



**PRE-QUALIFICATION OF CATERING AGENCY FOR**  
**SBI ADMINISTRATIVE OFFICE, MADURAI**

Applications invited for prequalification of Catering agency for rendering catering service at SBI Administrative office, Madurai. For further details, please visit our website [www.sbi.co.in](http://www.sbi.co.in)  
- > SBI in the news - > "Procurement News".

**Date: 12.12.2024**

Sd/-  
**Deputy General Manager (B&O)**



**NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

**FOR**

**PRE-QUALIFICATION OF CATERING AGENCY FOR  
SBI ADMINISTRATIVE OFFICE, MADURAI**

Applications to be submitted to: -

Chief Manager (HR & Admin),  
State Bank of India,  
Administrative Office,  
No. 2, Dr. Ambedkar Road,  
Madurai-625002

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR  
PRE-QUALIFICATION OF CATERING AGENCY  
FOR SBI ADMINISTRATIVE OFFICE, MADURAI**

State Bank of India, Administrative office, Madurai invites applications from Catering Service Providers for Prequalification of Catering agency for State Bank of India, Administrative Office, Madurai.

**Duly completed applications in the prescribed format (3 covers) with required documents etc. should be submitted on or before due date 30.12.2024.**

The eligibility criteria, terms and conditions, application format and other details / requirements are as under:

<b>S. No.</b>	<b>Eligibility Criteria</b>
1	<p>a) Reputed agencies having Registered Office in Madurai shall alone apply.</p> <p>b) The applicant should have minimum seven years of relevant experience in the field of Catering services.</p> <p>c) Average annual financial turn over during the last 3 years ending <b>31.03.2024</b> should not be less than Rs. 30.00 lakhs.</p> <p>d) The firm should have successfully rendered excellent Catering services as mentioned hereunder for Central/State Government/Public Sector Banks/PSUs/Financial Institutions/Oil Companies/ RBI / MNCs/Institute / factory / School / colleges during the past 5 years ending <b>31.10.2024</b> shall alone apply.</p> <p>One similar satisfactory Catering services rendered for Office/guest house / institute / industry for a total number of at least 70 full lunches per day continuously for a year.</p> <p style="text-align: center;"><b>or</b></p> <p>Two similar satisfactory Catering services rendered for Office/guest house/ institute / industry for a total number of at least 40 full lunches per day continuously for a year.</p> <p style="text-align: center;"><b>or</b></p> <p>Three similar satisfactory Catering services rendered for Office/guest house/ institute / industry for a total number of at least 30 full lunches per day continuously for a year.</p> <p><i>(Note: Similar works shall mean Rendering Catering services as defined in the scope of works. "Madurai shall mean District of Madurai")</i></p>

- A. Applicants should have experience in having successfully completed similar contract prescribed in the above table for Government/Semi-Government/PSBs/ PSUs/Financial Institutions/Oil Companies/RBI/MNCs/ Institute / factory / School / colleges located in Madurai during the last 5 years ending on **31.10.2024**. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc, proof of payment /Form 26 AS etc.
- B. Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31<sup>st</sup> March of last financial year (ie, FY ending **31.03.2024**).

**Vendors, who are in the panel of SBI need to apply afresh for this advertisement. The application not meeting any of the above minimum eligibility criteria will summarily be rejected without further communication in this regard.**

## **GENERAL TERMS AND CONDITIONS:**

(i) The eligible and interested parties shall download prescribed application form, technical bid and other details from our website <https://sbi.co.in/web/sbi-in-the-news/>.

(ii) Application in the prescribed format with all supporting documents in sealed envelope and super scribed as '**APPLICATION FOR PREQUALIFICATION OF CATERING AGENCY FOR STATE BANK OF INDIA, ADMINISTRATIVE OFFICE, MADURAI.**' shall be submitted before the due date and time for receipt of application at the office of

Chief Manager (HR& Admin),  
State Bank of India, Administrative Office,  
No. 2, Dr. Ambedkar Road,  
Madurai-625002

(iii) Sealed cover (Envelop 3) superscribed as '**APPLICATION FOR PREQUALIFICATION OF CATERING AGENCY FOR STATE BANK OF INDIA, ADMINISTRATIVE OFFICE, MADURAI.**' shall contain the following documents.

- Application form (Annexure 'A')
- Details of Similar works completed (Annexure 'B')
- Details of Similar works on Hand (Annexure 'C')
- Details of Resources (Annexure 'D')
- Performance certificate (Annexure 'E')
- Declaration form (Annexure 'F')
- Demand Draft for Rs.3000/- in favour of "State Bank of India"
- **Technical bid – Envelop 1**
- **Price Bid – (Envelop 2) Sealed cover only**

(iv) The prequalification criteria mentioned above is minimum. Thus, the selection of agencies shall be considered by the Bank purely on merits, performance of the agencies in timely execution of the work with quality, verification of their credentials / inspection of work for quality, infrastructure feedback / confidential reports of the firms/applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the agency for their selection.

The contractor should furnish the registration details for GST, EPF, ESI and the Labour license details under the Labour Contract Act. Further, the selected agencies shall be bound to make payment to their workmen through their Bank account and preferably to have their Bank account in State Bank of India branches. If the contractor does not

have an account with SBI, they may open a Bank account with SBI for easiness of transactions.

(v) The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any Government, Semi-government, PSU, Banks or any other organizations including any of the Offices/Branches of State Bank of India during last 5 years as on the date of publication of this notice. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the vendor/ Authorized Signatory. The application of disqualified/debarred/blacklisted/terminated agency/contractor/vendor on account of poor or unsatisfactory performance shall be summarily rejected.

(vi) Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works.

(vii) Agencies who submit/produce a certificate obtained from the current Central Govt/PSU and Nationalized financial institutions employer for satisfactory service and for making payment to the labours in line with the wages mandated in the current minimum wages notification issued by Central Labour Commissioners for the given jurisdiction shall alone be considered.

(viii) The contractor is required to furnish their PAN No, GST Registration details of firm etc. along with supporting documents, which is mandatory.

(ix) Contractor will have to submit valid e-mail ID, cell no. and Digital Certificate to enable the firms for participation in the online procurement/e-tendering.

(x) For assessing the Annual Turnover of the last 3 years, agencies must submit valid documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.

(xi) The applicant shall agree that the bank to obtain the confidential report from the clients of the applicant contractors, to obtain credit opinion from the Bankers and to verify the work executed by the contractors. The applicant shall make necessary arrangements for the same.

(xii) All the pages of application shall be duly signed with stamp of firm by the contractors, else their application shall be summarily rejected.

(xiii) All the details must be incorporated in the application form downloaded from the State Bank of India's website. Incomplete applications / not fully filled form will be rejected.

(xiii) The Selection of agencies shall be considered on merits within the sole discretion of the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained in this regard.

(xiv) Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification of the applicant.

(xv). Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

(xvi) Any amendments/ corrigendum for prequalification of agencies shall be published in Bank's website only. Therefore, applicants are requested to visit Bank's website regarding modifications/ corrigendum issued.

**Evaluation criteria:**

Application and credentials submitted thereto will be evaluated by the Committee based on the aforesaid PQ criteria. Thus evaluated and shortlisted firms will again be evaluated/scrutinized/examined through site visit to the places where catering service is being rendered by the bidders at present and / or obtaining confidential report from the client, making discrete enquires on performance and other factors etc., to determine their capability to handle similar projects effectively. As a result of such process final short-listing of the firms will be done by the Bank's committee and intimated to them.

The final short-listed firms will be intimated and they will be invited to participate in the price bid opening on a later date. The price bids of only such shortlisted bidders will be opened at this office in the presence of intended participants. Thus price bids of all shortlisted bidders will be opened and the bidder who quotes lowest will become the successful bidder for award of work.

**Sd/-**

**CHIEF MANAGER (HR & Admin)**

**APPLICATION FORM**

1	Name of the organization	
2	Address	
3	Name, mobile/telephone Nos. and e-mail id of the contact person	
4	Constitution of the Firm (whether company / firm / Proprietary)	
5	Year of Establishment	
6	Whether registered with the Registrar of Companies / Registrar of firms. (if so, mention number and date)	
7	Registration with Govt. Authorities Income-tax (PAN) No. and GST no. FSSAI Registration NO ISO Certification details.	
8	Names of Directors / Proprietor / Partners / Associates	
9	Biodata of Partners / Associates (Details may be given in the enclosed format separately)	



10	Name and value of similar works completed during the last 5 years (Details may be given in the enclosed format -Annexure 'B')	
11	List of Professionals / Technical / Non-technical Personnel employed permanently (Details may be given in the enclosed format -Annexure 'D')	
12	Banker's Name & address (Enclose latest solvency certificate from the bankers)	
13	Latest Income Tax Clearance Certificate (copy to be enclosed)	
14	List of empanelment / enlistment / registration with other Organizations / statutory bodies etc. If so, furnish their names, category and validity.	
15	Annual turnover for the last 3 financial years (year-wise) ending 31.03.2024 (to be supported by Form GST-9)	
16	Name and address of the persons who will be in a position to certify about the quality as well as performance of your firm	

**Note:** Please enclose separate sheets for additional information, photographs, and documents.

Date:

Place:

**DETAILS OF SIMILAR WORKS COMPLETED DURING THE LAST FIVE YEARS ENDING 31.10.2024**

Sl. No.	Name of work/project & location	Name of the Owner / Client with address	Contract / Agreement No.	Nature / Scope of work executed	Total area of the facility/guest house to which comprehensive caretaking services rendered.	Actual tenure of the contract	Total cost of the contract	No. of lunches managed per day	Name/ address/ Tel No. of Officer to whom reference shall be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

Note:

1. The list is to be substantiated with the documentary evidences such as copies of work orders, satisfactory completion certificate obtained from the client etc. without which the works mentioned herein may not be considered for scrutiny and your application is liable to be rejected.
2. The applicant shall mention only those works which are completed during the last five years ending 31.10.2024. Other works (if any to be mentioned may be provided in a separate sheet.

Date:

Place:

**DETAILS OF SIMILAR WORKS ON HAND**

Sl. No.	Name of work/ project & location	Name of the Owner / Client with address	Contract / Agreement No.	Nature / Scope of work executed	Total area of the facility/guest house to which comprehensive caretaking services rendered.	Actual tenure of the contract	Total cost of the contract	No. of lunches managed per day	Name and address/Te I No. of Officer to whom reference shall be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

Note: The list is to be substantiated with the documentary evidences such as copies of work orders and satisfactory performance reports (upto 31.10.2024) obtained from the Previous/existing client etc. without which the works mentioned herein may not be considered for scrutiny

Date:

Place:

**DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED  
BY THE ORGANISATION / COMPANY**

Sr. No.	Designation of the employee	Name	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6

Date:

Place:

**FORMAT TO BE USED FOR PERFORMANCE CERTIFICATE**

*(To be obtained in clients' letter head)*

Date:

**To whomsoever it may concern**

This is to certify that M/s \_\_\_\_\_, (with address) have been entrusted with Catering services for our Office/Guest house for cooking & supply of lunch for a number of ----- plates per day for the year-----.. Their performance has been satisfactory.

Designation with seal

Phone no.

Email id:

**LETTER OF DECLARATION**

*(To be submitted online duly typed, signed with stamped by the Authorized Signatory on the Letter Head of the Bidder in Original)*

The Chief Manager (HR),  
SBI, Administrative Office,  
No. 2, Dr. Ambedkar Road,  
Madurai-625002

**Prequalification of Catering agency for State Bank of India, Administrative Office, Madurai.**

Dear Sir,

1. With reference to **Tender ID PRE20241201 dated** ....., we accept all 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.
- 2.
3. I/we agree that all employees/workers engaged in the Bank's premises for the captioned project shall be adequately provided with PEP and monitored on daily basis for any symptoms of illness. In case found ill, the worker shall be treated properly for the illness and suitable replacement will be arranged at our own risk & cost till recovery time.
4. I/we agree to strictly comply with all the guidelines of Central/State Govt. issued in connection with Epidemic/Pandemic situations without affecting the routine services.
5. I/We hereby offer to provide specified services in the said tender document on the requested manpower and consumable in all respect in line with the schedule of instructions, scope of work, menu 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.
6. I/We hereby accept that, all the scope of works, menu, quantities of food and persons are indicative and not exhaustive; SBI reserves the right to

add/reduce/modify the food menu/scope of work during any stage of pre & post tendering.

7. Should this tender be accepted, I/we hereby agree to abide by and fulfill 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.
8. I/we have submitted **Bid Security Declaration form in lieu of Earnest Money Deposit** as per the format enclosed.
9. I/we hereby accept that, our tender/bid is liable to be rejected without assigning any reasons thereof under no circumstances if the quoted rates are unreasonable/unworkable.
10. I/We understand that as per terms of this tender, the SBI may consider accepting our tender in part or whole. We, therefore, undertake that we shall not raise any claim / compensation in the eventuality of 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 provided for in respective clause of Terms & Conditions of this tender.
11. I/We understand that the rate quoted is inclusive of cost of manpower & their uniform/wellbeing, cost of food, cost of mobilization, cost of raw materials, cost of equipment maintenance etc. Also, hereby, undertake that, we will not raise any claim for any escalation in the prices of any of the material and manpower during the currency of contract/execution/completion period. However, I/We agree to comply with extant Minimum wages as stipulated by Central Govt. during currency of the contract and abide to render all the services as per tender terms & conditions.
12. I/We understand that, the manpower requirement is only indicative and in any case, we undertake to deploy required manpower to render the uninterrupted services following highest standards at our own risk & cost.
13. I/We hereby understand that, **The contract is initially for one year from the date of award of work and may be renewed for another two terms on the same terms & conditions subject to satisfactory performance. However, no price escalation shall be entertained'.**

14. I/we assure you that, we have not altered/deleted/added anything in the whole tender document resulting change of meaning in the clause. In case, if we found guilty of such things, our EMD/Security deposit shall be forfeited and contract shall be cancelled without prior notice.
15. 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.
16. We have read and understood all the terms & conditions, schedule of requirement and scope of work of the tender and accept the same.
17. I/we hereby declare that SBI & its officials will be indemnified from any of the issues being arising out of this contract terms & conditions.

**Signature of the Tenderer  
With Seal**