

From:

Bangalore  
Date:

To  
The Canara Bank Circle Office staff Canteen Committee  
Premises & Estate Section  
Circle Office, M G Road,  
Bangalore -560001.

Dear Sir,

Sub: Offer letter for running Staff Canteen at your Premises.

Please find enclosed the following;-

- Profile
- Price Bid.
- Demand draft No: \_\_\_\_\_ Dt. \_\_\_\_\_ For Rs.20,000/- ( Rupees Twenty thousand only ) issued by \_\_\_\_\_ being EMD amount.
- Duly discharged 'General rules and instructions for running staff canteen ' as per rules.
- Copy of Pan number allotment.
- Bank account pass sheet for the last six months.

Thanking you

Yours faithfully,

(Signature of the Contractor)

**PROFILE**

- Name of the Contractor :
- Age :
- Father's Name :
- Residential Address  
(Proof to be enclosed) :
- Qualification (Proof if any) :
- Experience in this line of Activity  
(Relevant document may be enclosed) :
- Proof of experience (attach Certificates) :
- Present Occupation (Proof if any) :
- Any other relevant information if any :

Bangalore :

Date :

(Signature of the Contractor)

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**General rules and instructions for guidance of Tender for running Canteen with staff strength of about 425 Nos. for Two years at the premises of Canara Bank Circle office M G Road, Bangalore- 560 001.**  
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Sealed tenders are invited from competent hotel/canteen Contractors, on behalf of the Canara Bank, Circle office, Staff canteen Committee, Bangalore, hereinafter known as the Licensor for running staff canteen for Canara Bank, Circle office, employing about 425 in number.

- Profile along with general terms and conditions duly signed to be submitted in one cover( page 1 to 5). Price bid (page 6)to be submitted in a separate cover.
  
- **The canteen contractor should have a minimum experience of 2 years in running staff canteen of Public sector enterprises/Banks/central Govt Offices/Corporate offices of MNCs/Catering to Large firms/MNCs. Currently He should be running canteen in any of the above sectors for not less than a year.**
  
- Demand draft favoring Canara Bank for Rs. 20,000/-(Rupees Twenty thousand only) as EMD amount should be enclosed along with the tender document.
  
- Last date for submission of tender document is 8.05.2019 before 3.00PM.
- Amenities provided by the Bank for running of canteen.
  - a. Accommodation to seat 50 members at a time.
  - b. Lighting and power connection with separate meter provided. Actual consumption charges to be borne by the contractor.
  - c. Separate water connection for cooking/drinking and washing provided.
  - d. Furniture with tables and chairs provided.
  - e. Aquagaurd, Ceiling fans, Kitchen racks, exhaust fan. Wet grinder provided in the canteen premises.
  
- **Subsidy :-** The Bank pays Rs.75/- per employee per month based on the number of employees present on the first day of the respective month. This is only indicative. The actuals may vary by +/- 5 %

**General conditions:-**

- The contractor should possess necessary license from competent authority to run the canteen.
- The contract is valid for 12 months and the performance would be reviewed every quarter by the canteen committee. In case of unsatisfactory performance during the review period, the committee is vested with the power to terminate the contract by giving one month's prior notice.
- The selected Contractor should be prepared to commence running of the canteen within 10 days and to execute a stamped agreement as per for the format devised by the Committee.
- The selected contractor will have to furnish a security deposit of Rs.25,000/- (Rupees twenty five thousand only) refundable only on termination of the contract.
  
- The selected contractor on his own cost, will have to comply with the rules of BBMP Labour Enforcement office and other statutory bodies. The proof of compliance need to be submitted to the Bank within one month from the date of taking over.
- The contractor needs to employ his own staff for purposes of cooking, serving and washing and should conform to the labour act presently in force.
- The contractor will have to pay rent of Rs. 500 (Rupees Five hundred only) per month to the Bank, towards providing accommodation. Electricity and water charges consumed have to be borne by the contractor. A separate sub meter will be installed for this purpose.
- The contractor must ensure that no child labour is employed and abide by the provision of the payment of wages act, 1936, Minimum wages Act, 1948 and other labour legislations currently in force.
- The contractor should not sublet or transfer or assign his right of running the said canteen either in whole or in part to anyone in any manner.
- Further, the contractor must ensure that no employees of his staff shall remain in the canteen premises between 8.00PM to 6.00AM
- The contractor should run the canteen from 9.00AM to 7.00PM on all working days
- The selected contractor would be responsible for maintaining in good condition furniture items, fixtures, gas equipment's and all other items provided by the Bank.
- The contractor must diligently ensure that the canteen hall, kitchen, pantry, store and the surroundings be kept clean and tidy. At most importance to be given towards cleanliness of the premises.
- The contractor has to deploy his own utensils for cooking and serving purpose.
- The contractor is required to cater coffee/tea during specified timings ( Minimum twice a day at 11 AM and 3 PM) to various sections of the circle office building.
- Evening snacks shall be made available between 4 Pm to 6 PM daily
- The contractor has to ensure that cooking/serving vessels are washed properly. Spoons/tumblers/plates are to be washed in hot water.
- The contractor has to ensure that his staff wears clean clothes/presentable dress while serving /cooking.

- It is desired that the contractor observes utmost hygiene in preparation and serving of food and beverages. Vegetables are to be invariably washed and cleaned before used for cooking. The committee members will have the right to inspect the canteen /kitchen premises as and when required.
- The contractor should abide by the rules regulations framed by the Canteen Committee from time to time.

I have gone through the above mentioned text and agree to abide by the rules and regulation mentioned.

**Signature of the Contractor**

