

GeM BID ID	GEM/2023/B/4 288920
Date	04.12.2023



STATE BANK OF INDIA  
ADMINISTRATIVE OFFICE BATHINDA,  
STATE BANK OF INDIA, LAKSHYA BUILDING AMRIK SINGH ROAD, BATHINDA

**PART-A**

**BID TENDER SYSTEM ON GeM PORTAL**

**TECHNICAL BID FOR PREQUALIFICATION**

**TENDER FOR PROVIDING CATERING / CARETAKING SERVICES FOR VOTF, STATE BANK OF INDIA, CIVIL LINES, BATHINDA**

Name of tenderer:.....  
Address:.....  
GST No:.....

**Chief Manager,  
(HR & Admin)**

First Floor, State Bank of India, Admin Office, Lakshya building Amrik Singh Road, Bathinda  
**Email: cmhr.zobtd@sbi.co.in**

### Notice InvitingTender (NIT)

State Bank of India (SBI) Invites tenders on GeM portal from the eligible Contractors for **Catering/Caretaking Services for VOTF, State Bank of India, Civil Lines**, Bathinda Details of tenders are as under :-

1	Name of Work	Tender Notice for <b><u>Catering/Caretaking Services for VOTF, State Bank of India,Civil Lines Bathinda</u></b>
2	Date and duration of filling Bids on GeM portal	<b>From 04.12.2023 upto 27.12.2023</b> Bank's web site <a href="https://www.sbi.co.in">https://www.sbi.co.in</a> under "SBI in the news" in "procurement news", <a href="https://etender.sbi">https://etender.sbi</a> and on GeM portal. <b>BIDS WILL BE ACCEPTED ONLY ON GEM PORTAL</b>
3	Pre-Bid Meeting/contact person /Telephone no/email address	<b>18.12.2023 at 03:00 pm</b> <b>Chief Manager</b> HR Deptt, First Floor, State Bank of India, Admin Office, Lakshya Building Amrik Singh Road, Bathinda Email: cmhr.zobtd@sbi.co.in
4	Last date for submission of online bid on GeM Portal	Contractors shall Download the entire Technical Bid from the bank's website <a href="http://www.sbi.co.in">www.sbi.co.in</a> under e-procurement or GeM Portal and to get acquainted with the terms and conditions and <b>upload duly stamped &amp; signed bid</b> on GeM Portal. Each page of bid should be duly signed & stamped.
5	Address for Communication	<b>Chief Manager</b> HR Deptt, First Floor, State Bank of India, Admin Office, Lakshya Building Amrik Singh Road, Bathinda Email: cmhr.zobtd@sbi.co.in
7	Earnest Money Deposit (EMD)	<b>EMD of Rs.5455.00 should be deposited in form of draft in favour of SBI payable at Bathinda. Soft copy of draft to be uploaded on GeM portal. Hard copy to be sent at address</b> HR Deptt, First Floor, State Bank of India, Admin Office, Lakshya Building Amrik Singh Road, Bathinda <b>If hard copy is not received by due date, the vendor's bid will be rejected.</b>
8	Bidder Contact Details	Bidder to provide following Information: - 1. Name of the Company/Firm/Proprietor 2.Contact Person 3.Mailing address with Pin Code 4.Telephone number and Fax number 5.Mobile Number 6.e-Mail address
9	Online Price Bid	Price bid of only technically qualified bidders will be opened
10	Performance Security/Guarantee	Performance/Financial Bank Guarantee for an amount equivalent to <b>5% of the value of contract (i.e., 12-month</b> value of contract) within 15 days from the date of issue of work order. The Bank guarantee will be valid for a <b>period of 15</b> months or such other extended period as the Bank may decide for due performance undertaken by the successful bidder

The Bank reserves the right to cancel or postpone or modify or reject any or all the bids at any stage without assigning any reason. Conditional tenders shall be summarily rejected.

**Chief Manager (HR & Admin)**

## LETTER OF DECLARATION

(To be typed on the Letter Head of the Bidder duly signed & stamped by the Authorized Signatory and uploaded on GeM with Technical Bid document.)

### **Chief Manager**

HR Deptt,  
First Floor, State Bank of India, Admin Office,  
Lakshya Building  
Amrik Singh Road, Bathinda  
Email: [cmhr.zobtd@sbi.co.in](mailto:cmhr.zobtd@sbi.co.in)

## **TENDER FOR PROVIDING CATERING/CARETAKING SERVICES FOR VOTF, STATE BANK OF INDIA, CIVIL LINES, BATHINDA**

Dear Sir,

Having examined the terms & conditions, schedule of requirements, scope of work etc. of the tender for the captioned work and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto and affecting the tender. I/We hereby offer to provide specified services in the said memorandum on the minimum manpower including consumable etc. on the basis mentioned in the attached price schedule and in accordance in all respect with the schedule of instructions, scope of work and instruction in writing referred to in conditions of Tender, the articles of agreement, conditions of contract and with such conditions so far as they may be applicable. I have not quoted the bid less the price schedule attached with tender w.r.t minimum manpower including consumables & profit margin.

a	Description of work	Providing <b><u>Catering/Caretaking Services for VOTF, State Bank of India, Civil Lines, Bathinda</u></b>
b	Earnest Money	<b>EMD of Rs.5455.00 should be deposited in form of draft in favour of SBI payable at Bathinda. Soft copy of draft to be uploaded on GeM portal. Hard copy to be sent at address</b> HR Deptt, First Floor, State Bank of India, Admin Office, Lakshya Building Amrik Singh Road, Bathinda <b>If hard copy is not received by due date, the vendor's bid will be rejected.</b>
c	Validity of Contract	For an initial period of 1 (One) year from the date of commencement of work subject to the renewal for two similar terms after expiry of initial period subject to satisfactory performance.
d.	Manpower	<b>01 person as Caretaker-cum-cook 01 person as Housekeeping</b>

2. Should this tender be accepted, I/we hereby agree to abide by and fulfil the terms and provisions of the said conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to SBI, the amount mentioned in the said conditions.

3. We understand that as per terms of this tender, the SBI may consider accepting our tender in part or whole or may entrust the work **Catering/Caretaking Services for VOTF, State Bank of India, Civil Lines, Bathinda** for proposed building. We, therefore, undertake that we shall not raise any claim / compensation in the eventuality of Bank / SBI deciding to drop any of the scope of work of this tender at any stage during the contract period. Further, we also undertake to execute the work entrusted to us on our approved rates and within the stipulated time limit without any extra claim for price escalation as per the Terms & Conditions of this tender.

4. We, hereby, also undertake that, we will not raise any claim for any escalation in the prices of any of the material during the currency of contract/execution/completion period. However, minimum wages would be revised from time to time as per Central Govt. Rates. If at any particular area state govt. wages are more than central govt. wages, the same has to be paid to the workers.

5. Further, we confirm that we are eligible to quote this tender. In case any information is found incorrect at any subsequent point of time, our tender may be annulled / rejected by SBI, including taking any action against us as deemed fit.

6. The information we provide is true to the best of my/our knowledge and if any information is found untrue or false, I/we may be debarred from the tender process / being awarded the contract.

7. I/We satisfy as to the specified eligibility, pre-qualification criteria/ technical requirements and accept the terms and conditions to qualify in the tendering process.

8. I/We agree to abide all the terms and conditions stipulated by the Bank to qualify in the tender process and also as mentioned in General terms and conditions.

**9. I/We state that all the relevant details have been filled and requisite proof attached and are aware that if the bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected.**

10. I/We also agree we have clean track record, and it is free of illegal activity or, financial irregularities. If any information is found untrue or false in this regard. I/we may be debarred immediately from the tender process.

11. I/We also declare that the firm/company has not been debarred / de-paneled / blacklisted or issued notice for termination of services before completion of any previous contract term in 2021-22 or 2022-23, due to unsatisfactory services. In case any information is concealed and the fact is revealed at a later date, the firm/company will be debarred from further tendering process & the contract if allotted, will be immediately cancelled and appropriate action may be initiated against the said bidder / contractor.

12. I/We also agree that our tender will remain valid for acceptance by the Bank for a period of 60 days from the date of opening of the tender and this period of validity can be extended for such periods as may be mutually agreed upon between the Bank and us, in writing. I/We also agree to keep the earnest money valid during the entire period of validity of tender.

13. I/We understand that the State Bank of India, Administrative Office, Bathinda reserves the right to accept or reject any or all of the tenders either in full or in part without assigning any reason thereof.

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Seal of the Bidder:

## **TENDER FORM/AGREEMENT**

**Catering/Caretaking Services for VOTF, State Bank of India, Civil Lines, Bathinda** Sealed Tenders are invited for the above services for our captioned VOTF Civil Lines, Bathinda as per the terms and conditions given below. The quotation should be sent to the undersigned marked “**CATERING/CARETAKING SERVICES FOR SBI VOTF, Civil Lines, Bathinda”.**

### **I. SCOPE OF WORK**

The contractor intending to quote for the above Housekeeping & maintenance, Catering/Caretaking services will be required to render following services: -

#### **1. SECURITY SERVICES**

He will ensure that entry is restricted to the authorized staff members only and to comply with Bank's allotment and ensure that the rooms etc. are not used by others and unauthorized. Particulars of the workers will have to be provided before issue of work order/contract.

#### **2 CATERING SERVICES**

The contractor will provide good quality tea, snacks and meals to the occupants of VOTF. The contractor will provide catering services to the VOTF guests such as making and serving tea, snacks and other food items as specified in the Menu list attached as annexure to this notice at the rates fixed for a period of one year commencing from date of award of contract.

**3 CARE TAKING SERVICES** : All accounts and usual record registers i.e. complaint Book Register, Feed Back register etc. will be maintained by the contractor. He will provide Menu-card prescribed by the Bank. The contractor will be responsible for the washing of bedsheets/quilt/blankets etc. The electric generator provided by the bank will be operated by the employees of the contractor as and when required.

**4 HOUSEKEEPING SERVICES** : Rooms of VOTF is to be kept neat and clean regularly on day to day basis by the contractor. The entire premises of VOTF, in and outside shall also be kept clean by the contractor and as well as the contractor will be responsible for keeping the premises of delegacy neat & clean. The contractor will carry out day to day maintenance of the Premises such as cleaning of floors/carpets at least twice in a day and sweeping of open areas/cleaning of toilets inclusive of dusting of furniture/fixture items on daily basis. The maintenance of Premises shall also include gardening/horticulture related work of maintaining lawns, cutting of grass, watering of grass and potted plants, manuring, cutting & pruning etc. However, required in puts shall be provided by the contractor. The bidder may visit the premises on any working day. The periodicity of various activities under this as enclosed Annexure C.

#### **5. MANPOWER**

Adequate manpower for managing the above services shall be arranged by the contractor on an ongoing basis commensurate with the quantum of work at any given time.

At no time, however the bearer to member ratio should exceed 1:8. The Contractor will have to provide necessary cushion in his manpower planning. Other members if staff should also be regulated to maintain first rate services. All the workmen provided by the contractor should turnout, at all times, in Uniform/Livery as prescribed by the Bank from time to time. The expenditure on Uniform and its upkeep will be borne by the contractor. In case contractor quotes the bid less than as mentioned in the price schedule attached then such bid quoted by bidder will be rejected.

**6. SCOPE OF WORK:** The Scope of work also include the following:-

1. Maintain the register containing the name, address, character certificate, latest photograph, telephone number of the workers engaged by him.
2. Maintain duty register including the shift duty of the attendants.

3. Get the antecedents of the person engaged by him checked by police and should get his medical checkup completed periodically.
4. Issue uniforms and Identity cards to all his staff.
5. Clean and spray the room with room freshener on the change of occupancy or as per requirement. The charges will be borne by the contractor.
6. Provide the Menu Card prescribed by the Bank.
7. Ensure that payment of wages to the workers and compliance of labour laws as per the provisions of the contract labour (Regulation of abolition) Act 1970 and contract labour (R&A) central rule 1971, P.F. Act including the payment of P.F. contribution, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, Essential Commodities Act, Migrant Labour Act and/or such other Act or laws or regulations passed by the Central, State, Municipal and Local Government agency or authority including TDS as per I.T. Act, applicable.
8. Take the standard feedback form duly completed from each guest prior to his departure (in duplicate) and submit one copy of the same to the Estate Manager (Bathinda)
9. Maintain a) Arrival/Departure register b) Electric bills paid register c) telephone bills paid register d) Consumable/linen items purchased register as per standard format.
10. The contractor will provide quality naphthalene balls, odonil, Phenyl, All-out, room freshener, toilet soap and vim/detergent. The cost will be borne by the contractor. The contractor will be responsible for caretaking and cleaning of premises of VOTF, Bathinda- including stairs and surroundings. The quality and quantity shall be approved/determined by the Bank.(Annexure 'B').
11. The contractor shall obtain identity proof from the allottees of VOTF rooms at the time of check in and keep a copy of the same in the file. Room will not be allotted without entering in register. Room will be strictly allotted as per advice by SBI,Administrative Office,Bathinda The report in regard to details of occupancy, previous date shall be submitted in the Estate Department on every day basis.

## **II. GENERAL TERMS AND CONDITIONS**

1. The contractor shall be solely responsible for maintenance of VOTF.
2. The contractor will be responsible for safety of the workers engaged by him for the above VOTF Civil Lines, Bathinda. Bank shall not be liable for any claim on account of any accident/mishap. He will also be responsible for safety of all the guests and all the items provided by the Bank within the premises of the VOTF Civil Lines, Bathinda. and for day-to-day running of the VOTF Civil Lines, Bathinda.
3. The contractor will be responsible for the integrity and conduct of his employees and in the event of any complaint, the contractor will be required to replace them and compensate the Bank for any loss.
4. The contract can be terminated by the Bank by giving 15 days' notice without assigning any reason and no claim whatsoever shall be entertained on this account.
5. The offers should be accompanied by a demand draft of Rs..5455.00 favoring State Bank of India, AO Bathinda as earnest money deposit (EMD) which will be refunded to the unsuccessful bidders and same shall be adjusted against the security for the successful bidder against the required security of Rs.50,000/-
6. The contractor shall keep all his staff insured, against all risk policy during the currency of the contract at his own expenses and policy thereof is to be deposited with the Bank within 15 days of Award of work.
7. All taxes, excluding GST, related to the, CATERING/CARETAKING SERVICES whatsoever, shall be borne by the contractor.
8. All accounts and usual records/register will be maintained by the contractor and he will be responsible for maintenance of accounts of guest fee and a visitor's register will be maintained by



him to the satisfaction of Bank/Staff. The Bank charges deposited by visitors of Bank shall be deposited by contractor in Bank's Account advised by the Bank on regular basis on 1<sup>st</sup> & 15<sup>th</sup> of every month, failing which penalty of Rs. 100/- per day will be deducted from the bill of contractor.

10. The contractor shall maintain a separate visitor register for Gym and maintain a Complaint Book in the VOTF Civil Lines, Bathinda
11. VOTF Civil Lines, Bathinda is inspected periodically by the Bank Officer from HR Deptt, Admin Office, Bathinda and the contractor shall co-operate during inspection. Particulars of the cook, waiters etc. are to be provided to Bank before issue of work order.
11. The offer shall remain valid for 60 days from the date of opening of tenders.
12. Services of cook, waiters etc. will be provided round the clock by the contractor. It is to be ensured that efficient and excellent services/room services are provided by contractor. Bed tea, breakfast, lunch, dinner of good quality as per Annexure "A" is to be provided at Bank's approved rates.
13. Any other misc. work connected with upkeep of VOTF Civil Lines, Bathinda is to be provided by the contractor
14. Any bid which deviates from the above terms and conditions will be rejected.
15. The bank reserves the right to reject any or all the tender at any time or relax/withdraw any of the terms and conditions contained in the tender documents without assigning any reason whatsoever.
16. Rooms of VOTF Civil Lines, Bathinda are to be kept neat and clean regularly on day to day basis.
17. The curtains/bed sheets/quilt cover/blankets etc. shall be got washed by the contractor and are to be kept clean and in hygienic condition. Laundry charges of linens/towels/ quilts/blankets shall be borne by the contractor.
18. The visitors in the guest house can ask the contractor to wake them up at the time stated by them during night hours.
19. Crockery/utensils will be provided by the Bank, however, contractor to ensure proper care and avoid theft and breakage.
20. The commercial gas connection and gas cylinder will be provided by the contractor. The charges for the same will also be borne by the contractor and all Govt./Company rules in this regard will be followed by him.
21. Inventory of infrastructure provided by the Bank will be maintained by the contractor. At the time of handing over the same it will be given by the contractor to Bank, complete in all respects in good conditions.
22. Anything not mentioned above, but required in VOTF Civil Lines, Bathinda in general routine is to be done by the contractor.
22. Dusting, cleaning, toiletries, cleansing materials, caretaking charges are to be borne by the contractor. However, the water, electricity and tata sky/DTH service charges to be borne by the Bank.
24. Booking of rooms of VOTF is to be done by HR Deptt, AO, Bathinda.
25. The contract shall be for a period of one- year w.e.f. the date of award of work. The bank shall have full discretion to terminate the contract at any time. Besides, if the job entrusted under the contract is declared illegal or prohibited at a later date by operation of law, in that situation the contract will come to an end forthwith and in no circumstances, compensation shall be payable by the bank to the contractor, and the contract labourers employed by the contractor shall not have any right or claim of any kind against the Bank.
26. The charges of eatable to be provided to the members/guests shall be recovered/collected by the contractor himself and the Bank shall not be responsible for any claim on this account.

27. The Contractor shall be liable to comply with all applicable laws, rules and regulations in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations which are in vogue or will become applicable in future.
28. The Contractor shall accept and bear full and exclusive liability for the payments of any or all taxes etc. now in force or hereafter imposed, increased and revised from time to time by the Central or State Government or by any other authority with respect to or covered by wages, salaries, or other compensations paid or payable to persons engaged by the Contractor.
29. The Contractor shall fully comply with all the applicable laws, rules and regulations relating to contract labour (Regulation of abolition) Act 1970 and contract labour (R&A) central rule 1971 P.F. Act including the payment of P.F. contribution, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, Contract Labour (R&A) Act, Essential Commodities Act, Migrant Labour Act and/or such other Act or laws or regulations passed by the Central, State, Municipal and Local Government agency or authority including TDS as per I.T. Act, applicable from time to time. The contractor shall deposit a certificate every month along with the bill having paid all wages, ESI and EPF contribution in the department as applicable. The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions/obligations. The contractor shall be responsible for maintaining record pertaining to payment of wages Act and also for depositing the P.F. contributions, if required, with authorities concerned.
30. The Contractor shall bind himself/his executor or administrator and shall indemnify and hold harmless the Bank in respect of this contract, including all claims, damages proceedings, costs, charges and/or any expenses whatsoever which may be imposed, enforced or brought against the Bank or any of its directors, officers or employees for reasons of or consequent upon any breach or default on the part of the contractor in respect of violation of any of the provisions of Laws/Acts/Rules or regulations having the force of law or any award or decision by any competent tribunal, court or authority in respect of the workmen or any one, employed/engaged by the contractor in connection with this contract. Such indemnity bond has to be furnished/executed on a non-judicial stamp paper worth the applicable stamp duty affixed thereon. The cost of such stamp paper shall be borne by the Contractor. The Contractor shall be responsible for all the claims for its contract labours and the said labourers of the Contractor shall not make any claims whatsoever against the Bank. The Contractor's workmen will not have any right whatsoever to claim employemnt or get absorbed in the Bank.
31. The Contractor shall engage fully trained and adequately experienced workmen, who are medically fit. They should be free from all infectious diseases.
32. The contractor shall provide weekly off/holidays to his workmen as per labour laws, but it will be his responsibility to ensure uninterrupted services to bank on all days.
33. **The contract shall be terminated by efflux of time limited under this contract or earlier by one month notice by the Bank.**
34. The contractor will have to attend the guest/service-related complaint immediately. In case of failure on part of contractor, the Bank is at liberty to impose penalty @ Rs.1000/- per instance of complaint on account of delay in attending the complaint/rectifying the defects and Bank will deduct the penalty either from the bills submitted by the contractor or at its discretion from the Security deposit for any damage caused to bank's property by the contractor or for unsatisfactory work.
35. In case of any dispute or difference arising out of or in connection with the successful bidder and the Bank the parities shall first endeavour to settle such disputes or differences amicably. If both the parties fail to reach such amicable settlement, all the disputes or differences shall be finally settled by arbitrator as provided herein.

In case of failure of such amicable settlement by the parties, either party may within 15 days of such a failure give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters, which are in dispute, or differences, which require to be referred to the arbitrator. A single arbitrator should be appointed by both the parties jointly or in case of disagreement as regards appointment of a single arbitrator, both the parties shall appoint one arbitrator each and the two arbitrators so appointed shall appoint third Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and rules framed there under from time to time shall apply to such Arbitrations. In the event of the Arbitrator or any one of the Arbitrators, as the case may be, denying, neglecting, refusing to act or resigning or being unable to act for any reason or the award being set aside by the Court for any reason, it shall be lawful for the parties to appoint another Arbitrator in the manner provided herein above.

**The venue of arbitration shall be Bathinda, Punjab, India.**

The Arbitrator or Arbitrators so appointed under this Schedule shall hold the arbitration proceedings.

The Arbitrator or Arbitrators as the case may be, shall give reasoned award in respect of each item of disputes, which shall be final and binding on both the parties. In case during the arbitration proceedings, the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration and the appointment of the Arbitrator or Arbitrators, as the case may be, shall be deemed to have been revoked and the arbitration proceedings shall stand withdrawn or terminated with effect from the date on which the parties file a joint memorandum of settlement thereof with the Arbitrator or Arbitrators, as the case may be.

**SIGNATURE AND SEAL OF CONTRACTOR  
IN TOKEN OF ACCEPTANCE OF ABOVE  
TERMS & CONDITIONS**

**ANNEXURE 'A'****LIST OF APPROVED BRANDS FOR THE MATERIAL TO BE USED**

ODONIL : Balsara India Ltd./Dabur India Ltd.

PHENYL : Bengal Chemical Pvt. Ltd./Domex

ALL-OUT : Good Night/Behyon/Mortin/Begone

TOILET : Life-Buoy (white), Lux, Rexona/Dettol

SOAP

VIM : Products of Hindustan Lever/Vim Ultra/Vim popular

DETERGENT : Surf/Rin

ROOM FRESHENER : Airwick, Premium, Godrej

**Food quality**

Sr. No	Milk	Mother Dairy/Verka/Local milk available in sachets
I	Bread	Bonn/Britannia/Reputed brand
ii	Butter(Table)	Amul/Verka
iii	Jam	Kissan
iv	Tomato Sauce	Maggi/Kissan
v	Tea/Coffee Bags	Taj/Tetley/Reputed brand
vi	Coffee	Nestle/Bru
vii	Refined Oil	Olive Oil/Ginni/Dalda/Fortune/Reputed brand
viii	Mustard Oil	Dalda/Hafed/P-marka/Reputed brand
ix	Rice	Indiagate/marketfed/hafed/Reputed brand
x	Sugar	Reputed brand
xi	Spices	Catch/M.D.H/Reputed brand
xii	Ice Cream	Amul/Mother Dairy/Kwality/Reputed brand
xiii	Fruits,Vegetables	Seasonal fresh quality
xiv	Pulses	Reputed brand
xv	Atta	Ashiarwad/shakti bhog/Reputed brand

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**ANNEXURE-B****Food Menu card with variety and changes**

<b>Sr. No.</b>	<b>Item</b>	<b>Rate</b>
1.	Breakfast-Continental  Bread (4 slices) with butter & Jam /egg preparation (2 numbers) Tea,/coffee/fruit/fruit juice (200 ml) Breakfast-Vegetarian  Bread with butter & Jam (4 slices) aloo/seasonal stuffed paratha with curd & butter/chole Puri/idli/ dosa (with sambhar) /upma/poha Tea/coffee/fruit,/fruit juice (200 ml)	Rs. 80/- including Tea @ Rs. 10/-
2.	Lunch/Dinner-Vegetarian  Puri/chapatti, 2 vegetables, dal, rice/pulao (unlimited), raita/curd, papad, green salad, fruit/dessert	Rs. 100 /-
3.	Lunch/Dinner-Non-Vegetarian  Puri/chapatti,chicken/mutton/egg/fish preparation (one plate), biryani/pulao/rice,,dal and one vegetable, papad, green salad and fruit/dessert	Rs. 150/-
4.	Evening tea with light snacks such as biscuit/veg pakora/samosa/veg sandwich	Rs. 20/-

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**"ANNEXURE-C"**

**PERIODICITY OF HOUSE-KEEPING SERVICES**

(a)	Sweeping & Mopping	
	Rooms	Once a day and on change of occupancy
	Lobbies & Corridors, Drawing Room, Dining Hall	Sweeping & Mopping once a day and as and when warranted
	Stair Case	Sweeping twice a day Mopping once a day
	Open terraces, Road/Pavements	Sweeping/mopping once a day.
(b)	Cleaning of waste and garbage from rooms kitchen etc.	Once a day and on change of occupancy
(c)	Disposal of garbage and waste paper to the Municipal Garbage	Once a day
(d)	Dusting of furniture	Once a day
(e)	Vacuum Cleaning of carpets/sofa sets	Once a week
(f)	Cleaning of toilets/WC's/Washbasins	Once a day and on change of occupancy
(g)	Cleaning of Buckets/Mugs with Vim/detergent	Once a day and on change of occupancy.
(h)	Cleaning of bathroom tiles/fitting	Once a week as and when warranted
(i)	Cleaning of window panes/wall paneling	Once a week
(j)	Cleaning of fans/switch-boards/walls/tubelights/wall-hanging	Once a week
(k)	Opening of clogged drains/sewer lines	As and when required but at least once in a fortnight

(l)	Maintenance and operation of Electric/ Electronics fittings, water pumps, compound lights etc.	On an on-going basis
(m)	Changing of fuse CFL, fluorescent/T-5 tubes etc.	Whenever required
(n)	General checking of all toilets fittings and sanitary accessories	On change of occupancy.

(o)	Washing/dry cleaning of bed sheets, towels, pillow covers	Replacement once in three days and also on change of occupancy/at the request of the Bank's Executives.
(p)	Cleaning & disinfection of overhead and underground water storage tanks	Quarterly
(q)	Cleaning of all the refrigerators	On change of occupancy and as & when warranted.
(r)	Repair /replacement of carpentry and plumbing works	Whenever required
(s)	Gardening	Whenever required

**SIGNATURE AND SEAL OF CONTRACTOR  
IN TOKEN OF ACCEPTANCE OF ABOVE  
TERMS & CONDITIONS**

**FINANCIAL BID**

**FOR CATERING AND CATERING SERVICES FOR SBI VOTF, AT CIVIL LINES BATHINDA**

**TOTAL COST OF CATERING SERVICES  
AND HOUSEKEEPING SERVICE PER MONTH**

**Rs..... + GST**

(Note: In case contractor quotes the bid less than as mentioned in the price schedule attached then such bid quoted by bidder will be rejected.)

Date :

**SIGNATURE AND SEAL OF CONTRACTOR  
IN TOKEN OF ACCEPTANCE OF ABOVE  
TERMS & CONDITIONS**