



कार्यालय सेवा विभाग, केंद्रीय कार्यालय, "योगक्षेम", जीवन बीमा मार्ग, पो. बा.न. 19953, मुम्बई- 400 021.

Office Services Dept., Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953, Mumbai-400 021.

दुरभाष Tel.: 22810689, फ़ैक्स/ Fax: 22045607.

Ref.: OS/2011-12

2nd February, 2012

**Re: Empanelment of Contractors for providing Catering Services.**

Applications in sealed envelope are invited from the reputed and resourceful registered/licensed contractors based in Mumbai, Thane and Navi Mumbai having at least 5 years of experience in execution of catering services to minimum 500 persons per day in a medium sized organization including Bank, Government Offices, PSUs. Interested contractor whose total employee strength is minimum 50 and is interested in empanelment on our Panel for providing catering services to approximately 1200 employees of the Corporation in the air conditioned canteen, located at Life Insurance Corporation of India, 4<sup>th</sup> floor, East Wing, Yogakshema, Jeevan Bima Marg, Mumbai 400 021 and fulfilling conditions, as per Terms and Conditions, may apply.

The Application Form and its enclosures along with demand draft towards Application money (non-refundable) of Rs.100/- favouring LIC of India and drawn on Nationalized Bank / Scheduled Bank payable at Mumbai are to be submitted, at the following address in person:-

**The Secretary (OS),  
LIC of India, Central Office,  
4<sup>th</sup> floor, Yogakshema, West Wing,  
Jeevan Bima Marg,  
Mumbai 400 021**

latest by 11.30 am on 23.2.2012 in a sealed envelope super scribed as "**APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR PROVIDING CATERING SERVICES**", "**Name of the Applicant**", "**Contact Number**"



Corporation may, at its discretion, extend the deadline for submission of the Application by issuing an addendum in which case all rights and obligations of the Applicant previously subjected to the original dead line shall be subjected to the extended deadline. **Application shall not be sent by Post, Courier, E-mail or Fax and if inadvertently received will not be considered.**

The submission of the Application Form itself shall be construed as acceptance of all the terms and conditions, mentioned in the notice, by the Applicant.

The Application submitted after the deadline / new deadline, if any, for submission shall not be accepted and if inadvertently accepted shall not be considered. Similarly, the Applicant shall not be permitted to modify / withdraw his / her Application once submitted.

The Application will be disqualified or rejected out rightly if the Contractor does not fulfill the terms and conditions as mentioned in notice document.

Applicant must keep the application open for acceptance for a period of six calendar months from the due date.

A Pre-bid meeting is scheduled to be held at 4<sup>th</sup> floor, Conference Hall, at 11.30 am on 9.2.2012. Any clarification/ modification given by the OS Dept. after pre-bid meeting shall become a part of original tender, if required. The map of canteen premises will be shown during pre bid meeting. Applicants can also inspect canteen premises on the same day.

All such received applications shall be opened on 23.2.2012 at 12 noon at Conference Hall, 4<sup>th</sup> floor, East Wing, LIC of India, Yogakshema, J.B. Marg, Mumbai. One representative of the applicant may remain present on this date and time, if so desired.

The applications will be scrutinized as per evaluation procedure explained in Terms and Conditions.



The successful applicant will be empanelled on the Panel of Contractors for providing canteen services and will be notified in writing by letter / E-mail /Fax that his / her Application has been selected on a Panel.

The said panel will be valid for 3 years, which may be further extended by 1 year (if required).

The Corporation reserves the right to call for any missing / additional information from the responding applicants and accept and reject any or all applications without assigning any reason whatsoever.

**EXECUTIVE DIRECTOR  
(E&OS/SBU-EST)**



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Office Services Dept., Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953, Mumbai-  
400 021.

दुरभाष Tel.: 22810689, फ़ैक्स/ Fax: 22045607.

### **General Terms and Conditions**

1. Application submitted by the Applicant shall be **rejected out rightly** if the Applicant
  - a. Submits Incomplete Application
  - b. Submits the Application in Joint Venture
  - c. Does not keep the Application open for acceptance for a period of Six Calendar Months from the due date.
  - d. Stipulates his / her own conditions or any alternative / conditional proposals.
  - e. Does not have five years experience of providing catering service to an organization where at least 500 persons use the service.
  - f. Does not sign and affix the Stamp/ Seal of the Entrepreneurial Establishment of the Applicant in the manner and at the places as enumerated / earmarked in the Application Document.
  - g. Does not enclose the draft towards Application Money while submitting Application Form.
  - h. Does not have all statutory registrations /Licenses.
  - i. Does not adhere to all Laws and Acts as applicable to such kind of business.
  - j. Does not agree with all terms and conditions.
  
2. The Applications will be scrutinized on the basis of
  - a. Fulfillment of our Terms and Conditions and
  - b. Inspection visit of places of only those Contractors who are found ***prima facie*** eligible for empanelment on the basis of documents/ information submitted.

Signature of the Applicant  
Name and Designation of the Applicant  
Seal of the Applicant

3. After scrutiny and Analysis of applications received from the Contractors ,they shall be evaluated on the basis of the following criteria :
  - a. Experience
  - b. Opinion / rating of randomly selected patrons availing the facility at the Entrepreneurial Establishment of the Applicants.
  - c. Kitchen management at the existing Entrepreneurial Establishment of the Applicants.
  - d. Quality of raw / unfinished items at the existing Entrepreneurial Establishment of the Applicants.
  - e. Quality of the randomly selected prepared food items at the existing Entrepreneurial Establishment of the Applicants.
  - f. Cleanliness and hygiene of the Kitchen Staff and the Service Personnel provided at the existing Entrepreneurial Establishment of the Applicants as also the dining and adjacent area.
  - g. Adherence to all Laws and Acts as applicable to such kind of business.
  - h. Compliance of all Statutory requirements.
4. The Financial Bid will be invited only from those Contractors who qualify for empanelment on our Panel. Date for inviting Financial Bid will be intimated separately.
5. ***The Rates offered by empanelled contractors in the financial bid must take into consideration that space, furniture & fixture, utensils, kitchen equipments, electricity, water, etc. are provided by the Corporation free of cost.***
6. The contractors who qualify for empanelment will require to submit the Earnest Money Deposit of Rs. 10,000/- in the form of demand draft favouring LIC Of India drawn on Nationalized Bank /Scheduled Bank at the time of submitting Financial Bid . The said Earnest Money deposit paid by the Contractor shall be liable to be forfeited if after submitting the Financial Bid, the Contractor withdraws and / or modifies his / her bid, or if Successful Bidder fails or neglects to furnish the Security Deposit in the form of Bank Guarantee
7. The empanelled Contractor who becomes Successful in Financial Bid will have to pay Security Deposit of Rs.1,00,000/- in the form of Bank Guarantee issued by any Nationalized /Scheduled Bank.

Signature of the Applicant  
Name and Designation of the Applicant  
Seal of the Applicant

8. The empanelled Contractor who becomes Successful in Financial Bid be awarded the contract to provide catering services in the Canteen situated at 4<sup>th</sup> floor of Yogakshema Building, East Wing for a period of 1 year which can be extended by one more year and thereafter further by one more year ,if required, on mutually agreed rates, terms and conditions
9. During the first year of Contract, there will be no revision in the rates. If during the said contract period and /or during extended period of contract, the Contractor expresses his inability to fulfill the contract or run the Canteen, it will be treated as breach of Contract and the contract will be terminated. In such case, Corporation reserves the right to
  - a. Forfeit the Security Deposit submitted by the Contractor.
  - b. Blacklist the Contractor for three years.
10. The Contractor shall observe, abide and comply with the Rationing provisions / regulations / rules that are in force or that which shall be brought in to force from time to time and shall obtain the necessary permits and comply with the directions of the Food and Rationing Authorities including submissions of returns, etc..
11. The Contractor shall have necessary E.S.I.C. and P.F. Code No. for employees of the Contractor appointed for the purpose to run the Canteen from the Canteen premises.
12. The Contractor shall remit ESIC and PF contribution regularly of all the employees deputed by him and furnish the proof of the same every month to the Corporation.
13. The Contractor, after the award of the Contract, shall not sublet the contract either fully or partially.
14. In addition to what is stated in Clause 14 above, the Contractor in the matter of running the Canteen from the Canteen Premises shall at all times duly observe, abide and comply with the provisions of the various statutes that are in force such as Provident Fund Act, Workman's Compensation Act, Employees State Insurance Act, Payment of Minimum Wages Act, Factories Act, Sales Tax Act, Contract Labour (Regulation and Abolition) Act, Mumbai Municipal Corporation Act or that which may be brought into force from time to time as well as the regulations / rules / bye-laws framed there under and comply with all the directions or orders issued / passed by the M.C.G.M., the Government of Maharashtra, the Union government or any other Competent Authorities authorized to issue / pass directions or orders in the matter of the Canteen being run from the Canteen Premises by the Contractor.

Signature of the Applicant  
Name and Designation of the Applicant  
Seal of the Applicant

15. The Successful Contractor must furnish list of all employees including service boys, kitchen staff, etc. while entering into the Contract. The successful contractors must arrange Uniform for all the employees working in the canteen.
16. The Contractor shall keep the Canteen Premises open and provide the catering services for the Staff of the Corporation from the Canteen Premises on all working days for the following period, subject to change as decided by the Corporation :-

Monday to Friday : 09.30 am to 11.00 am / 12.30 pm to 2.30 pm  
Saturday : 09.30 am to 11.00 pm

From Monday to Friday service is to be given on the table of the staff during the period from 10.30 am to 6.00 p. m. For Saturday, such table service should be provided from 10.30 to 2.00 p.m. Tea / Coffee must be served through out the office hours. For this, the Contractor should deploy approximately 18 service boys.

Few snacks items must be provided during Lunch Time also. Menu for the next day must be displayed one day in advance on Canteen Board.

17. **The Contractor shall use only good quality raw material preferably branded material for preparing food items.**
18. The Contractor shall serve both Vegetarian and Non-Vegetarian dishes prepared in refined oil or vegetable / pure ghee only.
19. The Contractor shall offer for sale the articles of food and soft drinks in the prescribed volume / weight which will be enumerated at the time of floating Financial Bid at the rebate price / rate offered by the Contractor and accepted by the Corporation.
20. The Contractor shall not make any alteration in the rates, weights, quality, quantity, etc. of the articles of food and drinks which will be enumerated in the Financial Bid of the Tender Document kept for sale at the Canteen Premises while running the Staff Canteen except by prior permission of the Corporation. If the Contractor desires to serve any additional items, the Contractor may submit an additional list for the written approval of the Corporation without changing the order of items mentioned in the Tender document and shall serve such additional articles of food and drinks at the rates as finalized by the Corporation.
21. The Contractor hereby agrees that variation in the rebate price / rate of the articles of food and soft drinks as offered by the Contractor shall not be allowed to be changed during first year of Contract and thereafter the same will be allowed only after with prior written permission of the Corporation.

Signature of the Applicant  
Name and Designation of the Applicant  
Seal of the Applicant

22. The Contractor shall display the price / rate of the articles of food and soft drinks. The Contractor shall arrange for duly attested copies of the Menu Card having the rebate price / rate offered by the Contractor over the articles of food and soft drinks provided by the Contractor. In addition the Contractor shall also arrange the list of price / rate as approved from time to time by the Corporation in bold letters at such conspicuous place as may be directed by it.
23. The Contractor shall serve only good and wholesome articles of food and soft drinks in the prescribed volume, weight and quality, which will be mentioned later at the time of issue of Financial Bid, and such of the articles of food and drinks as may be approved from time to time by the Corporation. The Contractor shall keep sufficient supply of the articles of food and soft drinks at hand for sale and service. Any deterioration in quality shall be treated as breach of the terms and conditions and the scope of Tender shall be liable to be terminated.
24. The list of furniture, fixtures, equipments, crockery, cutlery, etc. to be provided by the Corporation and to be arranged by the Contractor as per Annexure III.
25. The Contractor shall attend the Canteen Committee Meetings to address to any issues that may arise in the matter of running of the Staff Canteen from the Canteen premises once in three months or as and when required by the Corporation. The Contractor shall be bound by the decisions taken in the Meetings convened as aforesaid.
26. The Contractor shall be solely responsible for any misconduct on the part of the employees appointed by the Contractor for the purpose of assisting the Contractor in the matter of running the Staff Canteen from the Canteen Premises or indirectly by the employees so appointed.
27. The Contractor shall be responsible for any nuisance caused directly / indirectly or damages loss or injury whatsoever that may be caused at any time to the property of the Corporation or to any person or persons including any third party while running the Staff Canteen from the Canteen premises and all such damages, injury or loss to life or property shall be made good and / or as the case may be shall be paid immediately by the Contractor to the satisfaction in all respects of the Corporation.
28. The Corporation shall not be a party for recovery of payment of any bills or dues from any of the customers of the Contractor, i.e. the Staff of the Corporation.

Signature of the Applicant  
Name and Designation of the Applicant  
Seal of the Applicant

**29. Termination of Contract**

- i) The contract can be terminated by either party by giving two months' notice.
- ii) "The contract is also liable to be terminated by the Corporation if
- a) The Agency abandons the work or
  - b) The Agency assigns or sublets the work in whole or in part thereof or
  - c) The Agency makes default in proceedings of the work under the contract, at any time during the contract period, with due diligence and continues to do so even after a notice is issued by the Corporation or
  - d) The Agency becomes bankrupt or insolvent or goes into liquidation or is ordered to wind up or has a receiver appointed on its assets or
  - e) The Agency persistently disregard the instructions issued by the Corporation or
  - f) The Agency fails to adhere to the agreed schedule of the work or
  - g) The information submitted by the Agency in the Tender is found to be in correct or
  - h) The Agency fails to perform its obligations or violates the provisions as per the terms of the contract."
30. If the Contractor desires to terminate the contract, he shall give prior notice of at least **60 days** as mentioned above; failing which, Security Deposit is liable for forfeiture.
31. Upon breach by the Contractor of any of the terms and conditions governing the contract and / or upon the Contractor failing to comply with the directions / orders issued / passed by the M.C.G.M., the Government of Maharashtra, the Union Government or any other Competent Authorities and / or upon the Contractor failing to comply with the requisitions issued by the Corporation and / or if in the opinion of the Corporation, the Contractor is not running the Staff Canteen within the Canteen premises in a satisfactory manner and / or if the Contractor is adjudicated insolvent and / or fails to make any arrangement with his creditors and / or if any attachment or execution is levied on any of the property of the Contractor, the contract shall be liable to be terminated.
32. The Contractor shall appoint required employees at the cost of the Contractor for the purpose of assisting the Contractor in the matter of running the Staff canteen from the Canteen premises and the Contractor shall at the Contractor's own cost provide to the employees so appointed with proper uniform, badges / ID cards ,etc as directed by the Corporation. The Contractor must deposit the amount of ESI Contribution of the said employees appointed by him regularly in time without failure.
33. In the matter of appointment of the required employees for the purpose of assisting the Contractor to run the Staff Canteen from the Canteen premises, the Contractor shall comply with the provisions of **Child Labour Act** and must submit an Affidavit in compliance with the Act.

Signature of the Applicant  
Name and Designation of the Applicant  
Seal of the Applicant

34. For security reasons, the Contractor shall provide the list of all the employees appointed by the Contractor for the purpose of assisting the Contractor in the matter of running the Staff Canteen from the Canteen premises. Such list shall contain the following details of the employees appointed by the Contractor namely Name, Age, Date of Birth, Sex, Photo, Educational Qualification, Designation, Address. Telephone No. and health records. The Contractor shall inform appointment and removal of employees immediately.
35. The Contractor shall be solely responsible in respect of the employees appointed by the Contractor for the purpose of assisting the Contractor to conduct the Staff Canteen from the canteen premises and the Corporation shall not be a party to any disputes that may occur between the Contractor and the employees appointed by the Contractor.
36. The Contract shall be for a initial period of 1 year from the day the Contractor is permitted to use the Canteen Premises for running staff Canteen. On expiry of the aforesaid period, Contractor shall be permitted to run the Staff Canteen from the Canteen premises for a further period of one year, on the same terms and conditions as enumerated herein or mutually accepted but subject to the Contractor entering into a Contract for the said respective terms.
37. In all cases of dispute, the matter will be referred to the Managing Director and his decision shall be final and legally binding upon the Contractor.
38. **The periodic pest control in the Canteen will be arranged by the Corporation. However, in case canteen kitchen requires special pest control treatment, it has to be arranged by the Contractor himself.**
39. The Contractor shall obtain necessary License / permission to engage Labours/ Staff as required under the Contract Labour (Regulation & Abolition) Act, 1970.
40. Contractor shall obtain the License from the Health Department of the M.C.G.M. and pay the License Fees accordingly. TRC charges shall also be paid by the Contractor.
41. The Applicant must be registered under Employees State Insurance Corporation Act, 1948 and hold such Registration Certificate issued by Employees State Insurance Corporation.
42. Selected Contractor, to whom the final contract will be awarded, shall enter into SERVICE AGREEMENT subject to the Laws. The Stamp Duty, Execution Cost etc. shall be borne by the Agency entering into Service Agreement with the Corporation.

I /We unconditionally accept all the above Terms and Conditions.

Signature of the Applicant  
Name and Designation of the Applicant  
Seal of the Applicant



**Annexure I**

***APPLICATION FORM TO BE COMPLETED BY THE CONTRACTORS FOR GETTING  
EMPANELLED FOR PROVIDING CATERING SERVICES IN THE CANTEEN***

(Application on the Contractor's letterhead)

To,  
The Secretary (OS),  
LIC of India, Central Office,  
4<sup>th</sup> Floor, Yogakshema, West Wing,  
Jeevan Bima Marg,  
Mumbai 400 021.

Sir,

**Re: Empanelment of Contractors for providing Catering Services.**

Pursuant to the Notice for Empanelment of Contractors Ref \_\_\_\_\_ dated \_\_\_\_\_ for providing catering services in the Canteen and running the Staff Canteen from the Canteen Premises, I / We whose names and signature is / are given appended herein below representing the Entrepreneurial Establishment whose Stamp / Seal is also affixed herein below hereby submit my / our Application for being empanelled as a member on the Panel of Contractors.

**General Information**

Name of the Establishment	
Status: Whether Proprietary / Partnership Firm / Private Ltd. Co. /Public Ltd. CO. (Copy of Partnership Deed / Memorandum of Association , as the case may be, to be submitted)	
Date of Establishment / Incorporation (Copy of Certificate to be enclosed)	
Address, Telephone No., E mail ID, Fax No of Registered Office.	
Address, Telephone No., E mail ID, Fax No of Local Office.	

Names of Proprietor /Director /Partners (as the case may be)	
Name ,Designation and Phone no. of persons authorized to sign the documents on behalf of the Company/Firm /Proprietary Concern (Authorization Certificate to be enclosed)	
Name ,Designation and Phone no. of Representatives authorized to manage business on behalf of the Company/Firm /Proprietary Concern (Authorization Certificate to be enclosed)	
Name of the Bankers with Telephone No. and Address (Bank Solvency Certificate of Rs. 5 lakh to be submitted)	
SAP Vendor Registration No./ Vendor A/c No.	
PAN NO.(Copy of PAN Card to be enclosed)	
Total Number of Permanent Employees	Kitchen Staff Service Boys Others
Name of Clients along with number of persons to whom catering services are being provided by you at present (One must be PSU)	Separate sheet to be enclosed as per Annexure IV for each client

### **Technical Information**

<b>Do you have at least 5 years experience of providing catering services to minimum 500 persons per day (Letter of recommendation from past clients to be submitted)</b>	
<b>Do you agree to keep Application open for six months from due date</b>	
<b>Whether Co./ Partnership Firm / Proprietary Concern is Registered under following (Copy of Registration /License to be enclosed)</b>	
Shop and Establishment Act,1948	
Public Health Deptt for Grade of Eating Food	
Contract Labour (Regulation & Abolition) Act,1970	

Employees State Insurance Corporation Act,1948	
Employees Provident Fund Act,1952	
Workman's Compensation Act,1923	
Sales Tax Act,	
Mumbai Municipal Corporation Act,	
Service Tax Act	
Minimum Wages Act,1948	
<b>Whether all the Statutory Registration / requirement as directed by Govt. Authorities to run such kind of business have obtained/fulfilled</b>	
<b>Have you submitted IT Returns of last three years (Copy to be enclosed)</b>	
<b>Have you complied with provisions of Child Labour Act</b>	
<b>Do you comply with provisions of Minimum Wages Act,</b>	
<b>Have you entered in Joint Venture with any other Proprietary Concern /Partnership Firm or Co. for submitting this Application</b>	
<b>Have your Company /Firm been under litigation or any other action has been initiated by any authority for violation of any provisions of Law or have you been black listed by any Organization</b>	
<b>Do you agree with all Terms and Conditions and enclosed the same with Application form duly executed</b>	
<b>Have you submitted Demand Draft of Rs.100/- towards non refundable Application Fee.</b>	DD NO. Date Drawn on
<b>Have you submitted Declaration as per Annexure II</b>	
<b>Have you submitted Details of existing clients as per Annexure IV</b>	
<b>Have you submitted Undertaking as per Annexure III</b>	

Signature  
 Authorised Signatory  
 (Name/ Designation and Seal of the Contractor)



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400 021.  
दुरभाष Tel.: 22810689, 22028486 फ़ैक्स/ Fax: 22045607.

**DECLARATION**

I have read the Application Notice thoroughly and I /We understand that if any false information is detected at a later date, any future contract made between ourselves and Corporation , on the basis of information given by me / us can be treated as invalid by the Corporation and I /We will be solely responsible for consequences.

I / We unconditionally accept Terms and Conditions mentioned in the Application Document and attach the same duly executed by me/us.

I /We agree that the decision of the Corporation in empanelment and selection of the Agency will be final and binding on me / us.

All the Information furnished by me hereunder is correct to the best of my / our knowledge and belief.

I /We agree that I /We have no objection if enquiries are made about the work performance with clients mentioned in Annexure

Signature  
Authorised Signatory  
(Name/ Designation and Seal of the Contractor)



### Annexure III

#### Undertaking

I / We, authorized representative of \_\_\_\_\_, being Indian Company / Proprietary Concern/ Partnership Firm, registered under \_\_\_\_\_, bearing \_\_\_\_\_ registration number \_\_\_\_\_ do hereby solemnly affirm and state as under :-

I / We agree to keep my / our Application open for acceptance for a period of Six Calendar Months after the last date of receipt of the Application and I / We further agree not to revoke my / our Application at any time during the said period of Six Calendar months.

I / We being one of the Applicants, confirm that I / We are not black listed / debarred from Trade by Central /State Government Department /PSUs. I / We further affirm that no advisory /directives /warnings have been issued by Government Authority or any Organisation during last five Financial Years and no litigation is pending, against the Agency, in any of the Court of Law.

I / We unconditionally accept the General Terms and Conditions and confirm that Annexure I to V are duly executed by us. I / We state that Life Insurance Corporation of India will consider my / our application on the basis of the statement made by me /us in this Undertaking.

I / We hereby state that my / our Application be evaluated for considering its responsiveness only if I / We have submitted my / our Application in consonance and in compliance of the terms relating to the submission of the Application as enumerated in the Application Notice Document.

I / We \_\_\_\_\_ do, hereby state and declare that I / We whose name and signature/s is / are given / appended herein below representing the Entrepreneurial Establishment whose Stamp / Seal is also affixed herein below have not filled in this Application under any other name or under the name of any other Entrepreneurial Establishment otherwise nor I / We are in any way related or concerned with the Entrepreneurial Establishment or any other Entrepreneurs who have filled in the Application.

I / We \_\_\_\_\_ have filled in the Application and submitted my / our Application with the full knowledge of the liabilities and therefore I / We shall not raise any objection or dispute in any manner relating to any action taken, Blacklisting, for giving any information, which is found to be incorrect and against the instructions given in the Application Document in the matter of running of the Staff Canteen from the Canteen Premises as per the terms and conditions

I / We further state that the information sought by Life Insurance Corporation of India in these documents are true and correct and any information if found to be incorrect, shall make the contract liable to be repudiated. Further, I / We accept that in such cases, Earnest Money Deposit will be forfeited.

I / We hereby state, declare and undertake that on being declared as Successful, I / We shall conduct the Staff Canteen from the Canteen Premises in consonance and in compliance of the terms and conditions and commence services as per the Terms and Conditions, as accepted above, within 15(Fifteen) days calculated from the date of receipt of your notification of award.

Solemnly affirmed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

Before me

Notary

**Signature**

**Authorised Signatory  
NAME / DESIGNATION AND  
SEAL OF THE AGENCY**

Date:



**ANNEXURE – IV**

**List of the items and services  
Provided in the Canteen Premises  
By the Corporation vis-a vis to be  
Arranged by the Contractor**

<b><u>Provided by the Corporation</u></b>		<b><u>To be arranged by the Contractor</u></b>	
1	30 Tables and 124 Chairs	1	Gas
2	Kitchen with granite platform and storage space	2	Crockery such as plates, quarter plates, cups, saucers, glasses, etc.
3	2 Nos. Double burner cooking stove	3	Cutlery such as big spoons, etc.
4	2 Nos. Single burner cooking stove	4	Mixer
5	2 Nos. Hot Plates separately for Veg. and Non-Veg	5	Juicer
6	2 Nos. Bainmaires having 7 containers each		
7	Exhaust Hood System		
8	Refrigerator		
9	Cold Storage		
10	Dustbins		
11	Storage Room		
12	Room with cupboards for keeping belongings of Canteen Staff		
13	Microwave		
14	Dirty Dish landing Table		
15	Granite counter, with shelves, for rolling chapatis		
16	Chapati Plate with buffer		
17	Chapati collection table		
18	Idli Steamer		

19	Clean Dish Rack		
20	3 Nos. sink wash units		
21	Wet Masala grinder with Stainless Steel bowls		
22	Gas pipe connection		
23	Corian top service counter with storage		
24	2 Nos. working counters with stainless steel shelves		
25	1 No. Sink		
26	5 Nos. basins		
27	2 Nos. water coolers with water filter		
28	4 Nos liquid soap containers		
29	Wash Room		
30	Bath Room		
31	Big size utensils		
32	Kadai		
33	Stainless steel tea kitleys		
34	Vessels for keeping oil and ghee		
35	Water and Electricity		

**The list is subject to changes.**

Signature of the Applicant  
Name and Designation of the Applicant  
Seal of the Applicant



**DETAILS OF EXISTING CLIENTS**

**ANNEXURE-V**

Details of existing clients:  
(Separate page must be submitted for each Client)

Name of the Company	
Address of the Company	
Name, designation of contact person with telephone no. and e-mail ID	Name: Designation: Landline No.: Cell No. : Email ID:
Number of persons to whom catering services are provided per day	
Number of employees deputed by the Contractor for the said client	Kitchen Staff Service Boys Others

Signature of the Applicant  
Name and Designation of the Applicant  
Seal of the Applicant