



छत्तीसगढ़ राज्य ग्रामीण बैंक

(भारत सरकार, राज्य शासन एवं भारतीय स्टेट बैंक का संयुक्त उपक्रम)

CHHATTISGARH RAJYA GRAMIN BANK

(Joint Venture of Govt. of India, State Govt. & State Bank of India)

Public Web Notice
(For Food Supplier)

CRGB/CO/SLC/ 26/2023-24

Date – 19/08/2023

Dear Sir/ Madam,

Proposal for Supply of Food Items

We invite proposals from food supplier/caterer for supply of Food items to trainee staff of Staff Learning Centre and regular staff of Corporate Office situated at Plot no. 47, Sector – 24 Naya Raipur (Chhattisgarh), terms & conditions (Annexure-II) and requirement of food items as per menu is given in Annexure- A & B.

The Proposal shall be placed in sealed envelopes super scribed as:

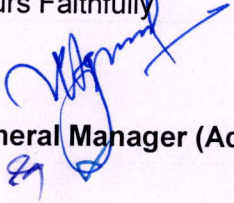
“Proposal for the supply of food items for Staff Learning Center of Chhattisgarh Rajya Gramin Bank”
(Private & Confidential)

Should be Address to the

General Manager (Administration),
CHHATTISGARH RAJYA GRAMIN BANK
Corporate Office
Plot No. 47, Sector - 24
ATAL NAGAR
NAYA RAIPUR (C.G) 492018

Please arrange to submit your best offer with complete details by 28/08/2023 at 3:00 pm Sharp.
Received proposals will be opened at 3:30 pm on 29/08/2023.

Yours Faithfully


General Manager (Admin)

Annexure-I

To,

General Manager (Administration)
CHHATTISGARH RAJYA GRAMIN BANK
Corporate Office,
Plot No. 47, Sector – 24
ATAL NAGAR
NAYA RAIPUR (C.G) 492018

Sir,

Proposal for Supply of Food Items

With reference to your letter CRGB/CO/SLC/26 /2023-24 Dated -19/08/2023,

We submit necessary information herewith

Sl No.	Particulars	To be filled by the bidder
1	Name of the bidder / firm / organization / company	
2	Type of firm/organization (Proprietorship/ Partnership/ Private Ltd etc. (Furnish copies of partnership / memorandum of articles of association etc.)	
3	Name of the proprietor / partners /Owner of the firm	
4	Year of Incorporation / registration	
5	Registered address of the firm	
6	Name, designation, telephone nos., email of the contact person / authorized signatory	
7	Valid License for providing catering services (FSSAI ACT 2006)	
8	KYC Documents of Bidder/Owner of the firm	
9	Whether the firm has been in business of catering service for at least 3 years	
10	Annual turnover of the firm for last 3 years (in Rs. lakh) (Furnish copies of audited balance sheets and profit & loss account statements) fy 2020-21,2021-22,2022-23	
11	Details of Registration (Firm, Company etc) a) Registering Authority b) Date c) Number	
12	PAN Card (Copies of income-tax returns for last 3years to be enclosed)	
13	GSTN Registration Certificate	
14	Whether registered / empanelled/working with any of the Govt., Semi Govt., MES, Govt. Undertaking, Public Sectors etc. as approved vendors and if so, furnish details.	



15	Whether involved in any litigation earlier with any organization? If so, please submit the details.	
16	Any civil suits pending in any of the works executed? If so, furnish details	
17	Any other information which the bidder feels relevant	

DECLARATION

1. I/We hereby declare that the terms and conditions of the offer stated herein and as may be modified/mutually agreed upon are acceptable and binding to me/us.
2. We assure to supply/provide fresh, hygiene and healthy food to the trainee participant and bank staff. Branded food material will be used to prepare the food.
3. We undertake that food will be supply as per order only at staff learning centre and bank staff. Food preparation will be done by proper qualified and experienced catering staff.
4. We will be responsible for providing the food to the training staff and other staff on all days including holiday.

For, _____

(Signature of authorized Signatory)

Name –

Designation –

Place –

Date

Food Supplier/Caterer

Mobile No –

Email

List of Documents Attached –

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____



GENERAL TERMS AND CONDITIONS

1. No proposal shall be accepted after the stipulated date and time. Bank reserves the right to accept or reject the entire proposal, without assigning any reason thereof at any stage.
2. Self attested necessary documents should be attached with proposal.
3. Validity: Rates quoted shall be valid up to 12 months. The Bank, however, reserves the right to call for fresh proposals at any time during the period if considered necessary.
4. Usually the training programmes are conducted throughout the year, but the number of participants may vary from time to time and CRGB does not guarantee any minimum number of participants. A situation could arise where no training is conducted during a particular month.
5. The "Financial Bid" Annexure – III & IV should contain competitive prices for supply of food as per menu at Annexure – 'A' & 'B'.
6. Prices to be quoted must be inclusive of all expenses including taxes at onsite location i.e. staff learning centre.
7. Minimum annual turnover of food supplier should be of Rs. 5 Lakhs during last three financial years (i.e. 2020-21, 2021-22, 2022-23) supported by documentary proof/ or CA certified statement of accounts.
8. Food supplier/Caterer should also submit the copy of food license along with proposal. KYC documents of the supplier/ food caterer should also be submitted with proposal.
9. Food supplier/caterer should be a professional with a minimum of 3 years experience in the field. Experience certificate should be attached with the proposal.
10. Food supplier/caterer must not have been blacklisted by any organization on any ground. For that they have to provide undertaking of the same on their letter head.
11. Food Supplier/Caterer should deposit Rs. 10000.00 (Rs. Ten Thousand Only) by means of a Demand Draft/Pay Order from scheduled bank drawn in favour of "Chhattisgarh Rajya Gramin Bank" payable at Raipur as Earnest Money Deposit (EMD) along with proposal. The EMD shall not bear any interest.
12. After awarding the tender to the successful supplier/caterer will be required to enter in to an agreement on stamp paper of appropriate value in form to be approved by CRGB containing inter-alia all the terms and conditions of the contract.
13. Initially the contract will be awarded for three months and if provided food is found to be satisfactory, the contract will be continued for one year only.
14. If the successful food supplier/caterer fails, in course of the contract period, to comply with the terms and conditions of the Agreement, the EMD may be forfeited in full or in part as decided by the competent authority.



15. Order will be placed as per our requirement. Delivery of food thereof will be made at our location without any delay. Tea, Snacks and lunch services shall also be provided to the members of the staff/ guest of the CRGB as and when required on payment. (Staff means who are employed at CRGB either as Faculty / Admin staff). In addition, breakfast / dinner and snacks also shall be provided to staff, if required on payment basis.
16. The full name and postal address of the bidder shall be written on the bottom left hand corner of the sealed covers.
17. Bidder/ authorized signatory shall sign and sealed on each page of the tender documents.
18. Before submitting the proposal, the bidder shall visit the site and familiarize himself /herself thoroughly with the site conditions.
19. The successful bidder(s)/food supplier to whom the work is awarded will be under direct liaison of the representative of CRGB (Staff Learning Center), Corporate Office, Naya Raipur and has to follow his instructions from time to time for providing the food to the trainee staff.
20. In case of any dispute, decision of CRGB authority shall be final and abiding to the vendor.
21. Bank reserves the right to accept the offer of only one vendor in full or more than one vendor in part or reject any or all proposals, without assigning any reason therefore and irrespective of L1 criteria, at any stage. If, in the opinion of the Bank, L-1 Food supplier/Caterer is not in a position to deliver the food as per order quantity in the prescribed time frame, the bank will be free to shift the order to L-2 or L- 3 vendors. If the Bank considers necessary, subject to L-2/L-3 vendors matching L-1 prices.
22. The bidder(s)/food supplier will not be permitted to assign or give sub contract of the order/work awarded to him without prior permission from CRGB authority. The decision of CRGB authorities in this regard shall be final and binding to the vendors/bidders.
23. The vendor(s) must meet necessary statutory and legal compliances. CRGB will not be responsible for any legal action arising out of non-compliance to statutory & other similar legal compliances.
24. Any loss or damage caused to the CRGB property by the personnel deputed by the food supplier/ caterer will be recovered from payment of bill to the vendor and the decision of CRGB authority in this matter will be treated as final and abiding to the vendor.
- 25. Payment Terms:**
- a) No Advance Payment will be made for any ordered food.
 - b) After satisfactory providing/supplying the food to the trainee staff at staff training center 100% bill amount will be paid.
 - c) The necessary TDS and all applicable taxes will be deducted at source at the time of settlement of bill as per Government norms.
26. No deviations will be accepted and conditional proposal will not be accepted.
27. Food supplier/Caterer shall ensure submission of complete information/documents at the first instance itself. CRGB reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information.



28. CRGB will not provide any commercial LPG gas connection.

29. CRGB will not charge any amount for uses of electricity and water. The food supplier shall ensure utmost economy in the consumption of water and shall ensure that there is no wastage of water in the Kitchen area.

30. CRGB will only provide Kitchen space to the food supplier/caterer to manage our requirement only.

31. CRGB will be responsible to maintain the clearness of the dining hall and kitchen area.

32. The quality of food and provisions shall be of good standard as specified in Annexure-C. CRGB shall have authority to inspect such articles of food and provisions and shall have full powers to order discontinuance of use of such articles of food and provision which are found to be not meeting the standard set out in the contract and on grounds of hygiene.

33. Raw food stuffs such as vegetable, milk, milk products, fruit etc. shall be fresh and of good quality. If found not to be fresh, it shall be rejected and the Contractor shall replace the same with fresh products.

34. There shall be no re-chauffing i.e. leftover food of one meal shall not be served at the next meal.

35. Reuse of burnt oil is strictly prohibited. Oil, once used will not be reused.

36. The Contractor shall be personally and solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the incident, during which such food poisoning has occurred, CRGB may initiate further stringent action, as he may deem fit.

37. The Food supplier/Caterer should be based at Raipur (Chhattisgarh) only.

38. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at RAIPUR (Chhattisgarh).

I/We have read the above terms and conditions and are acceptable to me/us.

(Signature of authorized Signatory)

Name of the Signatory –
(In Block Capital Letters)

Status of the Signatory i.e. Proprietor/partner –

Place –

Date –

Seal –



ANNEXURE - A**SCHEDULE OF ITEM TO BE SERVED FOR THE TRAINEE PARTICIPANTS****I. BREAKFAST ("UNLIMITED")**

SL NO.	FOR TRAINEE PARTICIPANTS	REMARKS
1.	Milk Bread/Sandwich Bread/Brown Bread/Bread Toast	Any one item
2.	Butter	-
3.	Jam/Tomato Sauce	-
4.	Poori with Aloo Curry/Aloo Parotha with Curd/Methi Parotha with Curd/Chole Bhature/Plan Parotha with Curd Masala Dosa/Idli/Vada/Upma/Masala Poha/Onion Uttapam (All the items with Chutney & Sambar)	Any one item
5.	Fresh Fruits - Apple/Mango/Pineapple/Banana/Orange/Mix Fruit/Papaya/Grapes/Water Melon etc.	Any one item
6.	Tea & Coffee	-

II. LUNCH/DINNER ("UNLIMITED")

SL NO.	FOR TRAINEE PARTICIPANTS	REMARKS
1.	Tomato Soup/Sweet Corn Soup/Vegetable Soup/Hot & Corn Soup	Any one item
2.	Tawa Roti/Puri/Rumali Roti/Tandoori Roti	Any one item
3.	Plain Rice/Jeera Rice/Matar Rice/Vegetable Fried Rice/Vegetable Pulav	Any one item
4.	Mix Dal/Dal Tadka/Dal Fry/Dal Makhani/Rajma Dal	Any one item
5.	Paneer Masala/Paneer Butter Masala/Paneer Kadhai/Paneer Punjabi/Matar Paneer/Palak Paneer/Paneer Bhurji/Paneer kholapuri/Malai Kofta/Matar Mushroom/Chole Masala/Kadi Pakoda	Any one item
6.	One Seasonal Dry Vegetable : Mix Veg/Gobi Aloo/Bhindi Fry/Aloo Purwal/Gobi Masala Tinda Masala/Lauki Cofta/Soya Been Aloo/Karela Dry/Baigan Bharta	Any one item
7.	Plain curd/Dahi Bada/Veg Curd/Boondi Raita	Any one item
8.	Green Salad Consisting of Lime and any three of the following : Onion, Cucumbers, Tomatoes, Carrots, Beetroots, Cabbage etc.	Any one item
9.	Papad Dry/ Fried Papad etc.	-
10.	Achar Mix/Mango/Lemon/Ginger Chilly	Any one item
11.	Desert : Gulab Jamun/Rasgulla/Jalebi/Custard/Sevayyan Kheer/Rice Kheer/Suji Halwa/Moong Dal Ka Halwa/Gazar Halwa/Ice Cream	Any one item
12.	Sauf & Mishri	-

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

Name: _____



ANNEXURE - A

Continued...

III. Miscellaneous

SL NO.	FOR TRAINEE PARTICIPANTS	REMARKS
1.	Tea/Coffee/Green Tea	Morning 07:00am
2.	Tea/Coffee with Cookies/Biscuits (Sweet & Salted)	11:30 am (During Tea Break)
3.	Tea/Coffee with Cookies/Biscuits (Sweet & Salted)	03:30 pm (During Tea Break)
4.	Tea/Coffee with Snacks "LIMITED" (e.g. Samosa/Aloo Bondas/Veg Pakoda/kachori/ Veg Sandwich/Mangodi/Dohkla)	05:30 pm (Evening snacks/Tea)

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

Name: _____



ANNEXURE – B**SCHEDULE OF FOOD PROVIDED TO OFFICE STAFF INDIVIDUALLY ON PAYMENT BASIS**

SI No.	Items	Remarks
1.	Tawa Roti/Puri/Tandoori Roti	"Unlimited Thali"
2.	Plan Rice/Jeera Rice/Matar Rice	
3.	Dal Fry/Dal Tadka	
4.	Mix Vegetable/any Seasonal Vegetable	
5.	Raita	
6.	Salad	
7.	Papad	
8.	Achar	
9.	Sweet (Limited)	

SI No.	Items	Remarks
1.	Tawa Roti/Puri/Tandoori Roti – 4/6/3 nos	"Limited Thali" Option I
2.	Plan Rice/Jeera Rice/Matar Rice	
3.	Dal Fry/Dal Tadka	
4.	Mix Vegetable/any Seasonal Vegetable	

SI No.	Items	Remarks
1.	Tawa Roti/Puri/Tandoori Roti – 4/6/3 nos	"Limited Thali" Option II
2.	Mix Vegetable/any Seasonal Vegetable	

SI No.	Items	Remarks
1.	TEA	
2.	COFFEE	
3.	PACKED ITEMS	ON MRP

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

Name: _____



QUALITY OF THE MATERIALS TO BE USED FOR PREPARING THE FOOD

1. RICE - Sona Mussorie, HMT/Equivalent Brand
2. DALS - Tur/Urad/Moong – Best Quality
3. PULSES - Masoor No.1 Kabuli Chana No.1 Fresh Green Peas Frozen Green Peas
4. OIL - Refined Ground / Sunflower / Dhara / Sundrop/Equivalent Brand
5. ATTA - Wheat fresh Atta Pilsbury, Annapurna, Farm Fresh, Ashirvad
6. PICKLES - Priya / MTR/Nilons
7. PAPAD - Lijjat etc.
8. BREAD - Modern / Britannia /
9. BUTTER - Amul /Britannia
10. JAM - Kissan
11. SAUCE - Kissan / Maggi
12. MILK - Pasteurised Dairy Whole Milk/Fresh Milk
13. TEA - Tea bags Tajmahal / Lipton / Red label
14. COFFEE - Filter, Nescafe, Rich Cafe, Bru
15. BISCUITS - Marie, Nice, Monaco, Good Day, Krackjack, Britannia Cream, Bourbon
16. FRUITS (*) - Banana, Papaya, Grapes, Mango, Chickoo, Orange, Apple, Water Melon, Pomegranate, Custard Apple, Pineapple
17. ICE-CREAM - Amul / Kwality walls / Vadilal / Scoop - Cup size
18. MASALA - MDH/Everest/Badshah/any other popular brand but to be got approved by the competent authority

(*) First quality as approved by concerned authority shall be provided.

Note: The Contractor should at all time ensure that he uses the specified brand only and having the latest validity. Poor quality material will not acceptable.

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

Name: _____



FINANCIAL BID**I. SCHEDULE OF RATES TO BE QUOTED FOR FOOD (AS PER ANNEXURE 'A')**

Sl No.	Service Rendered	Rate in Figures	Rate in Words
a.	Morning Tea/Coffee/Green Tea		
b.	Breakfast		
c.	Tea/Coffee with Cookies/Biscuits		
d.	Lunch/Dinner		
f.	Tea/Coffee with Snacks (05:30)		

Note: Applicable Taxes, if any for the above may please be indicated separately

I/We accept to all the Terms & Conditions, Specifications, and Guidelines as indicated in the tender Document.

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



FINANCIAL BID**II. SCHEDULE OF FOOD PROVIDED TO OFFICE STAFF INDIVIDUALLY ON PAYMENT BASIS**

SI No.	Items for "UNLIMITED THALI"	Rate in Figures	Rate in Words
1.	Tawa Roti/Puri/Tandoori Roti		
2.	Plan Rice/Jeera Rice/Matar Rice		
3.	Dal Fry/Dal Tadka		
4.	Mix Vegetable/any Seasonal Vegetable		
5.	Raita		
6.	Salad		
7.	Papad		
8.	Achar		
9.	Sweet (Limited)		

SI No.	Items for "LIMITED THALI" OPTION-I	Rate in Figures	Rate in Words
1.	Tawa Roti/Puri/Tandoori Roti – 4/6/3 nos		
2.	Plan Rice/Jeera Rice/Matar Rice		
3.	Dal Fry/Dal Tadka		
4.	Mix Vegetable/any Seasonal Vegetable		

SI No.	Items for "LIMITED THALI" OPTION-II	Rate in Figures	Rate in Words
1.	Tawa Roti/Puri/Tandoori Roti – 4/6/3 nos		
2.	Mix Vegetable/any Seasonal Vegetable		

RATES FOR ADDITIONAL ITEMS

SI no.	Items	Rate in Figures	Rate in Words
01.	Tea		
02.	Coffee		
03.	Breakfast Poori with Aloo Curry/Aloo Parotha with Curd/Methi Parotha with Curd/Chole Bhature/Plan Parotha with Curd		
04.	Cold Drinks etc.		
05.	Tea/Coffee with Snacks		

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

