate / Strawberry b) Casatta	Any one item (Ice Cream to be provided in all varieties)
24.	a) Sarkarai Pongal b) Gulab Jamun c) Special Laddu d) Bengali Sweets e) Ada Pradhanan f) Special Mysore Pak g) Rasmalai h) Badusha i) Jalebi Rabri j) Bread Halwa k) Carrot Halwa l) Jangri	Any one item
25.	Cut Fruits – 150 gms (Apple, Watermelon, Pine Apple, Papaya and seasonal fruits)	-
26.	Special Sweet Beeda and Sada Beeda	-

BRAND / QUALITY OF MATERIALS TO BE USED

Sr. No.	Items	Brand Name
1.	Rice	Basmati (India Gate, Kohinoor), Premium Boiled Rice (Branded)
2.	Dal/ Pulses	Branded (Udhayam / Sreegold)
3.	Oil	Agmark Gingelly (Idhayam / Triple V) / Sunflower Oil / Gold Winner / Postman / Sundrop)
4.	Atta	Branded (Aashirvad / Pillsbury / Annapurna, Farm Fresh)
5.	Pickles	Ruchi / Aachi / Priya
6.	Bread	Branded (Modern / Britannia / Spencer)
7.	Butter / Cheese	(Amul / Britannia / Aavin)
8.	Jam	Kissan / Sil
9.	Sauce	Kissan / Maggi
10.	Milk	Pasteurized Milk (Aavin / Heritage)
11.	Curd	Freshly prepared
12.	Tea Bags	Tajmahal / Lipton / Tetley
13.	Biscuits	Britannia / Parle
14.	Cookies	From reputed bakers (Fresh)
15.	Vegetables	1 st quality fresh from market *
16.	Fruits	1 st quality fresh from market *
17.	Ice Cream	Amul / Ibaco / Kwalitiy / Aavin / Arun
18.	Corn / Wheat Flakes	Kellogg's / Nestle
19.	Oats	Quaker/ Champion
20.	Chicken / Meat	1 st quality fresh meat *
21.	Fish	Vanjaram / Pomfret
22.	Masala	MTR / Shakti / Aachi / Everest
23.	Sweets	Gangotree / Sri Krishna / Aggarwal / Grand Sweets / Adyar Ananda Bhavan / Sri Mittai
24.	Salt & Pepper	Catch / Everest / Tata

* 1st quality as approved by the concerned authority shall be provided.

**FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF
Application / Proposal**

(On Non-Judicial Stamp Paper of appropriate value)

Know all men by these presents, We..... (Name of the Tenderer and address of their registered office) do hereby constitute, appoint and authorise Mr. / Ms.(Name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Tender for **providing In-house Catering Services at the Reserve Bank Staff College (RBSC), Anna Salai, Teynampet, Chennai** including signing and submission of all documents and providing information / responses to RBSC, representing us in all matters before RBSC, and generally dealing with RBSC in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Note

Power of Attorney should be properly stamped and notarized
Power of Attorney furnished shall be irrevocable.

Signature/(s) of the Tenderer

Name/(s)

Stamp / Seal of the Tenderer

(This guarantee will require stamp duty as applicable in the State, where it is executed and shall be signed by the official whose signature and authority shall be verified).

PART – II

**SCHEDULE OF QUANTITIES
(RATES TO BE QUOTED FOR CATERING SERVICES)**

(This format is given only for illustrative purpose. Rates are to be quoted only online in the Price - Bid format in MSTC Portal.)

Bidder has to quote the cost of single meal (exclusive of GST) against each column and the MSTC portal will calculate the total Annual Cost exclusive of GST)

S. No.	ITEMS (Rate for National / International Menu as per Annexure – 11 & 12)	Average Quantity Required in a year (Calculated based on the average)	Cost of Per meal in ₹ (exclusive of GST)
1.	BREAKFAST (As per menu at Annexure – 11.I)	19,300	Cost of one Breakfast
2.	LUNCH (As per menu at Annexure – 11.II)	15,500	Cost of one Lunch
3.	DINNER (As per menu at Annexure – 11.III)	20,400	Cost of one Dinner
4.	Class Room Tea / Filter Coffee/ Milk / Lemon juice with Biscuits (As per menu at Annexure – 11.IV)	65,000	Cost of one Tea / Coffee
5.	Evening Tea / Filter Coffee / Milk with Snacks (As per menu at Annexure – 11.IV)	25,000	Cost of one Tea / Coffee with Snacks
6.	Special Lunch / Special Dinner (As per menu at Annexure – 12)	4,500	Cost of one Special Lunch

(Bidders should not fill-in and attach price bid along with Part – I documents. Submitting price bid other than online through MSTC Portal shall lead to disqualification of Tender)

The above rates should be inclusive of all charges for end to end operations, maintenance and supervision of Lounges, Principal Pantry, Participants Tea Room, Faculty Tea Room, Executive Suites and to clean and fill water in flasks / water containers for Faculty cabins, Class rooms, Seminar Hall and Conference Room, etc., as mentioned in the Scope and Nature of Work of this Tender document and should include all the components namely raw materials, transportation, preparation charges, employee's salary, labour charges, services such as cleaning, maintenance, etc., and all other applicable charges, levies, duties and taxes.

Check List

Sr. No.	Details to be furnished	Annexure
1.	Articles of Agreement	Annexure – 1
2.	Profile of the Bidder – Basic Information	Annexure – 2
3.	Profile of the bidder – Experience - List of similar works being executed presently by the Bidder	Annexure – 3
4.	Profile of the Bidder – Experience - List of similar works already executed / completed by the Bidder prior to last 5 years	Annexure – 4
5.	Declaration	Annexure – 5
6.	Clients' Certificate on Performance of the Contractor	Annexure – 6
7.	The details of Bidder's Banker	Annexure – 7
8.	Form of Bankers' Solvency Certificate from a Scheduled Bank	Annexure – 8
9.	Proforma for Bank Guarantee In lieu of Earnest Money Deposit	Annexure – 9
10.	Proforma of Bank Guarantee for Security Deposit	Annexure – 10
11.	Indicative Schedule of Items to be served for Breakfast, Lunch & Dinner	Annexure – 11 (I to IV)
12.	Indicative Schedule of Items to be served for Special Lunch / Dinner	Annexure – 12
13.	Brand/ Quality of Materials to be used	Annexure – 13
14.	Format for Power of Attorney for signing of the Application / Proposal	Annexure – 14
15.	Schedule of Quantities (Rates to be quoted for catering services)	Annexure – 15