UTTAR BIHAR GRAMIN BANK

SHARMA COMPLEX, KALAMBAGH CHOWK
MUZAFFARPUR-842001
WWW.UBGB.IN

उत्तर बिहार ग्रामीण बैंक

UTTAR BIHAR GRAMIN BANK
के
प्रधान कार्यालय परिसर में अवस्थित

प्रशिक्षण केन्द्र, मुजफ्फरपुर
शर्मा कॉम्प्लेक्स मुजफ्फरपुर में
खान-पान व्यवस्था एवं केयरटेकर हेतु
निविदा आमंत्रित की जाती हैं |

फोन : 8102913036

ई मेल: **smgad@ubgb.in**

General Manager
Uttar Bihar Gramin Bank
Head Office: Muzaffarpur

प्रधान कार्यालय मुजफ्फरपुर परिसर में अवस्थित प्रशिक्षण केंद्र, अधिकारियों/कर्मचारियों को प्रशिक्षित करने हेतु एक प्रीमियम प्रशिक्षण संस्थान की स्थापना की गई हैं | उक्त प्रशिक्षण केंद्र में ही प्रशिक्षुओं के ठहरने हेतु आवासीय व्यवस्था एवं किचन/कैन्टीन की व्यवस्था की जानी हैं | जिसके लिए प्रशिक्षण संस्थान अपने ट्रेनी स्टाफ को ताजा, पौष्टिक एवं सम्पूर्ण भोजन उपलब्ध कराने के साथ ही केयरटेकर की सुविधा के लिए कैन्टीन ठेकेदार एवं केयरटेकर की व्यवस्था करना चाहता हैं |

1) **बोली दाताओं के लिए योग्यता मानदंड :**

1.1 ठेकेदार/बोलीदाता के नाम से पिछले तीन वर्ष में प्रत्येक वर्ष में रु. 5.00 लाख से अधिक वार्षिक टर्नओवर हो तथा सरकारी/सार्वजनिक क्षेत्र के बैंक/ सार्वजनिक निकाय के लिए कम से कम 30 लोगों के लिए लगातार खान-पान की सेवाएं उपलब्ध कराई हो | साथ ही कम से कम 05 वर्ष की सेवाएं प्रदान करने का संतोषजनक अनुभव हो |

1.2 बोलीदाता कर्मचारी भविष्य निधि विभाग (ईपीएफ) एवं कर्मचारी राज्य बीमा (ईएसआई) विभाग में पंजीकृत हो तथा उनके पास जी. एस. टी., पैन नं. होना चाहिए यदि लागू हो | बोलीदाता के पास कान्ट्रैक्ट लेबर (रेग्युलेशन एवं ऐबलिशन) एक्ट-1970 के तहत लाइसेन्स होना चाहिए, यदि लागू हो |

1.3 बोलीदाता के पास पिछले 03 वितीय वर्षों में हर वर्ष का रु. 5.00 लाख का वार्षिक टर्नओवर प्रमाणित करने वाला दस्तावेजी साक्ष्य हो | बोलीदाता द्वारा निविदा प्रस्तुत करने से पूर्व किए जाने वाले कार्य का प्रयोजन समझने के लिए पूर्व सूचना के साथ प्रशिक्षण केंद्र का दौरा किया जा सकता हैं |

2. **बोलीदाता के लिए अनुदेश:**

2.1 परिभाषा:

दस्तावेज में जबतक वर्णित या स्पष्ट रूप से ना दिया जाए निम्न शब्दों 'बोलीदाता या ठेकेदार', /सीएससी/बैंक प्रशिक्षण केंद्र का अर्थ नीचे दिए गए अनुसार होगा |

a) बोलीदाता या ठेकेदार: कंपनी/फर्म जो निविदा प्रस्तुत कर रही हैं
b) सीएससी: केटरिंग सर्विस कान्ट्रैक्टर
c) प्रशिक्षण केंद्र: अधिकारी/कर्मचारी प्रशिक्षण केंद्र, मुजफ्फरपुर

2.2 निविदा की समय सारणी:

क्रमांक मदवार संभावित तारीख/टिप्पणी

1) निविदा संदर्भ संख्या: प्र. कार्या./स. प्र. वि./17/2024-25/936 दिनांक:15.11.2024
2) निविदा सूचना की तारीख: 15.11.2024
3) निविदा की सूचना: निविदा की कॉपी हमारे बैंक वेबसाईट www.ubgb.in से डाउनलोड कर सकते हैं |
4) निविदा प्रस्तुत करने की अंतिम तिथि: 06.12.2024
5) निविदा प्रस्तुत करने/पत्राचार का पता:

"उत्तर बिहार ग्रामीण बैंक, प्रधान कार्यालय,
कलम बाग चौक, शर्मा कॉम्प्लेक्स, मुजफ्फरपुर-800013"

2.3 बोली का प्रस्तुतिकारण:

वर्तमान कार्य के लिए बोली की प्रक्रिया दो चरणों में की जायेगी | वर्तमान निविदा के लिए प्रस्ताव वेंडर द्वारा दो भागों में प्रस्तुत किया जाएगा | प्रथम भाग में तकनीकि भाग में दी गई सेवा और शर्तों के अनुसार अनुपालन (इस दस्तावेज का भाग-1) तथा भाग-2 वाणिज्यिक बोली सहित | बोलीदाता अपनी बोली के भाग-1 एवं भाग-2 को अलग-अलग लिफ़ाफ़ों में रखकर लाख/गोंद से सीलबंद कर उनपर एक लिफ़ाफ़े पर तकनीकि बोली एवं दूसरे पर वाणिज्यिक बोली लिखकर दोनों लिफ़ाफ़ों को तीसरे सीलबंद लिफ़ाफ़े में रखकर उस पर **"प्रशिक्षण केंद्र उतर बिहार ग्रामीण बैंक, मुजफ्फरपुर" में खान-पान व्यवस्था हेतु संविदा** लिखकर प्रस्तुत करे |

नोट: - बोली के भाग-1 में कीमत अथवा वाणिज्यिक सूचनाएं बिल्कुल भी नहीं होनी चाहिए |

मूल्यांकन प्रक्रिया के प्रथम चरण में बोलियों की केवल तकनीकि बिड (भाग-1) खोली जाएंगी तथा बैंक द्वारा मूल्यांकन किया जाएगा | बैंक द्वारा निश्चित किए गए तकनीकि आवश्यकताएं पूर्ण करने वाले तथा दस्तावेजों में सेवा शर्तों को स्वीकार करने वाले बोलीदाताओं की चयनित सूची बनाई जाएगी |

मूल्यांकन प्रक्रिया के दूसरे चरण में, प्रथम चरण में चयनित बोलीदाताओं की बिड ही खोली जायेगी| लाख/गोंद द्वारा सील कर भेजे गए सभी प्रस्ताव स्पीड पोस्ट/कुरियर अथवा सुपुर्दगी द्वारा दिनांक 06.12.2024 को 3.00 बजे तक निम्न पते पर मिल जाने चाहिए |

"महाप्रबंधक, उतर बिहार ग्रामीण बैंक, प्रधान कार्यालय,
कलम बाग चौक, शर्मा कॉम्प्लेक्स, मुजफ्फरपुर-842001"

बोलीदाताओं से एक प्राप्त हुए किसी भी प्रस्ताव (तकनीकि एवं वाणिज्यिक) को बैंक द्वारा वापस नहीं किया जाएगा | एक बोलीदाता केवल एक प्रस्ताव प्रस्तुत कर सकता हैं | एक ही बोलीदाता द्वारा एक से अधिक प्रस्ताव की प्राप्ति पर बोलीदाता की पात्रता निरस्त कर दी जाएंगी |

2.4 बयाना राशि :

प्रत्येक निविदा के साथ गैर वापसी निविदा प्रपत्र शुल्क रु. 1000/- (रु. एक हजार मात्र) तथा बयाना राशि रु. 15000/- (रु. पंद्रह हजार मात्र) का किसी राष्ट्रीयकृत बैंक से **उतर बिहार ग्रामीण बैंक,** के पक्ष में जारी मुजफ्फरपुर पर देय डिमांड ड्राफ्ट सहित 'तकनीकि बोली' वाले लिफ़ाफ़े में रखा जाए | बयाना राशि के लिए प्रस्तुत किए गए डिमांड ड्राफ्ट पर निविदाकर्ता का नाम आदि नहीं लिखा जाना चाहिए | असफल बोलीदाताओं को बयाना राशि उचित समय पर वापस कर दी जाएंगी | निविदा फीस अथवा बयाना राशि के बगैर निविदाओं को तुरंत निरस्त कर दिया जाएगा | बयाना राशि पर कोई ब्याज नहीं दिया जाएगा |

बैंक द्वारा चयनित कंपनी/फर्म/ठेकेदार अगर सर्विस नहीं देती या बैंक के साथ अनुबंध नहीं करती है उस परिस्थिति में बयाना राशि रु. 15,000/- बैंक द्वारा जब्त कर लिया जाएगा |

2.5 बिड का फॉर्मेट एवं उसपर हस्ताक्षर:

निविदा प्रपत्र सहित सभी दस्तावेजों के समस्त पेज अधिकृत हस्ताक्षरी के विधिवत हस्ताक्षर सहित एवं मुहर के साथ अग्रेषण पत्र के साथ संलग्न किए जाए।

2.6 बिड का मूल्यांकन एवं तुलना:

बिडर्स से प्राप्त बिड जो समस्त योग्यता मानदंडों को पूर्ण करती हो, का ही मूल्यांकन एवं तुलना की जायेगी। मूल्यांकन हेतु अपनाई जाने वाली प्रक्रिया का अधिकार केवल बैंक को होगा। संयोग से अगर दो या अधिक बोलीदाताओं की वाणिज्यिक बिडस एक समान पाई जाती है तो मूल्यांकन समिति किसी या सभी को निम्न कारकों के आधार पर मूल्यांकित करेंगी।

a) सार्वजनिक क्षेत्र के बैंक/पीएसयू /भोजन सहित आवासीय सुविधा वाले सरकारी संस्थान में कार्य अनुभव।
b) वेंडर का वार्षिक टर्नओवर।
c) वेंडर द्वारा संचालित किए जा रहे किसी प्रतिष्ठान की साइट का दौरा।
d) प्रशिक्षण केंद्र द्वारा दी गई सूची में उल्लेख की दरों के अंतर्गत ही अतिरिक्त वस्तुओं को शामिल करना।

2.7 बिड को स्वीकार अथवा निरस्त करना:

बैंक बिना कोई कारण बताएं किसी या सभी बिड को स्वीकार या निरस्त करने का अधिकार सुरक्षित रखता हैं। सभी खान-पान के लिए प्रति प्रतिभागी रु. 150/- प्रतिदिन से कम के प्रस्तावों को पूर्णतया निरस्त कर दिया जाएगा।

2.8 संविदा पर हस्ताक्षर :

सफल बोलीदाता को उत्तर बिहार ग्रामीण बैंक, प्रधान कार्यालय, मुजफ्फरपुर के साथ निविदा स्वीकृति के 15 दिनों के अंदर या निर्धारित अवधि के अंदर बैंक के साथ अनुबंध करना होगा। बोलीदाता को बैंक के कार्यादेश में दी गई सभी सेवाओं और शर्तों को स्वीकार करते हुए प्रोपराइटर/अधिकृत हस्ताक्षरी के पत्र के सूचित करना होगा।

2.9 विवादों का निपटान:

दोनों पक्षों के मध्य सभी विवाद और मतभेद जो भी खान-पान संविदा या इस संविदा दस्तावेज के किसी अन्य कारण से हुए हो, को आपसी सहमति से सुलझाया जाएगा। यदि किसी कारणवश, दोनों पक्ष आपसी सहमति से हल नहीं कर पाते हो तो यह विवाचक (आर्बिट्रैशन) द्वारा आर्बिट्रैशन एण्ड कॉनसिलिएशन एक्ट, 1996 के द्वारा तय किया जाएगा। आदेशों के प्रवर्तन या अन्य मुकदमेबाजी के लिए न्यायी का क्षेत्र/कोर्ट मुजफ्फरपुर ही होगा।

3.0 इस संविदा से संबंधित एक पक्ष द्वारा दूसरे को कोई भी सूचना लिखित रूप में संविदा में दिए गए पते या ई-मेल पर भेजी जायेगी।

संविदा अहस्तांतरणीय हैं।

ठेकेदार/अधिकृत व्यक्ति के हस्ताक्षर

FORM OF TENDER

General Manager
Uttar Bihar Gramin Bank (UBGB)
Head Office: Muzaffarpur

Reg: Tender for catering & caretaker services contract of Staff Training Centre of Uttar Bihar Gramin Bank Head Office: Muzaffarpur

Dear Sir/Madam,

1. Having examined the requirement and scope of work, having visited the site and having satisfied ourselves as to the location of the site and working condition. I/We hereby offer to execute the above works at the respective rates which I/We have quoted for the said scope of work.

2. I/We shall provide the services at my/our quoted rates together with any variations in quantities approved by UBGB.

3. In the event of this tender being accepted, I/We agree to enter into and execute the necessary contract agreement required by UBGB. I/We agree not to employ sub-contractors other than those that may be approved by you.

4. I/We agree to pay and bear Income-tax, GST, Works Contract Tax, Welfare Fund Charges, Octroi duties and all other taxes etc. (as apllicable) as prevailing from time to time on such items for which such taxes and charges are levied by the appropriate authorities. **The rates shall be quoted in all-inclusive and rates are fixed for 24 months.**

5. I/We understand that you are not bound to accept the lowest offer or bound to assign any reasons for rejecting our tender.

6. I/We agree to keep our offer open for 60 days from the date of opening of Price Bid.

Thanking you.
Signature of Tenderer with Seal & Address
Date:

PART 1- TECHNICAL BID

1) Full Name of the Firm /Company: .....

2) Constitution with details of Proprietor/Partner/Directors:.....
.....

3) Complete address: .....
.....
.....

4) Telephone .....
Fax .....
e-mail .....

5) Name(s), address & telephone(s): .....
Number(s) of Proprietor / .....
Managing Director / Managing Partner .....

6) Name(s), address & telephone No.: .....
of contact person(s) .....
... .

7) Year of Establishment of firm /Co.: .....

8) Income Tax PAN / TAN No (with date): .....

9) No. of workmen employed .....

10) License No. & date issued under Contract Labour (Regulation & Abolition) Act 1970,
....
(If applicable)

11) EMD (Earnest Money Deposit) details: -
DD # ..... dated ..... For Rs. 15,000.00
favoring "UTTAR BIHAR GRAMIN BANK" payable at MUZAFFARPUR.
Drawn on _____bank _____ Branch

12) Experience with duly authenticated Certificates .....

13) EPF No with date : .....
ESI No with date : .....
ST No with date : .....
CST No with date : .....
GST Registration No:.....
(attach authenticated proof)

14) Institution(s) where catering services are being provided on regular daily basis for the last three years.

(Name, address & Telephone No. .....
With No. of rooms/ persons) .....

15) Details of turnover for the last 3 FY: 2021-22 - Rs..... Lakhs (Audited) (with authenticated documentary proof) 2022-23 -Rs..... Lakhs (Audited) 2023-24 Rs..... Lakhs (audited/ Provisional)

Verification: I verify that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that in case of furnishing of any false information or certificate/ document or suppression of any material information, the bid shall be liable for rejection besides initiation of penal proceedings by the Bank, if it deems fit.

Contractor/Authorized person

Compliance to all the points mentioned in technical bid shall stand for evaluation of Technical Bid of the tender.

Guidelines to Bidder

(All pages to be signed by authorized person of contractor/bidder)

Following Documents must be enclosed with the Technical Bid: -

1. Bank Draft of Rs. 15,000/- (Rupees Fifteen Thousand only) from a Nationalized Bank in favor of "UTTAR BIHAR GRAMIN BANK" PAYABLE AT MUZAFFARPUR. The said amount as an Earnest Money Deposit (EMD) must be put in the Technical Bid.

2. Tender document, duly stamped and signed by the tenderer on all the pages, in token of having accepted all the terms and conditions of the tender.

3. Authenticated certificate of constitution of the Firm, Company etc.

4. Authenticated Experience certificate(s) from the Institution(s) where catering services serving meals have been/ are being provided on **regular daily basis** for the last three years.
5. Authenticated documentary evidence certifying annual turnover of Rs 5.0 lakhs in each of the last three financial years (2021-22, 2022-23 & 2023-24).

6. Authenticated copies of the Balance Sheets and Profit & Loss account for each of the last three financial years 2021-22 & 2022-23 duly audited by a Chartered Accountant and duly audited or provisional for 2023-24.

7. Security Deposit: Successful bidder must submit the Bank Guarantee in the form of either solvency certificate issued by bidder's bank for Rs. 50,000 (Rupees Fifty thousand only) or shall be deposited with Uttar Bihar Gramin Bank in the form of Fixed Deposit of Rs 50,000/- (will be retuned with interest to bidder after termination/ completion of the contract) and Bank will refund the EMD amount of Rs 15000/- on receipt of valid Security money deposit.

8. Quoted Rates will be valid and unchangeable for 24 months from start of the contract.

7. Authenticated & legible copies of registration with EPF Department, ESI Department & PAN Number, GST Number, EPF, ST & CST Nos.

8. Authenticated & legible copy of license / registration under Contract Labour (Regulation & Abolition) Act -1970, if applicable.

9. In case, the registration as per SN 8 is not applicable, a letter confirming that the Contract Labour Act is not applicable should be enclosed as per specimen given on page no. 20.

10. The successful bidder has to commence the contract within 15 days of awarding the contract or as decided by the Bank.

General Manager
Uttar Bihar Gramin Bank
Head Office: Muzaffarpur

The bidder must accept all the terms & conditions mentioned below. Following points must be reproduced in the technical bid submitted by the bidder & each page must be signed by the proprietor / partner / authorized signatory of the bidder in token of having accepted the terms & conditions.

1. The Contractor shall provide daily catering services as per the requirements and satisfaction of the Training Centre from time to time as set out in Schedule hereto.

2. The quality of the ingredients to be used for preparation of eatables, beverages etc, shall be of good quality and as decided by the Training Centre (as per Schedule II).

3. The Catering charges will be payable at the approved rates for the items served to the participants etc.

4. The Contractor shall submit bills every week.

5. The Contractor shall not claim any extra charges when any high dignitaries / Senior Management officials along with Faculty Members join the participants at tea / lunch / dinner etc.

6. If at any time during the subsistence of the contract, the Training Centre so desires to utilize the services of the contractor for any special parties, seminars, conferences, meetings or otherwise the contractor shall arrange the same at the approved rates or on mutually agreed upon rates in case the items are outside the list of items for which rates have already been agreed to in the contract.

7. For all the staff members who are having meals in the canteen (Breakfast, Tea twice a day, Evening Snacks) the contractor/ vendor should provide meals at subsidized cost and recover from them an all-inclusive rate of Rs 50/- per day. All other meals will be charged as per agreed participant rates. The Drivers of Bank Executives, technician/ retainers (max 5) will be included in the staff for the purpose.

8. **The Training Centre agrees to pay a guaranteed payment for a minimum of 05 participants on days (excluding Sundays and Bank Holidays in Muzaffarpur) when there are no or less than 05 participants in the hostel.**

9. The contractor shall provide fresh, hygienic and filtered drinking water in the dining hall, place of service etc. (Water Coolers with filter are installed in canteen the same will be cleaned by contractor on weekly basis).

10. Timings of service of food and beverages and the menu as approved by the Training Centre will be displayed on the Notice Board in the dining hall by the Contractor. Timings are subject to changes as per discretion of the Training Centre.

11. Bed tea will be served in each room by the contractors in Thermos flasks of 150 ml capacity per participant, whereas breakfast, lunch and dinner will be in buffet normally to be served in the Dining Hall. Afternoon-tea, coffee, snacks, forenoon tea, coffee, snacks, will be served in the lounge near the class rooms or at such place as may be desired by the Training Centre. Appropriate meals will be served to sick persons, guests etc. in their respective rooms. Meals will be provided to participants observing fast on timely prior request.

12. *Daily menu on a weekly basis will be prepared by the canteen committee of the Training Centre in consultation with the contractor and submitted in advance (by Tuesday evening for the next week).* The various items of the menu will be changed frequently to provide variety and uniform standard. The menu decided by the Training Centre must be adhered to at all costs. Non-adherence to the menu will attract penalties to be decided at the sole discretion of the Training Centre, which will be binding on the Contractor.

13. The Contractor will provide at his cost toilet soap and hand towels for the washing place provided in the dining hall etc. It shall be the responsibility of the Contractor to employ sufficient staff and to provide cleansing material of first class quality for the cleaning, washing area, pantry, kitchen, dining hall and service area. The contractor will provide one trained waiter at Training Centre for providing exclusive service to visiting top executives. Cleanliness and maintenance of all these areas will be the exclusive responsibility of the Contractor. Contractor shall be responsible for pest control or similar job to ensure that the washing / pantry / kitchen / dining hall and service areas are rodent and pest-free. Any laxity in the cleaning of these areas will attract severe penalties to be decided at the sole discretion of the Training Centre, which will be binding on the contractor. (Pest control service provider will be arranged by the Training Centre)

14. The Contractor shall devote his full attention to the work of purchases, preparations of food and beverages etc. and shall discharge his obligations under the contract most diligently and honestly.

15. The contractor will engage/arrange cook for special items like Tandoori/Continental provided in the Menu.

16. The contractor shall remove garbage from kitchen and dining hall etc. daily at his own cost and dump/ dispose of at proper place at his cost.

17. Any stale and / or rejected material (raw or cooked), shall be removed from Canteen/ Training Centre premises immediately by the Contractor and will not use again to serve the Training Centre inmates in any other form or by re-cycling/ re-processing, any such use will attract penalties to be decided by the Training Centre authorities. The contractor will be responsible in case of any Civil / Criminal action in case of any food poisoning / health hazard suffered by any participant/visitor/staff for Training Centre and which is proved to be due to the food served by contractor. The opinion of the Doctor attached to the Training Centre for participant or any empaneled Doctor by Bank (if any) will only be considered final in this respect and the Contractor will keep the Training Centre authorities fully indemnified in such cases.

18. The Contractor shall provide very high standard cooking utensils, bone china crockery, glassware, cutlery, table linen etc. for use of the catering at his own expenses for special occasions and functions. The table linen will be changed daily and washed & ironed at his expenses. The said items shall be of first class quality and shall be to the full satisfaction of the Training Centre, whose decision in this regard shall be final and binding on the Contractor. The standard of cleanliness of kitchen utensils, crockery, glassware, cutlery; linen etc. shall be of very high order and any laxity in this regard will attract severe penalties of the amount to be determined by the Faculty in charge / CM-GAD, UBGB, HO. The Contractor shall be bound by the decision of the Faculty in charge/ CM-GAD, UBGB, HO.

19. The contractor shall maintain highest standard of quality in the catering services comparable to one rendered in 3 starred hotels or above.

20. The contractor will submit daily statements / reports regarding providing catering service to Training Centre Authorities.

21. Item-wise daily catering services provided will be entered in a register which will be maintained by the contractor. The contractor will also be required to furnish authenticated item-wise daily catering service provided statement to authorized officer of the Training Centre.

22. Any Training Centre or official of the any agency Authorized by Training Centre / Govt. without any notice will check/ taste the food / raw material/ liquids / fridges / storages to keep a check on the quality of food being prepared and supplied. The

contractor will ask for authorization letter from Training Centre before allowing the checking and will facilitate such checking but No charges will be paid to the Contractor in this regard.

23. The Training Centre shall have full rights and shall be at liberty to refuse to accept the services of any of the items of the food, beverages, caretaker etc.

24. The contractor shall ensure to keep and use materials, items etc. of high quality as per Schedule -II and maintain buffer stock of each item of requirement to last at least for 2 weeks. The failure of the contractor to maintain the required material of high quality will invite penalty up to Rs.1000/- (Rs. One Thousand only) per occasion. The said penalty will be recovered from the weekly/monthly bills of the contractor. Further, all the required materials, items etc. should be stored properly by the contractor in proper high quality containers so that the same are not exposed to any risk, damage etc. due to insects, rats, weather conditions etc the same should be open for inspection at all times by Training Centre authority.

25. In the event of insufficient / bad quality / non-serving of any eatables agreed upon to be served, the Training Centre will be within its rights to make suitable deductions from the Contractor's bills, which will be binding on the Contractor.

26. The authorized officer of the Training Centre shall have un-restricted entry into the premises at any time to inspect the up keep of kitchens, dining place, pantry etc. If the authorized officer finds that the upkeep is not of good standard, then a penalty of Rs.1000/- (Rs. One Thousand only) per instance shall be imposed on the contractor and the same will be borne by the contractor.

27. In case the contractor or any of his employees fails to fulfill his obligations on any day or any number of days to the satisfaction of the Training Centre for any reason whatsoever, he shall pay by way of liquidated damages a sum of Rs.75/- (Rs. Seventy-five only) per participant per day for the entire number of such days and the Training Centre shall without prejudice to its other rights and remedies shall be entitled to deduct such damages from the money, if any, payable by it to the Contractor. The decision of the Faculty in charge/ CM-HRD, UBGB, HO in this respect will be final and fully binding on the Contractor.

28. All questions relating to the performance of the obligations under the contract and to the quality of ingredients (as per Schedule-II) used in preparing the food and beverages and all the disputes and differences which may arise either during or after the contract period or other matters arising out of or relating to the payments to be made in pursuance to the contract shall be decided by the Faculty in charge/ CM-GAD, Head Office, whose decision shall be final, conclusive and binding on the parties to the Contract.

29. The Contractor shall bear all taxes, rates, incremental taxes, charges, levies or claims, whatsoever, as may be imposed by the State / Central Govt. or any local body or authority. The Contractor shall furnish such proof of payment, of compliance or the obligations including registration certificate, clearance certificate etc. as may be required by the Training Centre from time to time.

30. The Contractor shall obtain any license(s), permit, consent, sanction etc. as may be required or called for from / by local or any other authorities for doing such work. The Contractor shall comply with all applicable laws, rules and regulations in force. Further, the Contractor shall obtain such permission / license(s) as may be required under the Contract Labour (Regulation and Abolition) Act, 1970, if applicable to them or under any other Laws relating to his services. The Contractor shall produce the license(s) permission etc. so obtained to the Training Centre or furnish copies thereof as and when required by the Training Centre. The contractor shall keep and get renewed such

license(s), permission etc. from time to time. The Contractor shall be responsible for any contravention of the Local, Municipal, other Laws, Rules, Regulations etc.

31. The contractor shall obtain necessary license(s) as required by the Food & Supply Department and other government authorities.

32. The contractor shall also maintain all registers as required by the Food & Supply Department and obtain such license(s) as required for the storage of different commodities, materials, items etc.

33. All the Rules & Regulations regarding hygiene, health etc. issued by the State, Municipal Corporations, any other authorities shall be strictly adhered to by the Contractor. The contractor shall also indemnify the Training Centre and keep the Training Centre indemnified against any loss or damage on this score.

34. The Contractor shall keep and maintain regular and proper books of accounts supported by vouchers so that the same may be available for inspection by any authorized person of the Training Centre etc.

35. The Contractor shall engage the services of sufficient number of able, trained, efficient, neat, healthy, honest, well-behaved and skilled persons having Police Clearance, for cooking, serving and cleaning of kitchen, dining halls, wash basins, services areas at his cost. However, the Contractor shall deploy a minimum of 2 waiters / serving personnel per 25 participants. For every additional group of 15 participants or part thereof the contractor shall deploy additional one waiter/serving personnel. The attendants, waiters, cooks should be properly trained and shall wear smart and neat uniform (pattern to be approved by the Training Centre) with their name badges and photo identity cards. The contractor must engage appropriate number of trained cooks for providing authentic North and South Indian and continental, Tandoori, sweets, Farsan dishes. He will be responsible for the good conduct and performance on their part and the contractor shall be deemed for all legal and contractual purposes, as the employer of such persons and such persons will not have any claim for employment in the Training Centre or banks now or at a future date. In any case, the Contractor shall have to engage the services of sufficient number of bearers etc. and one or more supervisors and shall engage minimum 5 employees for catering service. The contractor shall give necessary guidance and directions to his employees to carry out the jobs assigned to them by the contractor and / or the Training Centre. The Contractor shall also be responsible for the payment of their wages and / or dues to his employees timely. All liabilities arising out of violation of local Laws and / or Central Laws shall be the responsibility of the contractor. The contractor shall also furnish a detailed duty chart of his employees at the beginning of every month and keep informed the office of any changes made in the list from time to time. The duty chart for the month should give the specific names of the employees and the respective duties they are required to attend to. He will, on the request of CM-GAD, Head Office / Faculty in charge, immediately remove from work any person(s)/ employee(s) who may, in the opinion of the Training Centre be unsuitable or incompetent or who may misconduct himself and such a person shall not be again employed or allowed in the work / campus without the permission of the CM-GAD, Head Office/ Faculty in charge.

36. The Contractor will ensure that his employees abide by the order of the Faculty in charge CM-GAD, UBGB HO / Faculty members/ Warden or any other officer authorized / empowered by Training Centre Administration for the purpose of discipline etc.

37. The contractor shall appoint Manager (s) / Supervisor (s) with good manners and with catering background who should be available round-the-clock for attending to the services and complaints and requirements of participants, visitors etc.

38. The Contractor shall provide uniforms to his staff failing which the Training Centre may arrange to provide the same after recovering the actual expenses on uniforms from bills

payable to the Contractor. The staff of the Contractor shall wear uniform & authenticated photo identity cards at all times.

39. The Contractor shall issue appointment letters to all the persons employed by him in connection with performance of his contract for catering services, furnish proof by submitting copies of such letters received by the employees as and when demanded by the Bank. The appointment letter shall make clear that the concerned employee is the employee of the Contractor only and Head Office Training Centre (Officer/Staff training Centre of Uttar Bihar Gramin Bank) where catering services are rendered has no obligation or any relationship as to employment or otherwise whatsoever with him.

40. The Contractor's employees will be allowed entry into the premises of the Training Centre with the specific permission of the Faculty In charge or any Officer authorized in this behalf. The Training Centre reserves the right to grant permission or to refuse permission or to withdraw it where it has been granted earlier without assigning any reasons. The Contractor shall ensure that his employees attend to their assigned duties and do not wander or roam about or pose disturbance to the Training Centre, its staff, guests or participants.

41. Except the personnel of the contractor working as declared by the contractor in writing in the beginning of each month, no other person will be allowed in the Training Centre during night time or to use the Training Centre for staying purpose.

42. The contractor shall indemnify the Training Centre and keep the Training Centre indemnified against all monetary or other benefits to which his personnel are entitled during the period of employment or in relation to employment under various Labour Laws such as Factory Act 1948, Workmen Compensation Act or other such statute as may be made applicable from time to time. He will also be required to obtain the license(s) as per provisions of Law including contract Labour (Regulation & Abolition) Act 1970 if applicable to them. Contractor shall be solely responsible and shall fully comply with all the provisions of all the labour laws applicable such as Factories Act, Industrial Dispute Act, Miscellaneous Provisions Act, Minimum Wages Act, Payment of Bonus Act, Workmen Compensation Act, and Contract Labour (Regulation of Employment and conditions of services) Act 1979, Employees State Insurance Act, Employees PF Act etc. and any other Act / Legislations passed from time to time. There shall neither be any privity of contract with employees of the contractor nor an employer – employee relationship between the Training Centre and the contractor.

43. The contractor indemnifies the Training Centre against all the monetary or other benefits to which his personnel are entitled during the period of employment under Labour Laws such as Workmen Compensation Act, Factories Act or such other statutes as are applicable from time to time. The Training Centre shall have no privity with the persons deployed by the Contractor in execution of the contract work.

44. The contractor shall be responsible for the proper behavior of all his staff (supervisory and workmen) and others and shall exercise a degree of control over them and in particular without prejudice to the said generality the contractor shall be bound to prohibit and prevent any employee (supervisory and workmen) from trespassing or acting in any way detrimental or prejudicial to the interest of the community or of the properties or occupier of lands or Properties in the neighborhood and in the event of such employees trespassing, the contractor shall be responsible for consequent claims or action for damages or injury or any other ground whatsoever. Consumption of liquor inside Training Centre premises is strictly prohibited and the contractor should ensure enforcement of this rule amongst his employees. In the event of any violation such employee will be removed from the Training Centre premises. The decision of the officer authorized by the Training Centre in the matter whatsoever under this clause shall be final and binding on the Contractor.

45. The Training Centre may provide the following facilities:

a. Dining Hall, Kitchen, Pantry, Store room, employee room for 02 employees as per availability;

b. Reasonable equipments water cooler, geysers, storage cupboard, Service counters / service stations (as per site availability), dining room furniture, Electrical and plumbing fitting in the kitchen for use of the Contractor in the Training Centre. Whereas Training Centre would endeavor to provide these facilities, non-provision of some equipments shall not be a cause for the contractor for providing inefficient and inadequate services. On termination of the contract, if the contractor fails to return the said equipment's in good and working condition or fails to return at all, the Training Centre has the right to get them replaced or repaired at the risk and cost of the contractor and such cost shall be appropriated from the pending bills / security deposit or through other remedial legal measures. **Repair, maintenance and upkeep etc. of all the appliances, equipments etc. will be done by the Contractor at his cost.**

c. The Training Centre, for electrical equipment and appliances provided by it will supply water and electrical power free. **Contractor shall not use other electrical cooking devices for the purpose of catering services without the prior approval of the CM-HRD/Faculty in charge.**

d. The contractor shall pay for the gas used by him for cooking purposes etc. Wood fire Tandoor for preparation of roti etc. will be run at their cost.

46. The replacement of pilferages / damages due to negligence, of items provided by the Training Centre and also fixtures like tube lights, bulbs, regulators, sanitary wares, water taps or any other things will be done by the contractor. The cleaning staff must be given strict instructions to ensure that no solid waste is allowed to flow into Gutter pipes and cause choking particularly in working place and Kitchen. Standard cleaning materials of high quality must be used regularly and its buffer stock must be maintained in the store. Dining hall, place of service etc, should always be neat, clean and fresh and air-fresheners shall be used by the Contractor as per need.

47. The contractor shall not use the Training Centre premises for any other activity except the purpose for which it has been provided for.

48. The premises with fittings and fixtures, furniture, equipment etc. provided to the Contractor are the property of Training Centre. The contractor shall have no right on any of these and shall place them back at the disposal of the Training Centre when demanded. The contractor shall be responsible for the safe custody and proper use and maintenance of all equipments and properties of Training Centre, whether movable or immovable. Any damage caused to the equipment's or properties shall be made good by the contractor immediately to the Training Centre without any loss of time, failing which the cost of equipment's, properties etc. will be recovered from his bills or from other means as deemed fit by the Training Centre. On such recovery, if security deposit gets reduced, the same has to be made good by the contractor. Failure of equipment etc. will not be an excuse for not providing service.

49. Nothing contained in this contract is intended to be nor shall be construed to be a grant, demise or assignment of premises or any part thereof by the Training Centre to the Contractor or his employees and the Contractor and his employees shall vacate the same on the termination of the contract period either by efflux of time or otherwise.

50. The contractor will have to maintain permanent records of all materials, equipment's etc. supplied to him by the Training Centre. At the end of each quarter and also at the end of the contract period, the contractor will prepare the list of all items held by him and show them separately in good condition, repairable, irreparable and missing and make them available for the purpose of joint verification by the authorized officer of the Training Centre and the contractor. Cost of missing or damaged items shall be recovered from the contractor.

51. The contractor shall arrange for physical verification of all articles given as and when required by the Training Centre or at least once in six months.

52. The price / rates quoted, agreed and accepted by the contractor in respect of services and items listed in Schedule I shall be firm and shall not be subject to any variation during the period of contract. The rates quoted shall be deemed to include and cover all costs, expenses, taxes and liabilities of every description and all risks of every kind of action to be taken in performing the contract. The Contractor shall be deemed to have known the nature, scope, magnitude and extent of services to be rendered and materials to be procured, though the contract documents may not fully spell out all the details.

53. If at any time from the commencement of the contract the Training Centre for any reason whatsoever does not require the whole part of the services as specified in the contract, the authorized officer of the Training Centre shall inform to the contractor who shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which he might have derived from fulfillment of the contract in full but he did not derive in consequence of full contract having not been carried out. Further, the contractor shall not have any claim for compensation by the reason of any alterations having been made in the original contract.

54. In the event of sudden failure, neglect, dislocation or stoppage of the services by the contractor, the Training Centre may get the work done from some other agency or department at the risk and cost of the contractor without prejudice to its rights to enforce performance in respect of the rest of the work. The contractor shall in such event, pay to the Training Centre the additional cost incurred for having such work done from some other agency without prejudice to any other rights that the Training Centre may have in this behalf either under this contract or under law the Training Centre may terminate the contract by one-month notice in writing to the contractor and in such an event the contractor shall have no claim for any loss or damage against the Training Centre.

55. If for any reason, the contractor abandons providing services in the Training Centre without the permission of the Training Centre the authorized officer of the Training Centre will be at liberty to break open the lock and make inventory of the articles. Such an inventory shall be final and binding on the contractor for all purposes. The Training Centre will also be at liberty to make alternative arrangements for provision of services in the Training Centre at the risk and cost of the contractor.

56. The Contractor shall bear all the costs and expenses in respect of all charges, stamp duties etc. relating to the contract, documents etc. to be signed.

57. The Contractor shall pay a security deposit of Rs. 50,000/- (Rupees fifty thousand only) to Uttar Bihar Gramin Bank prior to commencement of service under the contract. UBGB shall be entitled to adjust or appropriate the said security deposit towards loss or damage caused by the Contractor or his employees or the amount of value of shortage or breakage to any premises, equipment's, appliances, items etc. entrusted to or caused to other assets of Training Centre by the Contractor or his employees or any other liability of the Contractor. The security deposit that may be made with the Training Centre shall not carry any interest.

58. **The contractor shall not assign or sub contract any activity in this contract. In case, the Contractor assigns or sub-contracts this contract without written approval of UBGB and UBGB reserves the right to terminate the contract.** In case the performance of the Contractor is found unsatisfactory or in case of contravention by the contractor of any of the terms & conditions contained herein and Schedules hereto or in case of contravention by the contractor of any of the terms & conditions contained herein and Schedules hereto or in case of abrupt stoppage of work by contractor or his employees for any reason, whatsoever or if at any stage, during the period of contract, any case involving moral turpitude is instituted by the Court against the contractor or his personnel the Training Centre shall have the right to terminate the

contract without giving any notice to the Contractor. The Faculty in charge or in his absence the CM-HRD, Head Office shall be the sole authority to decide and judge the quality of service rendered by the Contractor and his decision will be fully binding on the Contractor.

59. The contract shall be for a period of **Two years at the same terms subject to review after every two quarters.**

60. The contract can be terminated as provided in clause 59 (without notice) or by efflux of time or earlier by one-month notice at the option of the Training Centre as the case may be. The contractor shall also have the option to terminate the contract after giving three months' notice to the Training Centre.

61. If at any stage during the period of the contract any case involving moral turpitude is instituted in court against the contractor or its personnel, the Training Centre reserves the exclusive and special right to terminate the contract without any notice to the contractor and in such event, the contractor will not be entitled to any compensation from the Training Centre.

62. On termination of contract by the Training Centre for any reason whatsoever, the Training Centre shall be entitled to engage the services of any other person, agency or contractor to meet its requirement without the prejudice to its rights including claim for damages against the contractor.

63. The Training Centre shall have the right to withhold reasonable sums from the amounts payable to the Contractor under this contract or the security deposit if the Contractor commits breach of any of the terms & conditions of the contract or fails to produce sufficient proof to the satisfaction of the Training Centre as to payment of all statutory and other dues or compliance with any other obligations under any Act, Law, Legislation etc. relevant in the matter. The contractor shall be bound by the decision of the Training Centre.

64. Notwithstanding any other court or courts having jurisdiction to decide the question forming the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract shall lie in the court of competent civil jurisdiction in this behalf at Muzaffarpur only (where this contract has been signed on behalf of the Training Centre) and only the said court shall have jurisdiction to entertain and try such actions and / or proceedings to the exclusion of all the other courts.

65. Bank have right to stop the services by giving one-month notice in writing to contractor.

67. Contractor must provide the services to bank on same quoted/ bank approved rate at any other place, if bank shifts its Training Centre in future.

68. Contractor should charge only for bifurcated rate of lunch and snacks in case of trainee staff is not staying in hostel.

Signature of Contractor / Authorized person
with Seal

ITEMS OF FOOD, BEVERAGES ETC. TO BE SERVED
(Schedule-I)

(Refer point no.-12 of Technical Bid)
Sr.No. Item
1 **Bed tea / coffee** (Timing- 6:00am to 7:00am)
With option of Dip tea / prepared tea/Tea without Sugar (to be served in resident's room in 150ml Thermos flask)

2 **Breakfast(Buffet)** on all days: (Timing- 8:30am to 9:30am)

a) Milk and Cornflakes
b) Boiled Veg/Baked Beans in tomato sauce/ Potato finger chips
c) Toasted Bread (No limit)
d) One item out of Stuffed paratha/Dosa/Uttapam / Medu Vada/ Idly /Besan Chilla/Veg Cutlets/Poha/Upma, to be served in Buffet with no limit.
e) Fresh seasonal fruit Whole/cut; unlimited.
f) Amul Butter 20g Chiplets, Jam, Tomato Sauce
g) Tea/Coffee
h) Puri-sabji/Chhole Bhature/Stuffed Paratha (Paneer Aaloo, Gobhi) with curd

3 **Morning Tea/Coffee with biscuits in Training Centre**
(Timing- 11:15am to 11:30am)
Biscuits min 4 each participant should be of standard quality (sweet and salted)

4 **Lunch on all days**: All items will be served in Buffet without any restriction on quantity.
(Timing- 01:15pm to 2:15pm)

a) Veg soup/Rasam/Lassi/Chas
b) Green salad, Papad, Pickle
c) Tandoori Roti/ Plain Tawa Roti, Nan/Laccha Paratha/Missi Roti,
d) Rice-Plain/Pulav/ Curd Rice/Lemon Rice/Biryani-Veg
e) Special Veg (Paneer/Mushroom/Malai Kofta/Kaju Makhani/Gatta Curry etc.)
f) Arhar Dal Tadka/Dal Makhani/Rajma/Gujrati Kadi/Punjabi Kadi/Sambar.
g) Seasonal Vegetable curry/ Seasonal Vegetable Dry
h) Curd/ Raita
i) Dessert- Fruits/Jelly Custard/Kheer/Sewian/ Gulab Jamun / Rasmalai/ Fruit Cream/ Ice Cream/Rasgulla/Gajar Halwa/Sheera/Moong Dal Halwa
j) On request food for FAST to be served on prior notice by participants like - Sabudana Khichadi/Potato Chips/Fruit, etc.

5. **Afternoon Tea / Coffee** Option of Dip tea / prepared tea & Coffee at Training Centre (Timing- 03:15pm to 03:30pm)

6. **Evening Tea with snacks at Training Centre** (Timing- 05:00pm to 05:30am)

a) Samosa-2 pieces, or
b) Dhokla- 3 pieces or
c) Dal Kachori- 2 pieces or
d) Veg Cuttlet- 2 pieces or
e) Bread Pakora-2 pieces or
f) Dahi Chat Papri- one plate or
g) Dahi Vada-2 pieces or
h) Mix Veg Pakora-100 gms
i) Poha

7. **Dinner** -(Timing- 08:30am to 09:30am)

a) Veg soup/Rasam/Lassi/Chas
b) Green salad, Papad, Pickle
c) Tandoori Roti/Plain Tawa Roti, Nan/Laccha Paratha/Missi Roti,
d) Rice-Plain/Pulav/ Curd Rice/Lemon Rice/Biryani-Veg
e) Special Veg (Paneer/Mushroom/Malai Kofta/Kaju Makhani/Gatta Curry etc.)
f) Arhar Dal Tadka/Dal Makhani/Rajma/Gujrati Kadi/Punjabi Kadi/Sambar.
g) Seasonal Vegetable curry/ Seasonal Vegetable Dry
h) Curd/ Raita
i) Dessert- Fruits/Jelly Custard/Kheer/Sewian/ Gulab Jamun / Rasmalai/ Fruit Cream/ Ice Cream/Rasgulla/Gajar Halwa/Sheera/Moong Dal Halwa
j) On request food for FAST to be served on prior notice by participants like - Sabudana Khichadi/Potato Chips/Fruit, etc.
k) Bati- chokha.

Special Menu

8. **High tea***

Dip tea / Coffee/Green Tea/Coconut Water/Fresh or Canned Juice
One sweet (Gulab Jamun / Rasgula / Pastry / any other such item.
Two pieces Cheese sandwich, Salted Cashew nut/Roasted Almonds-50 gms ,One snack (paneer pakora / cutlet /samosa / assorted pakoras / any other such item)
Branded Ketchup/chutney to be provided

*Contractor will be informed by the Training Centre authorities when these items are required to be served, as they may be required on special occasions and on prior order.

Signature of contractor/ authorized person with seal

(SCHEDULE-II)

LIST OF INDICATIVE BRANDS OF ITEMS TO BE USED IN CATERING

S.No	Item to be provided	Approved Brand
1	Milk whole buffalo	Amul/Mother Dairy/Namaste India/Gyan
2	Curd	Amul/Sudha/Mother Dairy
3	Paneer	Fresh Good Quality
4	Biscuit	Parle/Britania/Sunfeast/Bisk Farm
5	Bread	Britania/Harvest/Modern/Good Bakers
6	Butter	Amul/Britania/Gokul/Nutralite
7	Jam	Kissan
8	Tomato Sauce	Maggi/Kissan
9	Chilly Sauce	Maggi/Kissan
10	Tea/Tea Bags/Coffee	Taj Mahal/Lipton Yellow Lable/Tata
11	Refined Oil	Sundrop/Fortune
12	Mustard Oil	Engine/Dhara
13	Sugar/Sugar Cubes	Good Quality
14	Atta/Maida/Besan	Shakti Bhog /Freash Good quality aata/Harvest/Annapurna/Ashirvad
15	Pulses	Good Quality
16	Spices	MDH/Everest/Ashok
17	Fruits	All seasonal Fresh Good Quality
18	Green Salad/Vegetables	Fresh Good Quality
19	Rice	India Gate/Dawat
20	Pappad	Lijjat
21	Custard/Ice Cream	Wakfield/Amul/Kwality/Mother Dairy
22	Sweet / Snacks/Farsan	Fresh Good Quality
23	Pickle	Nilon/Mother's recipe
24	Cold Drink/Juices	Pepsi/Fanta/Coke/Frooti/Real/Tropicana Juices

The above mentioned brands are suggestive Brands of comparable repute/quality approved by the Head Office Staff Training Centre committee will only be allowed.

General Manager
General Administration Department
Uttar Bihar Gramin Bank
Head Office: Muzaffarpur

Reg.: Contract Labour (Regulation & Abolition) Act 1970.

We confirm that we have employed ..... (number) workman only and that the Contract Labour (Regulation & Abolition) Act 1970 is not applicable to us.

Signature of Contractor / Authorized person
with Seal & Signature

(On CSC's letter head)

PART 2
COMMERCIAL BID
(contains 2 pages)

General Manager
General Administration Department
Uttar Bihar Gramin Bank
Head Office: Muzaffarpur

Reg: Tender for Catering - Commercial Bid

Sir,

This has reference to your tender for catering followed by my technical bid. I have read all the terms & conditions as stipulated in the technical & commercial bids and I am ready to execute the stamped agreement as mentioned in schedule 1 of this commercial bid. I confirm that I fulfill the
eligibility criteria as stipulated by you.

I offer my rates as mentioned by me in the table enclosed.

Signature of Contractor / Authorized person
With Seal & Signature

Encl.: Rates quoted item wise in table.

ITEMS OF FOOD, BEVERAGES ETC. TO BE SERVED UNDER CATERING SERVICES

S.No	Meal to be Provided	Rates to be quoted Per Head inclusive of all (in Rs)
1	**Bed Tea/Coffee** With option of Dip tea/ prepared tea / coffee (to be served in residents' room in 150 ml flask for each participant)	
2	**Breakfast** a) Milk cornflakes b) Boiled Veg/Boiled beans in tomato sauce/Potato finger chips c) Toasted Bread (No limit) d) Stuffed Paratha/Dosa/Uttapam/Medu Vada/Besan Chilla/Veg Cutlets/Poha/Upma to be served in Buffet with no limit. e) Fresh seasonal fruit-whole/cut unlimited f) Amul Butter-20gms chiplet/ Jam/Tomato Sauce	
3	**Forenoon Tea/Coffee with Biscuit**	
4	**Lunch**-No segregation of Veg or Non-Veg all items will be served in Buffet with no restriction on quantity. a) Veg soup/Rasam/Lassi/Chas b) Green salad, Papad, Pickle c) Tandoori Roti/ Plain Tawa Roti, Nan/Laccha Paratha/Missi Roti, d) Rice-Plain/Pulav/ Curd Rice/Lemon Rice/Biryani-Veg e) Special Veg (Paneer/Mushroom/Malai Kofta/Kaju Makhani/Gatta Curry etc.) f) Arhar Dal Tadka/Dal Makhani/Rajma/Gujrati Kadi/Punjabi Kadi/Sambar. g) Seasonal Vegetable curry/ Seasonal Vegetable Dry h) Curd/ Raita i) Dessert- Fruits/Jelly Custard/Kheer/Sewian/ Gulab Jamun / Rasmalai/ Fruit Cream/ Ice Cream/Rasgulla/Gajar Halwa/Sheera/Moong Dal Halwa	
5	**Afternoon Tea/Coffee**	
6	**Evening Tea/Snacks** Samosas (2) /Mix Veg. pakoras (100gms)/ Dhokla (3) /Kachori (2)/ Pao Bhaji / Veg cutlets (2)/ Chat Papdi/ Bread pakoda (2)/ Dahi Vada (2), etc. Ketchup / chutney to be provided (or other items as in breakfast menu)	
7	**Dinner** (As in Lunch)	
	SUB TOTAL (A)	
8	**High Tea*** Dip tea / Green Tea/Coffee/Juice One sweet (Gulab Jamun /Kala Jam/ Rasgula / Pastry / any other such item. Cheese Sandwich (2 pcs), Roasted Cashew or Almonds (50gms) One snack (paneer pakora / samosa / assorted pakoras /any other such item) Ketchup / chutney to be provided	
	*Contractor will be informed by the Training Centre authorities items in serial 8 are required to be served, as they may require on special occasions and on prior order.	
	SUB TOTAL (B)	

SERVICES TO BE PROVIDED UNDER CARETAKER CONTRACT**

S.No	Services to be Provided	Rates to be Charged Per Head all-inclusive Rs.
9	**Cleaning of Rooms & Halls** All the class rooms, staff rooms, trainee/ participants rooms/ dormitory, hall, garden maintenance & all other part of premises of training Centre. (all cleaning materials will be provided by contractor at their own cost & cleaning material used must be of standard quality)	
10	**Caretaker Services**	
	a) 24 hours' services of caretaker that includes services like allotment of room/surrender of room, b) Looking after the requirements of Rooms/lab/classes/ common hall/office, etc. c) In/Out register/attendance for candidates. d) Change of bed sheets/pillow cover, etc. e) Maintenance of rooms & amenities. f) Any other duty allotted by Faculty in charge/CM-HRD, UBGB HO, Muzaffarpur.	
	SUB TOTAL (C)	
11	**Cleaning of articles** a) Bed sheet b) Pillow cover c) Table cover d) Curtain e) Sofa cover, etc.	
	SUB TOTAL (D)	
	GRAND TOTAL (A + B+C+D)	

1. Total (item 1 to item 7) = A
2. Total (item 8) = B
3. Total (item 9 & 10) =C
4. Total (item 11) =D

Note:

L1 will be determined on the basis of 'A to D' (A+B+C+D) only

Signature of contractor/ authorized person
With Seal & Signature