

STATE BANK OF INDIA

**Local Head Office, Office Administration Department,
10th floor, Samriddhi Bhavan, 1 Strand Road, Kolkata 700 001.**

PREQUALIFICATION TENDER NOTICE

State Bank of India intends to invite Tender from reputed licensed organizations/ contractors for providing Catering Services Works for **State Bank of India, Block E (3rd Floor), at 1, Strand Road, Samriddhi Bhavan, Kolkata - 700001, WB**. The completed application should reach the undersigned by 16-04-2025. For details e.g. criteria for eligibility, format for application etc, please visit our website www.sbi.co.in under procurement news from 06-04-2025 onwards.

Assistant General Manager (OAD)

SCHEDULE

1	Tender document can be downloaded from our official website – www.sbi.co.in	06-04-2025 to 16-04-2025
2	Pre Bid meeting with prospective bidders	09/04/2025 at 03-30 PM
3	Closing Date for submission of Tender Documents	16/04/2025 at 3.30 pm
4	Opening of tender (Technical Bid) &EMD	16-04-2025 at 4.00 PM
5	The date & time of opening of Price Bid will be Advised subsequently.	To be intimated to the Bidder on a later date

STATE BANK OF INDIA

LOCAL HEAD OFFICE, KOLKATA

1, STRAND ROAD SAMRIDDHI BHAVAN

OFFICE ADMINISTRATION DEPARTMENT (OAD),

10th FLOOR LHO KOLKATA- 700001

1. Intending applicants are required to submit their applications with full bio-data giving details about their organisations, experiences and competence of technical personnel in the organisations and adequate evidence of their financial standing, etc. in the enclosed form which will be maintained confidential.
2. While deciding upon the selection of Caterer / Contractor, priority will be given on the ability and competence of applicants to ensure quality services in all respects.
3. The Contract with selected caterer/contractor shall be for a period of 36 months from the date of awarding of the contract and shall be subject to renewal thereof at the discretion of the Bank.
4. Tender papers must be signed by the proprietor/ all partners of the Firm/authorized signatories of the Company or by a person holding a power of attorney authorizing him/ her to do so. Such power of attorney should be produced along with the tender. A copy of certificate of registration/ certificate of incorporation should be attached with the application in case of partnership firm/ company.
5. If the space in the Proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Proforma and serial number duly stamped and signed by the authorised person.
6. Applications containing false and/ or inadequate information are liable for summarily rejection.
7. The criteria for selection will be decided by the Bank depending on the response received and Bank's decision in this regard shall be final. Bank reserves its right at its absolute discretion to cancel or re-tender as deem fit or proper.
8. Clarifications, if any required, may be obtained from the office of the Chairman, Mess Committee, Assistant General Manager (OAD), State Bank of India, Local Head Office, 10th Floor, 1 Strand Road, Kolkata — 700001.

9. The contractor must be a Proprietorship firm/Registered partnership firm, or a Company registered under the relevant law applicable for such entity.
10. All pages of the tender document should be signed by authorized signatory and stamped.
- All corrections shall be duly signed and stamped. Bids received after the above Date / time will not be considered.
- Conditional tenders are not acceptable. In case of any deviation, a separate detailed deviation statement may be enclosed. If no deviation statement is enclosed, then it will be deemed that the tenderers have accepted all our terms and conditions.
- The Bank reserves the right to reject any or all the proposals without assigning any reason thereof.
11. The cost of coupon will be cost of food item less subsidy which will be paid on submission of bill.
12. The Bank may terminate the contract at any time by giving one month notice in writing.

CHAIRMAN, MESS COMMITTEE

Documents to be enclosed:

- a. Certificate of Incorporation, Articles & Memorandum of Association in case of a company / Partnership Deed in case of a partnership firm
- b. Certificate of Registration with Labour Department, Govt. of West Bengal (WB)/ Central Govt (later Local Certificate to be given)
- c. Certificate of Registration with Professional Tax Office, Govt. of WB/ Central Govt (if any)
- d. Certificate of Registration under GST Act **(MUST)**
- e. Audited Financial Statements (P&L and Balance Sheet) for the last three Financial Years, the latest one being 31-03-2014 (MUST)
- f. Banker's solvency certificate (from a nationalized Bank) obtained within last three months, for minimum of Rs.2.00 lacs (Rs two lac only)
- g. Income Tax Assessment copies for the last three financial years
- h. Performance certificate from previous & present clients
- i. Trade License
- j. All types of other valid and current licenses related to catering services

STATE BANK OF INDIA

1 STRAND ROAD SAMRIDDHI BHAVAN

OFFICE ADMINISTRATION DEPARTMENT (OAD),

**10th FLOOR LHO KOLKATA- 700001 TENDER FOR
ENGAGEMENT OF**

CATERER / CONTRACTOR TO RUN

OFFICER'S MESS

AT 3rd FLOOR "E" BLOCK,

INVITATION FOR TENDER

Dear Sir,

INVITATION FOR TENDER FOR CATERING SERVICES

State Bank of India, Local Head Office, Kolkata, invites Tender in respect of the above-mentioned work from reputed licensed organizations having sound financial capacity, required experience, expertise, adequate qualified personnel for providing the catering services to the employees of SBI, subject to compliance of the following terms and conditions.

The basic qualification criteria to be fulfilled by the applicant are mentioned below:

1. The applicant must be an Indian Registered, Licensed Company or Partnership firm or Sole proprietor or Individual and Registered Office should be at Kolkata.
2. The applicant must have a proven track record of minimum 14 years in rendering catering services at PSU/State Government/Central Government offices.
3. The experience should relate to catering services of providing multi-cuisine vegetarian and non-vegetarian food including tea, lunch and snacks.
4. The applicant must have sound financial capacity and credit worthiness acceptable to the SBI.
5. The applicant must have a minimum of average annual turnover of Rs. 30.00 Lakh (Rupees Thirty Lakh only) during the last three financial years, exclusively in catering services. Audited Balance Sheet of last 3 years along with acknowledged Income Tax Return of last 3 years must be submitted.

6. a) The applicant must produce relevant documentary evidence along with the prequalification application form. Non-disclosure of relevant information or furnishing of incorrect information or documents will invite disqualification from the process.
7. The applicant shall not have any right to participate in the Price Bidding process merely on satisfying the above eligibility criteria or on being found suitable to apply for tender. The bidders who will be satisfying the minimum score criterion for Technical Bid will be allowed to participate in Price Bid.
8. The applicant must not have been prosecuted or suffered any penalty for violation of any labour laws by any Labour Authority or Competent Court.
9. The applicant must not have rescinded or abandoned any catering contract awarded by any of his client before the expiry of prescribed period of contract.
10. The applicant is not a sub-contractor or any other entity or person or has at any time sub-let the contract awarded to the applicant to any other person.
11. The applicant has complied with all labour laws and obtained all licenses, approvals, permissions to carry on the business of catering services.
12. The applicant does not suffer or has not suffered any disqualification the catering services at any time in respect of matters not enumerated herein.
13. The applicant must furnish appropriate declarations in respect of the terms and conditions mentioned herein along with his pre-qualification application forms.
14. The applicant has not formed or is a part of any cartel at any time for processing any contract including the present tender.
15. SBI is not responsible in any manner for the postal delay or loss or non receipt of tender documents.
16. The details of tender process is given in Annexure — I and Annexure — II A.

PRE-QUALIFICATION APPLICATION FORM

Annexure –III

- 1 . Name of the Firm / Organisation / Individual :
and address (with telephone number)
2. Name of the Contact Person with Telephone :No. :
3. Mail-id :
- 4.Details of registration with Labour Deptt. :
(Central / State)
5. Name of Directors / Partners / Proprietor with :
their technical qualification
6. Past experience in the long term contract :
catering services

Period of Contract		Name of the Organisation for whom catering contracts undertaken	Type of the Contract undertaken	Value of contract& other details	Remarks, if any
From	To				

(You can use additional sheets, if required)

7. Details of other catering facilities of the unit:

Name of the Service Provider	Name of the client, if any	Type of Service provided	Period	
			From	To

(You can use additional sheets, if required)

8. Annual Turnover during the last three years:

(Enclose copies of last three years Audited Financial Statements)

Year	2023-2024	2022-2023	2021-2022	2020-2021
Turnover (Rs. In lacs)				
Net Profit (Rs. In lacs)				

9. Whether an Income Tax assessee? If yes, :

Permanent Account Number.

Enclose a copy of the latest Assessment Order

10. Contract Labour (R&A) Act License No. :

(Enclose photocopy)

11. Registration no. under Shops & :

Establishment Act

(Enclose photocopy)

12. **GST Registration no.**

13. Enclose Performance Certificate from :

previous and present clients

14. Whether 24 X 7 service and support will be :
available

15. No. of persons in employment — Permanent :
Temporary

16. Name and address of Bankers and type of :
facility availed from them

17. Names of reference and their addresses with :
telephone numbers

Date :

Signature of the Tenderer with seal

Name

Address :

Note : Documentary evidences should be enclosed, wherever necessary

STATE BANK OF INDIA
LHO, 1, STRAND ROAD SAMRIDDHI BHAVAN
BLOCKE – E, 3rd FLOOR KOLKATA- 700001
INVITATION FOR TENDERS FOR CATERING SERVICES
GENERAL TERMS & CONDITIONS

1. a) The Tender documents can be downloaded from Bank's Website - **www.sbi.co.in under 'Procurement News'**.
- b) Tender Documents can be downloaded from our websile – www.sbi.co.in, from 06-04-2025 to 16-04-2025 and the last date and time for submission of Tender documents is 3.30 p.m. on 16-04-2025. Bank will not be liable for any delay.

Complete Tender documents to be dropped in the Tender Submission Box, kept on 9th Floor, Premises & Estate Department, Samriddhi Bhaban, State Bank of India, B – Block, 1 Strand Road, kolkata 700001

2. The tender process will be in two cover system:
- i. **Envelope Cover —I:**
- This envelope will contain—
- a) Pre-qualification Application form (Annexure — III) duly filled in along with necessary enclosures
 - b) General and Special Terms & Conditions (Annexure — I, I A, II A & II B, V, Appendix A) duly signed in all pages by the tenderer, under seal, if applicable
 - c) Solvency Certificate from a Nationalized Bank (Annexure – **IV**) obtained within last three months for a minimum amount of Rs. 2.00 lac (Rupees Two lac)
 - d) EMD of Rs. 0.50 lac (Rupees fifty thousand only) in the form of a Demand Draft or Banker's Cheque in favour of State Bank of India, payable at Kolkata.

The bid of a tenderer will be summarily rejected if the required EMD is not submitted along with the above application and the Price Bid will not be opened in that case.

The above documents, taken together, will be referred hereinafter as "Technical Bid".

ii. Envelop Cover —II

This envelop will contain the Price Bid.

iii. The process of selection will be as under :

- a) The Envelop Cover — I will be opened at first in presence of the tender committee of SBI and the authorized representatives of the bidders on scheduled date and time specified on page no. 12 of this tender document. The application will be checked for fulfilment of all eligibility criteria. The veracities of the claims will be tested to the satisfaction of the committee.
 - b) The applicant's units may be subject to onsite inspection and enquiry, with a view to establish the suitability for undertaking the assigned job. The criteria for satisfactory inspection of the units will be decided by the committee.
 - c) Qualification in the **technical bid** will be on the basis of marks secured in various parameters as per the Annexure- V. **Out of total marks of 70**, the bidder has to secure minimum 70% marks (49 out of 70) to be eligible for qualification in the technical bid.
 - d) The Price Bid in respect of such shortlisted applicants, who have qualified in the technical bid will be opened. The date of opening of Price Bids will be advised to the shortlisted bidders.
 - e) The **price bid** will carry **30 marks**.
 - f) The final selected bidder will be decided on the total of technical (70 marks) and price (30 marks) bids.
- 3. SBI shall not accept any conditional tender from the Contractor, i.e., quoting any conditions in the tender form and such tender application will be rejected.
 - 4. The Tender Documents are not transferable, and the cost of the Tender Documents is also not refundable.
 - 5. Sub-contracting shall not be permitted in the event of award of catering contract to the successful bidder.

6. The final selected bidder will have to commence the catering services within not exceeding 15 days of intimation to them by SBI.
7. Please submit **Technical Bid** (with all necessary documentary evidences wherever applicable and all annexures) in a sealed cover superscribed **"Technical Bid for Catering Services at State Bank of India, LHO, Kolkata"** and the **Price Bid** in a separate cover superscribed **"Price Bid for Catering Services at State Bank of India, LHO, Kolkata"** and both the sealed covers put in a single sealed Cover superscribed **"Technical Bid & Price Bid for Catering Services at State Bank of India, LHO, Kolkata"** addressed to **The Assistant General Manager (OAD), State Bank of India, Local Head Office, Kolkata - 700001**, so as to reach thereat on or **before 16-04-2025, before 3.30 p.m.** SBI will not be responsible for any postal delay or loss or non-receipt of the application. No consideration will be given to a Tender received after the date and time specified above.
8. If the date of tender opening happens to be a holiday, the tender will be opened on the next working day at the same time.
9. SBI reserves the right to reject all or any of the tender documents without assigning any reasons there for.
10. The tenderer can inspect the premises and assess the scope of work before quoting the rates. The intending bidders are free to attend **a Pre-Bid meeting to be held at SBI, LHO on 09-04-2025 at 3.30 PM at the Office of AGM (OAD), 10th Floor, LHO Kolkata** for any clarification on issues related to the Tender processes.
11. Wherever all or most of the Tenderers quote equal rates, the final selection will be made by draw of lots. In case any cartel formation is suspected, SBI reserves the right to reject any or all the Tenders without assigning reasons thereof.
12. The contract for catering services shall be for a period of 36 months from the date of commencement of the contract and shall be subject to review at the expiry of every six month and may be renewed for a further period of one year, on completion of contracted period of 12 months, at the discretion of the SBI.
13. The Courts in Kolkata, West Bengal alone shall have the jurisdiction in respect of any or all matters relating to or connected with the Tender.
14.
 - a) The tenderer must obtain for himself at his own responsibility and expenses, all the information and documents necessary including approvals, permissions, risks, contingencies and other circumstances to enable him to make a proper tender and to enter in to contract with SBI, he must examine the specifications, conditions and seek whatever clarifications he desires before submitting the tender documents.
 - b) The tenderer shall also bear all expenses in connection with the preparation and submission of his tender. Omission, neglect or failure on the part of the tenderer to so obtain requisite, reliable and full information on any matter affecting his tender, the

contract and supply, shall not relieve the tenderer whose tender is accepted from any liability under the contract.

15. If any tenderer withdraws his tender after submission or makes any modifications to this tender which are not acceptable to SBI, the tender will be treated as having been rejected or abandoned or rescinded.
16. Final award of the contract for catering services will be subject of the approval of the Competent Authority of the Bank.
17. SBI does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason.

SCHEDULE

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STATE BANK OF INDIA
LHO, 1, STRAND ROAD SAMRIDDHI BHAVAN
BLOCK E, 3rd FLOOR. KOLKATA – 700001

INVITATION FOR TENDERS FOR CATERING SERVICES

SPECIAL TERMS & CONDITIONS -

TENDER FOR CATERING SERVICES

The Catering Contract/ Arrangement in the event of contract to the final selected bidder, hereinafter referred to as the Contractor, among other usual conditions will also be subject to the following special terms and conditions:

1. The Contractor shall arrange for cooking and service of food on a daily basis for 250 to 300 employees (approx.) at SBI premises. The same shall be governed by all the legislations of Central and State as applicable and the contractor shall comply with the provisions thereof in as far as the catering services are concerned and the contractor shall be solely responsible for breach of any Act or Regulation as aforesaid and they shall keep the SBI indemnified for any loss & damage that SBI may suffer due to default of contractor. He shall adhere to the following schedule mentioned in Price Bid (Tiffin & Lunch) as per page 24 & 25.
2. The caterer / Contractor shall be held responsible for providing quality catering services by engaging sufficient number of able, trained, efficient, tidy, healthy, honest, well behaved and skilled persons/staff for cooking, serving and cleaning / maintaining of kitchen, dining hall, service area i.e. entire area of Officers' Mess in clean and hygienic condition within tender price.
3. The employees / staffs/ personnel employed by the contractor shall be in the employment of contractor only and not the SBI and the contractor shall be wholly and solely responsible for all acts of commission or omission of their employees and the contractor shall indemnify for SBI against any loss if any of their employee. The contractor shall be solely responsible for the payment of wages of their employee as per Govt Rules as well as compliance of all labour legislations and the SBI shall in no way be concerned or responsible for the welfare of the employees employed by the contractor as per various Govt Acts and Regulation whether Central or State. There shall be no relationship of employer and employee between the Bank and the contractor or its staff/ worker and no claim whatsoever shall lie against the Bank. The contractor undertakes to keep the Bank fully indemnified to the said effect.

4. In the event of any injury to the contractor's employees arising out and in course of employment, the contractor shall at all times keep the SBI effectively indemnified against all liabilities towards their employees or their relatives under the Employee Compensation Act and/or applicable laws in free from time to time.
5. The caterer / contractor should have the ability and adequate expertise to cook and serve quality lunch, tiffin comprising different preparations, tea, coffee, snacks, etc. for about 250 to 300 staffs. The canteen boys must be properly uniformed, disciplined and tidy.
6. The Caterer / Contractor should engage skilled employee and their regular performance will be supervised by the Mess Committee comprising senior Bank officials and representatives of State Bank of India Officers' Association.
7. In case of any lapse on Caterer's / Contractor's part in running the Officers' Mess smoothly, the Bank has got full right to impose penalty charges or may cancel the contract as decided by the bank.
8. The caterer / Contractor shall be responsible to comply with and carry out all provisions / obligations of Contract Labour (Regulations & Abolition) Act 1970 (Central) and the West Bengal Contract Labour (Regulations & Abolition) Rules 1971 and or any other laws applicable for the purposes.
9. The caterer / Contractor shall accept and bear full and exclusive liability for payment of any or all taxes now in force or subsequently imposed / increased / revised by the Central / State Government or any authority or any other Statutory Authorities.
10. The Caterer / Contractor shall indemnify the Bank against any penalties / claims for any default on their part from Government Authorities.
11. The Caterer / Contractor shall obtain adequate insurance policy in respect of all skilled employees to be engaged for cooking, serving, cleaning / maintenance of Officers' Mess towards meeting the liability of compensation arising out of death, injury, disablement, etc. the Contractor should also be responsible to comply with statutory requirements including fire safety regulations.
12. The Caterer / Contractor shall be responsible for compensating damages on failure of breach of the terms and conditions of the contract as decided by the Bank.
13. The Caterer / Contractor shall be responsible to obtain all necessary statutory clearance from the respective authorities, as applicable.
14. Supply of best quality vegetables, grocery and all types of cooking items should be ensured and the same will always be under observation of the Mess Committee.

15. Stocks of various grocery / cooking items and vegetables shall be subject to frequent verification by the Mess Committee.
16. The caterer / Contractor should be held responsible and have to bear the cost in case of damage, loss of the infrastructure, various utensils for their neglecting / careless attitude.
17. Tiffin / Lunch should be made available to the Bank officials during 1-00 p.m. to 4.00 p.m.
18. Tiffin / Lunch should be served against coupons to the Bank employees only.
19. Full infrastructure / complete sets of utensils / dishes, cup, plates / furniture like table, chairs, etc. / fuel i.e., electricity will be provided by the Bank. The Bank will provide 5% of total value of utensil on account of normal wear and tear. The requirement of utensils other than this will be borne by the caterer. Stock register of utensils to be maintained which will be verified by the Mess Committee once in a month or as per requirement. Audit of stock will be carried out on annual basis.
20. The contractor shall deposit a sum of Rs.50,000/- (Rupees Fifty thousand only) in the form of STDR/ Bank guarantee towards security deposit apart from EMD amount, which will be retained by the Bank during entire contract period. In case contractor fails to complete the contractual obligations as per agreement or leaves the job half way or do not undertake the jobs at site within stipulated period, the bank shall forfeit the said security Deposit which may please be noted. The decision of the Bank for such for effective shall be conclusive, non-objectionable and binding upon the contractor.
21. The Courts in Kolkata city alone shall have the jurisdiction in respect of any or all matters relating to or connected with the Tender.
22. Tenders / Contracts thereof is not transferable / assignable without consent of bank.
23. The contract will be for 36 months from the date of agreement or may be terminated earlier at one month's notice at the option of the Bank if any of the stipulated conditions or qualitative dimensions of the menu or services agreed upon by the contract are not met to the satisfaction of the Bank. The caterer / contractor shall have the option to terminate the agreement after giving one month's notice in writing to the Bank of such termination. If during the currency of the contract, any Government notification prohibits employment of contract labour for Catering services, the contract shall come to an end forthwith and no compensation shall be paid to the contractor or shall be claimed by the contractor.

24. The caterer / contractor shall ensure the supply of hygienic food. In case of any untoward incidence happens due to supply of un-hygienic food, the caterer / contractor will be penalised, as decided by the Bank.

Undertaking by the Caterer / Contractor

I / We hereby declare having read and understand the above terms and conditions carefully and note to abide by the covenants of the terms and conditions.

Signature of Caterer / Contractor:

Seal:

Date:

Place:

INSTRUCTIONS TO THE APPLICANTS

PRICE BID

DIFFERENT TYPES OF FOOD ITEMS BOTH VEGETARIAN AND NONVEGETARIAN TO BE COOKED/SERVED AS TIFFIN LUNCH

1. TIFFIN

SL NO.	FOOD ITEM	RATE QUOTED	COUPON QUOTED (2/3 rd)	SUBSIDY (1/3 rd)
1	Toast with egg/French Toast (2 Pcs)			
2	Luchi [Parota / Kachuri & Veg. Curry etc. (4/2/3 pcs)			
3	Bread / Ghugni/ Tarka / Paneer Curry(3pcs)			
4	Dhosa / Idli etc (1/2 pcs)			
5	Chowmin (veg/non-veg)			
6	Tea /coffee / Fruit Juice			
7	Singara /pattis etc.			
8	Veg Pakaura /Chicken Pakaura / Fish Fry/Fish Chap Neg cutlet/non veg cutlet [Egg Devil etc.			

2.LUNCH

SI No.	FOOD ITEM	RATE QUOTED	COUPON QUOTED (2/3 rd)	SUBSIDY (1/3 rd)
1	Veg Meal- Rice (fine grade), Dal (Musur/Mug), 2Veg Curry, Bhaji, Salad			
2	Fish Meal etc. (Rice, Dal, Bhaji IVeg Curry, Salad)			
3	Chicken Meal etc. (Rice, Dal, Bhaji IVeg Curry, Salad)			
4	Mutton Meal etc.(Rice, Dal, Bhaji 1Veg Curry, Salad)			
5	Egg Meal etc.(Rice, Dal, Bhaji IVeg Curry, Salad)			
6	Chilly Chicken (3Pc)			
7	Fish Curry			
8	Chicken Curry			
9	Mutton Curry			
10	Egg Curry			
11	Veg Curry			
12	Bhaji			
13	Dal (Musur[Mug])			
14	Rice (fine grade)			
15	Roti (per piece)			
16	Salad			
17	Veg Fried Rice			
18	veg Polao			
19	Chicken Biryani			
20	Khichuri / Bhaji / Veg Curry			
21	Papad			
22	Sweets			
23	Curd(sour)			

1. Arrangement should be readily available for cooking and serving of different items and changing menu on daily basis in case of both vegetarian and non -vegetarian food.

2. Considering the situation / demand some more items may be included with the above mentioned list in future. Price will be determined on the basis of above.

CHAIRMAN MESS COMMITTEE

(Name and Address of the Issuing Bank)

The Asst. General Manager (OAD),
State Bank of India,
Local Head Office,
Samdiddhi Bhavan
I, Strand Road, 10th Floor
Kolkata - 700001

Dear Sir,

Solvency Certificate

This is to state that to the best of our knowledge and information M/S customer of our.....
Bank, is respectable and can be treated as good up to a sum of Rupees(Rupees in words).

It is certified that this information is furnished without any risk and responsibility on our part in any respect whatsoever more particularly either as guarantor or otherwise. This certificate is issued at the specific request of the customer.

Yours faithfully,

Branch Manager

STATE BANK OF INDIA
1 STRAND ROAD SAMRIDDHI BHAVAN
BLOCKE 3^r FLOOR KOLKATA- 700001
CATERING SERVICES CONTRACT
TECHNICAL PARAMETERS FOR CATERING TENDER - 2025 - 28

Parameters	Max Marks	Score
I. CONSTITUTION		
Name:		
Public Ltd. co	10	
Private Ltd Co.	9	
Partnership firm	8	
Proprietorship / individual	7	
2.EXPERIENCE		
>14 years	10	
>10 Years	7	
>3 years	5	
3.ACADEMIC/Professional QUALIFICATION		
Anyone of the active Directors /Partners/ Proprietor having Professional qualification in Hotel Management/ Catering	5	
Others	3	
4. CAPITAL EMPLOYED IN BUSINESS		
(AS PER LAST AUDITED BALANCE SHEET)		
>Rs.10 lac	10	
>Rs.8 lac but <= Rs. 10 lac	9	
>Rs.6 lac but <= Rs. 8 lac	8	
5. ANNUAL TURN OVER		
(EXCLUSIVELY IN CATERING SERVICES)		
Over Rs. 50 lakh in each of last 3 Years	10	
>Rs. 35 lakh but less than 40 lakh in each of the last 3 yaers	9	
>Rs. 30.00 lakh in each of the last 3 yaers	8	
6.1NSPECTION OF FACILITIES ETC.		
(To be decided b Committee based on field visit)		
Maximum	25	
MAXIMUMMARKS	70	

Appendix - A

LIST OF INDICATIVE BRANDS OF ITEMS TO BE USED IN CATERING

Sr. No.	ITEM	BRAND
1	Milk	Mother Dairy / Amul / Vita
2	Bread	Harvest / Modern / Perfect / Britannia
3	Butter	Amul / Mother Dairy
4	Jam	Kissan / Tops
5	Tomato Sauce	Kissan / Maggi /Tos/ Mother Dai
6	Chilli Sauce	Kissan / Maggi
7	Tea/Tea Bags	Taj Mahal / Twinnings / Tetley/Tata Tea or of equal
8	Coffee	Nescafe / Sunrise / Bru
9	Refined Oil/ Ground Nut Oil	Nature Fresh / Vital / Sundrop / Fortune / Ginny
10	Mustard Oil	Fortune / Engine / Kanodia / Kalash
		Basmati Costing not below Rs.90.00 per Kg. in the retail market
12	Salt	Tata / Ashinwad
13	Sugar	Mawana / Daurala or equivalent Good Quality sulphur less
14	Atta/Maida/Besan	Ashirwad / Rajdhani /Annapurna/ Ganesh
15	Pulses	Good Quality
16	Spices	MDH / Captain Cook / Everest / Catch
17	Ice Cream	Mother Dairy / Kwality / Amul
18	Corn Flakes	Kellogg's or equivalent good quality
19	Papad	Lijjat or equivalent good quality

Above brands and/or brands of comparable quality (to be approved by the SBI) can only be used.

TERMS AND CONDITIONS

ANNEXURE 1 A

FORM FOR APPLICATION

FROM REPUTED CATERER / CONTRACTORS
TENDER BID FOR ENGAGEMENT OF CATERER TO RUN
OFFICERS' MESS ON REGULAR BASIS AS PER CONTRACT
AT 3RD FLOOR, 'E' BLOCK: STATE BANK OF INDIA,
LOCAL HEAD OFFICE 1 STRAND ROAD KOLKATA-700001.

To,
The Chairman, Mess Committee,
Assistant General manager (OAD),
State Bank of India,
Local Head Office, 10th Floor,
Samriddhi Bhavan,
1 Strand Road, Kolkata - 700001.

Dear Sir,
Sub: Tender Bid for engagement of Caterer to run Officers' Mess
on regular basis in 3rd Floor, 'E' Block. State Bank of India,
Local Head Office 1 Strand Road Kolkata – 700001

I/ We have read and understood the notification and instruction to the applicants. I/ We do hereby declare that the information furnished in the proforma attached in the supplementary sheets is correct to the best of my/ our knowledge and belief.

Yours faithfully,

(Signature and seal of the Caterer / Contractor)

PRICE BID

DIFFERENT TYPES OF FOOD ITEMS BOTH VEGETARIAN AND NON-VEGETARIAN TO BE COOKED/SERVED AS TIFFIN LUNCH

1. TIFFIN

SL NO.	FOOD ITEM	RATE QUOTED
1	Toast with egg/French Toast (2 Pcs)	
2	Luchi/Parota/Kachuri & Veg. Curry etc. (4/2/3 pcs)	
3	Bread/Ghugni/ Tarka/Paneer Curry(3pcs)	
4	Dhosa/Idli etc(1/2 pcs)	
5	Chowmin(veg/non-veg)	
6	Tea/coffee[Fruit Juice]	
7	Singara/pattis etc.	
8	Veg Pakaura/Chicken Pakaura/Fish Fry/Fish Chap/Veg cutlet/non veg cutlet [Egg Devil etc.]	

(Signature and seal of the Caterer / Contractor)

2.LUNCH

No.	FOOD ITEM	RATE QUOTED
1	Veg Meal- Rice (fine grade), Dal (Musur / Mug), 2Veg Curry, Bhaji, Salad	
2	Fish Meal etc. (Rice, Dal, Bhaji 1 Veg Curry, Salad)	
3	Chicken Meal etc. (Rice, Dal, Bhaji IVeg Curry, Salad)	
4	Mutton Meal etc.(Rice, Dai, Bhaji IVeg Curry, Salad)	
5	Egg Meal etc.(Rice, Dal, Bhaji I Veg Curry, Salad)	
6	Chilly Chiken (3Pc)	
7	Fish curry	
8	Chicken Curry	
9	Mutton Curry	
10	Egg Curry	
11	Veg Curry	
12	Bhaji	
13	Dal (Musur/Mug)	
14	Rice (fine grade)	
15	Roti (per piece)	
16	Salad	
17	Veg Fried Fice	
18	Veg Polao	
19	Chicken Biryani	
20	Khichuri/BhajiNeg Curry	
21	Papad	
22	Sweets	
23	Curd(sour)	

(Signature and seal of the Caterer / Contractor)