



SACHIVALAYA GYMKHANA

6, General Jagannathrao Bhosale Marg, Opp. Mantralaya, Mumbai-400 032.

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सचिवालय जिमखान्याचे उपहारगृह चालविण्यासाठी कंत्राटदाराची नेमणूक करण्यासाठी निविदा.

Tender for appointment of contractor for running Canteen in Sachivalaya Gymkhana.

Tender No. :- SG/1257/Canteen/2016

Non transferable

Date : 17th May, 2016

SACHIVALAYA GYMKHANA

Tender No. SG/1257/Canteen/2016

Manager, Sachivalaya Gymkhana, Mumbai on behalf of Sachivalaya Gymkhana invites e-tenders in two envelope system from eligible bidder for the appointment of contractor for ruing Canteen in Sachivalaya Gymkhana. The Tender Notice is also being published in the local daily news papers / MT.

Interested eligible Tenderers may obtain further information of scope of services and other terms and conditions applicable for procurement of above items from the official website :-

<http://www.sachivalayagymkhana.com>.

TENDER SCHEDULE

All bid related activities (Process) like Tender Document Download, bid preparation, bid submission and submission of EMD and other documents will be governed by the time schedule given under Key Dates below :

Date of commencement of sale of Tender document/ Download	: 17.05.2016
Date of pre-bid meeting	: 27.05.2016 at 18.00 hrs.
Last date for sale of tender document	: 8.6.2016 up to 18.00 hrs. up to 11.6.2016 at 18.00 hrs.
Bid preparation and submission Period	: Till 11.06.2016 at 18.00 hrs.
Closing of Bid (By Sachivalaya Gymkhana)	: 11.06.2016 at 18.00 hrs.
Date and time of opening of Envelope No.1	: 14.06.2016 from 18.00 hrs. to 18.30 hrs.
Address for communication	: SACHIVALAYA GYMKHANA, 6, Gen. Jagannathrao Bhosale Marg, Opp. Mantralaya, Mumbai- 400 032.

A complete set of tender documents may be downloaded by interested eligible tenderer . The tenders shall be rejected summarily upon failure to follow procedure prescribed in the Tender document. The conditional tender is liable to be rejected.

Sachivalaya Gymkhana reserves the right to increase or decrease the quantity to be purchased and also reserves the right to cancel or revise or any of the all the tenders or part of tenders without giving any reasons thereto.

Interested tenderer may submit full tender along with processing fee of Rs. 5000/- (Rs. Five thousand only) Sachivalaya Gymkhana by Demand Draft drawn in the favour of SACHIVALAYA GYMKHANA.

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Tender for appointment of contractor for running Canteen in Sachivalaya Gymkhana.

1 Introduction

- 1.1 The Manager, Sachivalaya Gymkhana, Mumbai, hereinafter referred to as a “Purchaser” invites online tender in two Envelop systems for services specified in **Annexure-A** Schedule of Requirements, for the Sachivalaya Gymkhana.
- 1.2 **Interested eligible Tenderer may obtain further information of scope of services and other terms and conditions applicable for procurement of item from our website :<https://www.sachivalayagymkhana.com>**
- 1.3 All tender related activities (Process) like Tender Document Download, Tender Preparation Tender submission and submission of EMD and other documents will be governed by the time schedule.
- 1.4 Tender document will be down loaded online from our website :<https://www.sachivalaya gymkhana.com> and submitted physically in our office along with processing fee of Rs. 5000/- (Rs. Five thousand only). In no case, the tender cost/ fee should be mixed with EMD amount. Tender shall liable to be rejected summarily upon failure to follow procedure prescribed in the Tender document.
- 1.5 The scope mentioned in the Tender are only approximate estimated quantities. Sachivalaya Gymkhana, reserves the right to increase or decrease the scope of services, to be purchased without assigning any reason thereof.
- 1.6 If any tenderer wishes to lodge any complaint against the other tenderer regarding submission of false documents, information etc. The tenderer has to submit the complaint to the Manager, Sachivalaya Gymkhana before price bid opening along with deposit of Rs. 1,00,000/- (Rs. One lac only) in the form of Demand Draft drawn in favour of Sachivalaya Gymkhana, Maharashtra payable at Mumbai. This issue will submit to a committee of Office Bearers along with facts. The amount so deposited shall be refunded if after scrutiny the complaint is found to be true by the Office Bearers committee. However, if the complaint found to be false and malafide the deposit will be forfeited. No interest shall be paid against this deposit. Any complaint received after price bid opening will not be entertained.

2 Eligibility criteria for this Tender :

- 2.1 Bidder should have registration under Maharashtra shops & Establishments Act 1948 for running staff canteen/ restaurant/ mess.
- 2.2 The eligible Bidder must have minimum continuous 3 years of experience in last 5

financial years running staff canteen/ restaurant/ mess in Greater Mumbai with annual average turnover of minimum Rs. 50 lac in those 3 years.

- 2.3 Bidder is not allowed to participate in consortium.
- 2.4 Tenders are not allowed from firm which found guilty of malpractice, misconduct, or blacklisted/ debarred either by Govt. of Maharashtra or by any local authority and other State Government /Central Government's organizations.

3 Cost of bidding

The tendere shall bear all costs associated with the preparation and submission of their tenders and the Purchase will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4 Clarification of tender documents

A prospective tenderer requiring any clarification of the tender document shall contact the Purchaser by letter or email 10 days prior to last date & time of closing sale of tender. Email ID – For this tendering process related Queries can be sent on email- and prospective tender's requiring any clarification after this last date will not be entertained.

5 Amendment of tender document

- 5.1 At any time prior to the deadline for Sale of tender, the Purchaser may amend the tender documents by issuing Addenda/Corrigendum.
- 5.2 Any addendum/corrigendum as well as clarification thus issued shall be a part of the Tender documents and it will be assumed that the information contained in the amendment will have been taken into account by the Tenderer in its tender.
- 5.3 To give prospective Tenderer reasonable time in which to take the amendment into account in preparing theirs, the purchaser shall extend, at its discretion, the deadline for submission of tenders, in which case, the purchaser will notify all tenderer by placing it on website of the extended deadline and will be binding on them.

6 Submission of tenders:

Tender should be submitted on or before last date of submission.

Tender should be submitted physically i.e. Technical Bid in envelop no.1 & Commercial bid in envelop no. 2. The processing fee as required in the tender documents should invariably be submitted along with tender in the form of DD only.

6.1 Late tender offers:

Late tender fee, late submission of documents on any count shall be rejected summarily. Delay due to Post or any other reason will not be condoned.

6.2 Envelope No.1 (Technical Bid):

Technical offer must be submitted physically in Sachivalaya Gymkhana office as per the instructions on the portal. (Technical Bid): Technical offer must be submitted.

The tenderer must submit the following documents along with the tender.

1. Tender Form as per Annexure-1.
2. The instruments such as Power of Attorney, Resolution of Board etc. authorizing an officer of the tenderer.
3. Authorization letter nominating a responsible person of the tenderer to transact the business with the Purchaser.
4. Registration under thr Maharashtra Shops & Establishments Act 1948 for running staff canteen/restaurant/mess.
5. Past performance as per clause 2.2 of tender document in the form of proforma prescribe in annexure.2
6. Service Tax Registration Certificate.
7. Service tax Clearance Certificate up to 31st march. 2016 or the latest copy of the Service Tax Return submitted.
- 8. Affidavit on non-judicial stamp paper of Rs.100/-regarding the firm has not been found guilty of malpractices, misconduct, or blacklisted/debarred for the quoted product by any govt. or non govt. organization. To be submitted to this office on or before sale close of tender**
9. Tender Form as per Annexure-1.
10. The instruments such as Power of Attorney, Resolution of Board etc. authorizing an officer of the tenderer.
11. Authorization letter nominating a responsible person of the tenderer to transact the business with the Purchaser.
12. Registration under thr Maharashtra Shops & Establishments Act 1948 for running staff canteen/restaurant/mess.
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quoted product by any govt. or non govt. organization. To be submitted to this office on or before sale close of tender

17. Bidders complete information and evidential documents on ownership must be submitted (as per format in Annexure-3 provided in the tender documents) (use extra sheet, if required)

18. Other relevant documents required as per tender terms & conditions.

19. Income Tax return statement of last 3 financial years.

6.3 Envelope No. 2 (Price Bid):

(a) Price bid must be submitted **physically** as per the instruction on the portal.

(b) Rates should be quoted in the Price Schedule Annexure- 6 only.

(c) Tenderer are strictly prohibited to change/alter specifications or units size given in Annexure - A Schedule of requirements while quoting.

7 Deadline for submission of tenders

7.1 For Submission of tender tenderer must complete follow the schedule of the tender as prescribed in per online schedule of the tender.

7.2 The Purchaser may, at his discretion, extend the deadline for the submission of tenders by amending the tender documents in which case all right and obligations of the Purchaser and Tender previously subject to the deadline will thereafter be subject to the deadline as extended.

8 Opening of tender :

On the date and time specified in the tender notice following procedure will be adopted for opening of tender for which tenderer is free to attend himself or depute an authorized officer as his representative.

8.1 Opening of Envelope No.1 (Technical bid)

Envelop No.1 (Technical bid) of the tenderer will be opened in the presence of tender opening authority and in the presence of tendere / their representative through tendering procedure

8.2 Opening of Envelope No.2

This envelope containing offer of bidder to pay Royalty in proforma as per Annexure-6 shall be opened after opening of Envelop No.1 (Technical bid). Likely date and time of price bid opening will be forth working day after completion of technical scrutiny. In case of change in time and date, the changed time and date will be communicated electronically by the purchaser separately to the eligible tenderers of Envelope No.1.

9 Period of Validity of tenders :

- 9.1 The tenders shall remain **valid for a period of 120 days** after the date of opening of Envelop No.1 (Technical bid). A bid valid for a shorter period shall be rejected.
- 9.2 Prior to the expiration of the bid validity the Purchaser may request the tenderer to extend the bid validity for the period as required by the Purchaser.

10 Earnest Money Deposit :

- 10.1 All tenders must be accompanied with Earnest Money Deposit (EMD) for the amount specified in Annexure- A Schedule of Requirements
- 10.2 The EMD shall be submitted in the form of Bank Guarantee in favour of Sachivalaya Gymkhana payable at Mumbai or bank guarantee from any nationalized or scheduled bank and valid for 165 days from opening date of 1st bid as mentioned in the tender or the extended date if any.
- 10.3 The tenders submitted without EMD will be summarily rejected.
- 10.4 Unsuccessful tenderer's EMD will be discharged / returned within a period of 30 days after award of contract to the successful bidder.
- 10.5 Tenderer shall not be entitled for any interest on EMD / Security deposit.
- 10.6 The successful tenderer's EMD will be discharged after signing the Contractor and submitting the security deposit as stipulated.
- 10.7 The EMD shall be forfeited :
- a) Tenderer fails to accept the purchase order.
 - b) If a Tenderer withdraws its tender during the period of bid validity as specified in the Tender.
 - c) In case of a successful Tender, if the tenderer fails:
 - (i) To sign the Contract in accordance with terms and conditions or.
 - (ii) To furnish security deposit as per tender clause 15.

11 Prices

- 11.1 The prices of the items to be supplied in the Canteens, quoted in Annexure -4 will be binding on the tenderer and valid for a period of one year from the date of signing the contract and any increase in price will not be entertained during the contract period.
- 11.2 In case of any enhancement in ST due to statutory Act of the Govt. after the date of submission of tenders and during the tender period, the quantum of additional service Tax so levied will be allowed to be charged extra as separate item without any change in price structure of the items approved under the tender. For claiming the additional cost on account of the increase in service Tax, the tenderer should produce a letter from the

concerned Competent Authorities for having paid additional ST on the services supplied to the purchaser and can also claim the same in the invoice.

- 11.3 At the end of one year after signing the contract, prices of the food items mentioned in Annexure -4 may be increased with mutual consent.

12 Evaluation of tenders :

- 12.1 After opening of Envelop No.1 (Technical bid), on the scheduled date, time and venue, the Purchase committee shall examine the contents of the tenders received along with all prescribed mandatory documents.
- 12.2 The Purchase committee shall scrutinize the documents mentioned above for its eligibility, validity, applicability, compliance and substantiation including post qualification criteria stipulated in tender document.
- 12.3 The Purchase committee shall also analyze that there is no collusive or fraudulent practice involved in the entire tendering process amongst all the tenders received.
- 12.4 Any Tender during the evaluation process do not meet the tender conditions laid down in the tender document will be declared as not acceptable and such tenders shall not be considered for further evaluation. However, the tenderer can check their tender evaluation status on the website.
- 12.5 Tenders which are in full conformity with tender requirements and conditions shall be declared as eligible Tender for opening Envelop No.2 in the website and Envelop No.2 (Commercial bid) of such tenderer shall be opened later, on a given date and time.

13 Post Qualification :

- 13.1 The Purchaser will further evaluate the Tenderer's financial, technical, and production capabilities based on the documentary evidence and information submitted by the Tenderer as well as other information the Purchaser deems necessary and appropriate.
- 13.2 An affirmative post-qualification determination of the Purchaser will be a prerequisite for acceptance of Technical Bid (Envelop No.1). A negative determination will result in rejection of the Tenderer's tender, in which event the Purchaser will proceed to the next Tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

14 Royalty & Contract Agreement

- 14.1 Royalty is a amount which is to be paid per annum to Sachivalaya Gymkhana in exchange of providing food items with prescribed rates at Annexure - 4 using facilities/ property of Sachivalaya Gymkhana prescribed at Annexure -7
- 14.2 The successful tenderer shall furnish 40% of the total Royalty to the Purchaser within 15

days from the date of communication of Acceptance of Tender and enter into Contract Agreement on Rs.100/- non-judicial stamp paper. The cost of Stamp paper should be borne by the tenderer.

14.3 Remaining 60% of the Royalty will be paid in two equal installment on 4 months interval.

14.4 The Royalty should be in the form of Cheque in favour of the Sachivalaya Gymkhana.

15 Award of contract :

15.1 The Purchaser will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined as highest evaluated tender, provided further that the tender is determined to be qualified to perform the contract.

15.2 The Purchaser reserves the right to increase or decrease the Scope of Services to be purchased and also reserves the right to cancel or revise or any of the all the tenders or part of tenders without giving any reasons thereto with no cost to the Purchaser.

16 Default Clause / Cancellation on failure to supply :

If the supplier fails to commence services as scheduled or to deliver the services ordered to him within the period stipulated in the contract, it shall be discretion of the purchaser either. (a) to extend the delivery period or (b) to cancel the contract in whole or in part for the unsupplied quantities without any show cause notice. In the event of extension, liquidated damages, will be applicable. If the purchaser decides to cancel the contract, the mode of repurchase will be at the discretion of the purchaser. The supplier shall be liable to pay any loss by way of extra expenditure or other incidental expenses, which the purchaser may sustain on account of such repurchase at the risk and cost of the supplier. In addition to action above, the purchaser may debar the defaulting supplier from future orders, for maximum period of 3 years. In any case the supplier will stand debarred for future contracts for the period till extra expenditure on account of cancellation and repurchase in terms of action above is paid by the supplier or recovered from his bill for supplied services against any orders with the purchaser or his authorized consultants/ agents.

17 Force Majeure :

17.1 For purposes of this Clause, 'Force Majeure' means at any time during subsistence of contract an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. such events may include, but are not limited to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions,

fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 17.2 If a Force Majeure situation arises, the supplier shall promptly but not later than 30 days notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 17.3 Force Majeure will be accepted on adequate proof thereof.
- 17.4 If contingency continues beyond 30 days, both parties argue to discuss and decide the course of action to be adopted. Even otherwise contingency continues beyond 60 days then the purchaser may consider for termination of the contract on equitable basis.

18 Confidentiality

Information relating to the examination, clarification, evaluation, and comparison of tenders, and recommendations for the award of a contract shall not be disclosed to tenderer or any other persons not officially concerned with such process until the notification of Contract award is made.

- 18.1 Any effort by the tenderer to influence the Purchaser in the Purchaser's bid evaluation, bid comparison, or contract award decisions may result in the rejection of the Tenderer's bid.

19 Corrupt or Fraudulent Practices

- 19.1 The Purchaser as well as Tenderer shall observe the highest standard of ethics during the procurement and execution of such contracts.
- 19.2 "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution: and.
- 19.3 "Fraudulent practice" means a misrepresentation or omission of facts in order to Influence a procurement process or the execution of a contract to the detriment of purchaser and includes collusive practice among Tenderer (prior to or after tender submission) designed to establish tender prices at artificial, non competitive level; and.
- 19.4 "Collusive practice" means a scheme or arrangement between two or more tenderer, with or without the knowledge of the Purchaser, designed to establish tender price at artificial, non competitive level; and.
- 19.5 "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or

effect the execution of the contract.

19.6 “The Purchaser will reject a tender for award if it determines that the tenderer recommended for award has directly or through an agent engaged in corrupt or fraudulent practices in competing for the contract in question ;

19.7 The Purchaser will declare a firm or individual as ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

20 Disputes.

20.1 Resolution of dispute :

In the event of any question, dispute of differences in respect of contract or terms and conditions of the contract or interpretation of the terms and conditions or part of the terms and conditions of the contract arises, the parties may mutually settle the dispute amicably.

20.2 Arbitration :

In the event of failure to settle the dispute amicably between the parties, the same shall be referred to the sole arbitrator appointed with mutual understanding. The award passed by the sole Arbitrator shall be final and binding on the parties. The arbitration proceedings shall be carried out as per the India Arbitration and Conciliation Act. 1996 and the rules made hereunder.

20.3 Governing Language :

English language version of the contract shall govern its interpretation.

20.4 Applicable Laws :

The contract shall be governed in accordance with the law prevailing in India, Act, Rules, Amendments and orders made thereon from time to time.

20.5 Indemnification :

The contractor shall indemnify the purchaser against all actions, suit, claims and demand or in respect of anything done or omitted to be done by contractor in connection with the contract and against any losses or damages to the purchaser in consequence of any action or suit being brought against the contractor for anything done or omitted to be done by the contractor in the execution of the contract.

20.6 Jurisdiction

All the suits arising out of the contract shall be instituted in the court of competent jurisdiction situated in Mumbai only and not elsewhere.

ANNEXURE –A
Schedule of Requirements:

Sr. No.	Item description	EMD In Rs.
1	Appointment of contractor for running canteen in Sachivalaya Gymkhana.	25,000/-
2	Item description offer of the bidder to pay Royalty to Sachivalaya Gymkhana which should not be equal or less than	15,00,000/- per year

ANNEXURE –B

उपहारगृहाच्या ठेकेदारास उपहारगृह चालविताना पाळावयाच्या महत्वाच्या सूचना / अटी व शर्ती

1. यशस्वी ठेकेदारास प्रथम अनामत रक्कम म्हणून रु. २,००,०००/- इतकी रक्कम द्यावी लागेल, ही अनामत रक्कम बिनव्याजी राहिल व करारनामा कालावधी संपल्यानंतर परत करण्यात येईल.
2. उपहारगृहाला आवश्यक असलेले अन्न सुरक्षा व मानके अधिनियमांतर्गत परवाने / नोंदणी अन्न व औषध प्रशासनाकडून परस्पर मिळवावे लागतील व त्याचा खर्च खाद्यपेय प्रबंधक स्वतः परस्पर करतील. त्याचे अटी शर्ती व नियमांचे पालन करणे उपहारगृह ठेकेदारास बंधनकारक राहिल.
3. उपहारगृहात तयार होणारे अन्न पदार्थ सुरक्षित व निर्भळ असणे, ही संपूर्ण जबाबदारी उपहारगृह ठेकेदाराची राहिल. त्यासाठी तयार अन्न पदार्थ व कच्च्या अन्न पदार्थांचे नमुने अन्न व सुरक्षा प्राधिकरणाने प्राधिकृत केलेल्या NABL प्रयोगशाळेतून नियमित तपासणी करून घेण्याची जबाबदारी उपहारगृह ठेकेदाराची राहिल व त्यासाठी लागणारा खर्च उपहारगृह ठेकेदार स्वतः करतील व त्याचा अहवाल कार्यकारी समिती, सचिवालय जिमखाना, यांना वेळोवेळी सादर करण्यात यावा.
4. अन्न व सुरक्षा व मानके अधिनियम २००६ आणि त्या अंतर्गत नियम व नियमन २०११ च्या सर्व तरतुदींचे पालन करण्याची जबाबदारी उपहारगृह ठेकेदाराची राहिल. तसेच उक्त अधिनियमांचे अथवा नियम किंवा नियमांचा भंग झाल्यास त्यास उपहारगृह ठेकेदार जबाबदार राहिल. उपहारगृहातील आवश्यक असलेले परवाने उपहारगृह ठेकेदाराला महानगरपालिकेकडून अगर विविध प्राधिकाऱ्यांकडून परस्पर मिळवावे लागतील व त्याचा सर्व खर्च उपहारगृह ठेकेदार स्वतः परस्पर करील. तसेच शासन व महानगरपालिका इ. यांनी वेळोवेळी आकारलेले विविध कर उपहारगृह ठेकेदारास भरणे बंधनकारक राहिल.
5. उपहारगृह भागिदारीत चालवित असल्यास पंजीबद्ध भागीदारी करारनाम्याची प्रमाणित प्रत सादर करावी. तसेच एका कायमस्वरूपी नियमित उपस्थित असलेल्या व्यक्तीच्या नावे मुखत्यारपत्र (Power of Attorney) करावी.
6. यशस्वी उपहारगृह ठेकेदारास रु. ५००/- मुद्रांकित कोर्ट फी स्टॅम्प पेपरवर उपहारगृहाच्या वापरासंबंधीचा करारनामा करावा लागेल. सदर करारनाम्यात मुदत, अटी व शर्ती यांचा समावेश असेल व उपहारगृह ठेकेदारास त्या बंधनकारक राहतील.

७. उपहारगृहातील लागणारी स्वयंपाकाची उपकरणे उदा. स्टीलची भांडी, चीनमातीची भांडी, ताटे, वाट्या, चमचे, काटे इ. सर्व साहित्य उपहारगृह ठेकेदारास स्वखर्चाने समितीच्या मार्गदर्शक तत्वानुसार व समितीच्या प्रतिनिधींच्या पसंतीनुसार वापरावयास आणावी लागतील.
८. कर्मचाऱ्यांची उपहारगृहात नेमणूक करतांना तो उमेदवार अनुभवी, सुशिक्षित व साधारणतः उपहारगृहाकरीता आवश्यक असलेले प्रशिक्षण घेतलेला मराठी भाषा लिहिता वाचता व बोलता येणारा असावा.
९. उपहारगृहातील कर्मचाऱ्यांच्या बाबतीत तक्रार प्राप्त झाल्यास त्याची सर्व जबाबदारी उपहारगृह ठेकेदारांना खुले ठेवावे लागेल. परंतु सेवेच्या बाबतीत जिमखाना सदस्यांना सेवा देण्यासाठी इतर व्यक्तींपेक्षा प्रथम प्राधान्य, तसेच जेवणावर २०% आणि नाष्टाच्या पदार्थांवर ३५% सूट द्यावी लागेल.
१०. उपहारगृहातील संपूर्ण व्यवस्था अन्न सुरक्षा व मानके नियमानुसार तसेच स्वच्छता व आरोग्यदायी व्यवस्था ठेवणे ही जबाबदारी उपहारगृह ठेकेदाराची राहिल.
११. उपहारगृहाची वेळ सकाळी ९.०० ते रात्री ९.०० वाजेपर्यंत असेल. कार्यालयीन सुट्टीच्या दिवशी उपहारगृह बंद राहिल.
१२. उपहारगृहातील सर्व सुचनाफलक व दरपत्रके, बिल इत्यादी मराठीतच असणे उपहारगृह ठेकेदारास बंधनकारक आहे.
१३. उपहारगृहात ठेवलेल्या कर्मचाऱ्यांना ओळखपत्रे छायाचित्रासह, त्याला उपहारगृह ठेकेदाराने पुरविलेल्या पोशाखासह लावणे बंधनकारक राहिल. सदर पोशाखाचे स्वरूप व रंग तसेच ओळखपत्राचे स्वरूप व रंग हा सचिवालय जिमखाना प्रतिनिधीकडून मंजूर करून घेणे व दिलेला पोशाख नेहमी स्वच्छ राहिल याची दखल घेणे उपहारगृह चालकास बंधनकारक राहिल. तसेच सदर समिती करारनाम्यातील अटी व शर्तीचे तसेच वेळोवेळी दिलेल्या सूचनांचे नीट पालन होते किंवा नाही याचीही संबंधीत अधिकारी तपासणी करतील व उपरोक्त बाबींसाठी येणारा खर्च उपहारगृह ठेकेदार स्वतः करतील.
१४. उपहारगृह ठेकेदार उपहारगृहातील खाद्यपदार्थांचे व जेवणाचे दर कार्यकारी समितीच्या पूर्व मान्यतेशिवाय एकतर्फी परस्पर वाढविता येणार नाही व खाद्यपदार्थांचे व जेवणाचे दर परस्पर वाढविल्यास ते दंडास पात्र राहिल. सदर दंडाची रक्कम कार्यकारी समिती ठरविल त्याप्रमाणे भरणे बंधनकारक राहिल.
१५. उपहारगृहाच्या करारनाम्याची मुदत संपल्यानंतर सदर जागेचा ताबा शांततेने कार्यकारी समितीकडे कोणतेही कारण न दाखविता देणे उपहारगृह ठेकेदारास बंधनकारक राहिल.
१६. उपहारगृहामध्ये उपहारगृह ठेकेदाराने काम करण्यासाठी नेमलेल्या कर्मचारी, स्वयंपाकी, कक्षात सेवा पुरविणारे कर्मचारी व व्यवस्थापनेतील कर्मचारी यांना कक्षात तसेच कोणत्याही परवानगी नसलेल्या जागेचा वापर निवासासाठी करता येणार नाही. उपहारगृह ठेकेदाराकडील

कोणताही कर्मचारी अनधिकृत वास्तव्य केल्याचे निदर्शनास आल्यास दंडात्मक कार्यवाही उपहारगृह ठेकेदारावर करण्यात येईल व सदरचा दंड सुरक्षा अनामत रक्कमेतून वळती करण्यात येईल.

१७. उपहारगृहासाठी स्वतंत्र विजेचे मीटर असल्याने त्याचे मासिक देयक वेळेवर भरण्याची जबाबदारी उपहारगृह ठेकेदाराची राहिल.
१८. सचिवालय जिमखाना व उपहारगृहासाठी वापरण्यात येणाऱ्या पाण्याचे मीटर एकच असल्याने पाणी देयकाच्या ७५% रक्कम ठेकेदाराने प्रतिमाह जिमखान्याकडे देणे बंधनकारक राहिल.
१९. स्वामित्व धनाच्या रक्कमेत प्रतिवर्ष १०% वाढ ठेकेदारा द्यावी लागेल. तथापि याबाबत अंतिम निर्णय जिमखाना कार्यकारिणीचा राहिल.

ANNEXURE -1

Tender Form

Name & Address of Contractor:

To,
The Manager,
Sachivalaya Gymkhana
Mumbai.

Dear Sir,

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the service under the above-named Contract in full conformity with the said tender document and our financial offer is submitted in Envelop No.2 which is made part of this tender.

We undertake, if our tender is accepted, to deliver the good in accordance with the delivery schedule specified in the tender document.

If our tender is accepted, we undertake to submitted the security deposit in the form, in the amount, and within the time specified in the document.

We agree to abide by this Tender Validity Period specified in the tender document and it shall remain upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender, shall constitute a binding Contract between us,. We understand that you are not bound to accept the highest or any tender you may receive.

Signed :

Date :

In the capacity of

Duty authorized to sign this bid for and on behalf of

Signature & stamp of tenderer

Note : This form must be signed & Stamped in original to be submitted to this office along with 1 affidavits on or before sale close of tender.

ANNEXURE -2

PROFORMA FOR PAST PERFORMANCE STATEMENT

Sr. No.	Name of the Product	Name and full address of the purchaser	Order No & Date	Quantity	Date of completion as per contract

Note :-

In support of above statement, enclosed the copies of supply orders and client's satisfactory certificates

ANNEXURE -3
CONTACT DETAILS FORM

1. NAME OF THE COMPANY
2. NAME AND DESIGNATION OF AUTHORISED REPRESENTATIVE
.....
3. COMMUNICATION ADDRESS
-
4. PHONE NO./ MOBILE NO.....
5. FAX.....
6. E-MAIL.I.D.....

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1. NAME OF THE CONTRACT PERSON
.....
2. DESIGNATION.....
3. PHONE NO.....

4. MOBILE NO.....

5. E-MAIL I.D.....

UNDERTAKING

1. I the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rate quoted by me are valid and binding upon me for the entire period of contract.
3. I/We give the rights to the competent authority of the officer of the SACHIVALAYA GYMKHANA to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the service as per the directions given in the tender document/contract agreement.

Signature of the Authorized Signatory

Date :-

Place :-

Designation:

(Office seal of the Bidder)

ANNEXURE -4 FOOD ITEMS & THEIR RATES

वेळ - सकाळी ९.०० वा. ते रात्री ९.०० वा. पर्यन्त

SNACKS	RATE	DOSA	RATE
TEA	१०.००	SADA DOSA	२५.००
COFFEE	१७.००	MASALA DOSA	३५.००
CLACK TEA	१०.००	PNR SADA DOSA	४२.००
MILK CUP	१५.००	PNR MASALA DOSA	४४.००
MILK १ GLASS	२५.००	CHEESE MASALA DOSA	५०.००
KANDA POHA	२२.००	BUTTER SADA DOSA	३२.००
UPMA	२२.००	BUTTER MASALA DOSA	३८.००
SEERA	२२.००	UTTAPPA	३८.००
MENDUWADA SAMBAR	३२.००	ONION UTTAPPA	४४.००
IDLI SAMBHAR	३२.००	TOMETO UTTAPPA	४४.००
BATATA WADA	२२.००	CHEESE/ PNR UTTAPPA	५०.००
MISAL PAV	३२.००	RAVA SADA DOSA	३२.००
BAJIA (ONION,POTATO,METHI)	२५.००	RAVA MASALA DOSA	४४.००

SAMOSA (१ Pcs.)	१३.००	MAYSORE MASALA DOSA	५०.००
SAMOSA (२ Pcs.)	२५.००	BUTTER MAYSORE MASALA DOSA	५७.००
BREAD PATIS	४४.००		
OMLET (DOUBLE)	२८.००	CHAT	RATE
EGG BHURJI	३०.००	SUKKHA BHEL	२०.००
EGG BOILED (TWO PIECES)	१९.००	GILA BHEL	२५.००
PAV (१Pcs.)	०३.००	SEV PURI	२५.००
BREAD (१Pcs.)	०३.००	GREEN SALAD	३२.००
FASTING FOOD	RATE	JUICE	RATE
SABUDANA WADA	३२.००	MOSAMBI	४८.००
SABUDANA KHICHDI	३२.००	ORANGE	४८.००
FINGER CHIPS	३२.००	PINEAPPLE	४८.००
		WATER MILLON	४८.००
		COCKTAIL	६३.००
SANDWICH	RATE	SOFT DRINK	RATE
VEG. SANDWICH	२५.००	SODA	
VEG. TOST SANDWICH	३०.००	MASALA SODA	
VEG. CHEESE SANDWICH	३८.००	SOFT DRINK (२०० ML)	
VEG. GRILLED SANDWICH	६३.००	SOFT DRINK (६०० ML)	
CHEESE GRILLED SANDWICH	७५.००	NIMBUZ (३०० ML)	
PAV BHAJI	७०.००	MINIERAL WATER	
CHEESE PAV BHAJI	९५.००	BUTTER MILK	
MASKA PAV	०८.००	LASSI	
BREAD BUTTER	१३.००	SOL KADI	
TOAST BUTTER	१९.००		
OMLET SANDWICH	३२.००		
OMLET TOAST SANDWICH	३५.००		
VEG	RATE	RICE	RATE
VEG. KOLHAPURI	78.00	STEAM RICE	44.00
VEG. HYDRABADI	78.00	CURD RICE	50.00
VEG. KADAI	78.00	VEG. PULAO	70.00
VEG. HANDI	94.00	GREEN PEA'S PULAO	80.00
PANEER TIKKA MASALA	94.00	VEG. BIRYANI	78.00
PANEER PALAK	94.00	VEG. BIRYANI DUM	88.00

PANEER BUTTER MASALA	94.00	KASHMIRI PULAO	88.00
PANEER MASALA	94.00	DAL KHICHADI	63.00
PANEER MUTTER	94.00	PALAK KHICHADI	70.00
ALU MATTER	75.00	JEERA RICE	57.00
BHENDI MASALA	75.00	PANEER BIRYANI	82.00
ALU METHI	75.00	PANEER PULAO	78.00
PLU PALAK	75.00		
MIX VEG.	78.00	<u>TANDOORI</u>	<u>RATE</u>
DUM ALU PUNJABI	82.00	ROTI	13.00
BABY CORN MUSHROOM MASALA	110.00	BUTTER ROTI	19.00
MUSHROOM MASALA	110.00	NAAN/ PARATHA/ KULCHA	25.00
MUSHROOM KADAI	110.00	BUTTER NAAN/ PARATHA/ KULCHA	32.00
LASUNI PALAK	90.00	STUFFED PARATHA	50.00
SHAHI PANEER KURMA	100.00	GOBI PARATHA	50.00
VEG. KURMA	100.00	ALU PARATHA	50.00
PANEER KOLHAPURI	100.00		
PANEER BHURJI	100.00	<u>VEG.THALI</u>	<u>RATE</u>
PANEER HANDI	100.00	MAHARASHTRA THALI	63.00
PANEER KADAI	100.00	SPECIAL THALI	90.00
VEG. HARIYALI	88.00	SPECIAL PACK LUNCH	180.00
VEG. CHUT PATTI	100.00		
METHI MUTTER MALAI	94.00	<u>NON VEG. FISH</u>	<u>RATE</u>
ALU JEERA	63.00	POMFRET FRY	As Per Size
VEG. JALFIZAZIE	100.00	SURNAI FRY	100.00
VEG. MAKHANWALA	100.00	PRAWNS FRY	79.00
DAL FRY	56.00	POMFRET MASALA	As Per Size
DAL TADKA	63.00	SURMAI MASALA	125.00
DAL MAKHANI	80.00	PRAWNS MASALA	88.00
<u>CHICKEN</u>	<u>RATE</u>	<u>CHICKEN SOUP</u>	<u>RATE</u>
CHICKEN MASALA	88.00	CHICKEN MANCHAW SOUP	75.00
CHICKEN KADAI	100.00	CHICKEN HOT & SOUR SOUP	75.00
CHICKEN HANDI	100.00	CHICKEN CLEAR SOUP	75.00
BUTTER CHICKEN	125.00		
CHICKEN TIKKA MASALA	125.00	<u>CHINESE STARTERS</u>	<u>RATE</u>
CHICKEN SUKHA	100.00	CHICKEN CHILLY / DRY	88.00

CHICKEN SAGWALA	100.00	CHICKEN MANCHURIAN CHILLY (DRY)	100.00
CHICKEN LASINI	100.00	CHICKEN GARLIC	88.00
CHICKEN KOHLAPURI	100.00	CHICKEN SECHZWAN	88.00
CHICKEN DO PYAZA	100.00	CHICKEN SALT & PEPER	113.00
CHICKEN RASOI	110.00	CHICKEN LOLYPOP	138.00
CHICKEN ADRAKI	115.00	CHICKEN 65	100.00
CHICKEN BANJARA MASALA	138.00	PRAWNS CHILLY	100.00
CHICKEN RESMI MASALA	138.00	PRAWNS SECHZWAN	100.00
CHICKEN MOGLAI	120.00	CHICKEN CRISPY	100.00
CHICKEN BONELES MASALA	100.00	VEG. CHINESE	RATE
CHINESE RICE	RATE	VEG. CLEAR SOUP	63.00
CHICKEN FRIED RICE	88.00	VEG. HOT & SOUR SOUP	63.00
CHICKEN MANCHURIAN RICE	113.00	VEG. MANCHOW SOUP	63.00
CHICKEN SECHZWAN RICE	94.00	VEG. FRIED RICE	63.00
CHICKEN TRIPLE RICE	113.00	VEG. SECHZWAN RICE	78.00
MIX FRIED RICE	113.00	VEG. TRIPLE RICE	94.00
PRAWNS FRIED RICE	100.00	VEG. MANCHURIAN RICE	82.00
PRAWNS SECHZWAN RICE	113.00	VEG. HAKKA NOODLE	63.00
EGG FRIED RICE	70.00	VEG. SECHZWAN NOODLE	70.00
EGG SECHZWAN RICE	80.00	PANEER CHILLY	82.00
		IDLI CHILLY	63.00
CHICKEN NOODLES	RATE	VEG. MANCHURIAN (DRAY & GRAVY)	78.00
CHICKEN HAKKA NOODLES	79.00	NON. VEG.	RATE
CHICKEN SECHZWAN NOODLES	88.00	EGG THALI	90.00
CHICKEN SINGAPUR NOODLES	90.00	CHICKEN THALI	125.00
CHICKEN HANGKONG NOODLES	88.00	POMFRET THALI	As Per Size
MIX NOODLES	100.00	SURMAI THALI	138.00
		PRAWNS THALI	138.00
TANDOORI KABAB	RATE	ICE CREAM	RATE
CHICKEN TIKKA	113.00	VANILA	
CHICKEN ANGARA KABAB	128.00	STROWBERY	
CHICKEN PAHADI KABAB	113.00	BUTTER SCHOCH	
CHICKEN RESOI KABAB	128.00	KESAR PISTA	
CHICKEN BANJARA KABAB	128.00	CHOCO BAR	

PANEER TIRANGA KABAB	130.00	SWEETS	RATE
PANEER TIKKA	100.00	KHEER	30.00
PANEER PUDINA TIKKA	110.00	GULAB JAMUN (2 Pcs.)	30.00
CHICKEN RESHMI KABA	113.00	SHREEKHAND	25.00
		AAMRAS (Rate as per Season)	

ANNEXURE -5
SECURITY DEPOSIT FORM
(Name of Purchase)

To:

WHERE AS(Name of Supplier)

Hereinafter called “the Supplier” has undertaken, in pursuance of Contract No.dated,
..... to supply.....(Description of Goods and Services)
hereinafter called “the Contract”.

AND WHEREA it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THREFORE WE hereby affirm that er are Guarantors and responsible to you, on behalf of the Supplier, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or agreement, any sum or sums within the limit of(Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of20.....

Signature and Seal of Guarantors

.....

.....

Date

Address.....

.....

.....

Annexure – 6

To,
Manager,
Sachivalaya Gymkhana,
Mumbai.

We, (Name of Bidder) owner of
(Name of company) are ready to offer Rs. * (In words) as
a royalty to sachivalaya Gymkhana for running canteen in Sachivalaya Gymkhana to
supply food items for the Rules prescribed in Annexure - 4 of this tender.

* The amount should not be equal or less than Rs. 15,00,000/- (Rs. Fifteen lakh only).

(Name of Bidder)
Designation and
Name & Company

Annexure – 7

Facility & Property of Sachivalaya Gymkhana

Responsibilities of Purchaser :-

(A) Constructed and Non constructed area in the premises of Sachivalaya Gymkhana as prescribed as follows

- i. Constructed Kitchen : Area 512 sq.ft**
- ii. Constructed Downing Hall : Area 920 sq.ft**
- iii. Constructed WC : 1**
- iv. Non Constructed open premises : Area 1700 sq.ft**

(B) Furniture :

- i. Table : 20**
- ii. Chair : 80**
- iii. Ceiling Fan : 11**

iv. Exhaust Fan : 1

v. Cashier Table ;1