

E - Tender for Catering Services for StockHolding Offices at Parel, Mahape and Fort



BID No. : STOCKHOLDING/CPT/RFP/22-23/001

Date: 29th September 2022

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Document Control Sheet

Name of the company	StockHolding Corporation of India Ltd.	
BID Reference No.	STOCKHOLDING/CPT/BID/22-23/001	
Date of Issue:	29 th September 2022	
Last date for submission of Pre-Bid Queries	06 th October, 2022	
Pre Bid Meeting	07 th October, 2022	
Last Date and time for submission of Bids (Technical and Financial)	Date:	21 st October, 2022 (Online)
	Time:	03.00 p.m.
Cost of Bid Document	Rs.	5,000/- (Non Refundable)
Earnest Money Deposit (EMD)	Rs.	5,00,000/- (Refundable)
Schedule for Opening of Technical Bids	Date:	21 st October, 2022 (Online)
	Time:	03.30 p.m.
Place of Pre-bid meeting/ Opening of Bids / address for Communication & Contact Person	StockHolding Corporation of India Plot No. P-51, TTC Industrial Area, MIDC, Navi Mumbai, Mahape - 400710 Contact No. 022 61771060	
	Rutuja Parab M: +91 7045811994 rutuja.parab@StockHolding.com Sanjeev Mirchandani M: +91 9867193379 sanjeev.mirchandani@StockHolding.com	Shubha Nair M: +91 9892258753 Shubhanair@StockHolding.com Raj Kumar Kachroo M: 91 9987776198 Raj.kachroo@StockHolding.com

Note:

1. This tender document is the property of StockHolding (STOCKHOLDING) & is not transferable.
2. This Bid Document has 43 pages.
3. If a Holiday is declared on the dates mentioned above, the bids shall be received / opened on the next working day at the same time specified above and at the same venue unless communicated otherwise.

Disclaimer

The information contained in this Request for Proposal “RFP” or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of StockHolding Corporation of India Limited (“STOCKHOLDING”), is provided to the bidder(s) on the terms and conditions set out in this BID document and all other terms and conditions subject to which such information is provided.

This BID document is not an agreement and is neither an offer nor an invitation by STOCKHOLDING to any parties other than the applicants who are qualified to submit the bids (“Bidders”). The purpose of this BID is to provide the Bidder(s) with information to assist them in formulation of their proposals (“Bids”). This BID does not claim to contain all the information each Bidder may require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this BID. STOCKHOLDING makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this BID. STOCKHOLDING may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this BID.

The information contained in the BID document is selective and is subject to update, expansion, revision and amendment. STOCKHOLDING does not undertake to provide any Bidder with access to any additional information or to update the information in this BID or to correct any inaccuracies therein, which may become apparent. STOCKHOLDING reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this BID and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders. Any information contained in this document will be superseded by any later written information on the same subject made available / accessible to all recipients by STOCKHOLDING.

STOCKHOLDING reserves the right to reject any or all the expression of interest / proposals / Bids received in response to this BID at any stage without assigning any reason whatsoever. The decision of STOCKHOLDING shall be final, conclusive and binding on all the parties.

It may be noted that notice regarding corrigenda, addendums, amendments, time-extensions, clarifications, response to bidder’s queries etc., if any to BID, will not be published through any advertisement in newspapers or any other media. Bidders shall regularly visit STOCKHOLDING’s website for any changes / development in relation to this BID.

1. BACKGROUND

StockHolding Corporation of India Limited ("StockHolding") was incorporated as a Public Limited Company in 1986. StockHolding is a subsidiary of IFCI Limited and was promoted by the public financial institutions and Insurance majors. StockHolding began by offering custodial and post trading services, adding depository services and other services to its portfolio over a period of time. StockHolding has established itself in India as a one-stop solution provider in the Financial Services domain.

2. PURPOSE OF BID

The purpose of the RFP is to select a vendor, based in Mumbai, Navi Mumbai & Thane for providing Catering Service for StockHolding's Offices Located in Parel, Mahape and Fort for a period of Three years i.e. from Period of Contract October, 2022 to September, 2025 (3 years) or from the date of Contract (Work order), as per scope specified in this document.

3. COST OF BID DOCUMENT

The Bidder shall bear all costs and expenses associated with the preparation and submission of its Bid and STOCKHOLDING shall in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process including cancellation or abandonment or annulment of the bidding process.

Tender Fees is Rs. 5,000/- (Rupees Five Thousand Only). The prospective Bidder is required to pay the prescribed amount in the form of Demand Draft or pay order from a scheduled bank in favor of "StockHolding Corporation of India Limited", payable at Mumbai. The Demand Draft (DD) should be submitted at Mahape on or before last date for submission of BIDs.

Rejection of Bid: Any submitted bid not accompanied by Tender Fess as mentioned above, shall be summarily rejected by STOCKHOLDING, without any further correspondence.

The Tender Fees is Non-Refundable.

4. EARNEST MONEY DEPOSIT (EMD)

The Bidder shall furnish, as part of its EMD of Rs. 5,00,000/- (Rupees Five Lakhs only) by way of Demand draft or Pay order from any scheduled commercial bank drawn in favor of "StockHolding Corporation of India Limited", payable at Mumbai. The Demand Draft (DD) should be submitted at Mahape on or before last date for submission of BIDs.

Rejection of Bid: Any submitted Bid not accompanied by EMD as mentioned above, shall be summarily rejected by STOCKHOLDING, without any further correspondence.

The EMD shall not bear any interest.

The EMD shall be forfeited:

1. if a Bidder withdraws his bid during the bid validity period; or
2. if a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading at any time prior to signing of contract and/or conceals or suppresses material information; or
3. if the Successful Bidder fails to sign the contract and or furnish performance security and other guarantee(s)/security in the form and manner to the satisfaction of STOCKHOLDING, as mentioned in the Bid Documents; or
4. In the event of any evasion, avoidance, refusal or delay on the part of the Successful Bidder to sign and execute the Contract/order/ purchase order/ service order or any document, as may be required by StockHolding in case the Bid is accepted. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.
5. If the Vendor does not fulfill the execution of the contract

The EMD and Cost of Bid document to be submitted at the Address mentioned in control sheet, ON or Before Last day of submission of BID/application.

5. DISCHARGE OF EMD

1. StockHolding shall promptly request the Successful Bidder to provide Performance Bank Guarantee. EMD of such Bidder shall be discharged on signing of the Contract and upon furnishing the Performance Bank Guarantee to the satisfaction of StockHolding.
2. The EMD of all unsuccessful Bidder(s) shall be discharged / returned as promptly as possible as but not later than 90 (ninety) days after the expiry of the period of Bid Validity Period.

6. PERIOD OF VALIDITY

1. Bids should be valid for 120 (One Twenty) days from the last date of submission. A Bid valid for a shorter period may be rejected by StockHolding as non-responsive. Any decision in this regard by StockHolding shall be final, conclusive and binding on the Bidder.

7. SCOPE OF WORK

The successful bidder shall be responsible for providing Catering Services to StockHolding Offices in Parel, Mahape and Fort (Rate Contract) including Transport / Loading / Unloading / disposal etc. for period of three years.

1. During the contract period, the Vendor shall be responsible for the following:

- (i) Providing Catering services - Supply and Serve cooked food to the employees or guests, on all working days in all the pantries at StockHolding Offices in Parel, Mahape and Fort.
- (ii) The Vendor shall make adequate arrangement to keep the food hot so that warm food can be supplied during serving hours. StockHolding shall provide necessary equipment, water and electricity.
- (iii) Providing services of snacks, fruits and tea / coffee / juice or any other item as desired to the employees, guests, during office hours at all times and outside office hours and on holidays, if so required.
- (iv) Providing Catering services at Senior Officer's Cabin which shall include providing exclusive personnel at these places.
- (v) Providing special catering services within the premises / outside the premises on special occasions as per the rates quoted by the bidder or any rates agreed upon after mutual discussions.
- (vi) The Vendor shall be responsible for proper cleaning, upkeep and hygiene of the canteen and kitchen areas.
- (vii) The Vendor should deploy sufficient number of its employees and Supervisors having necessary experience and relevant knowledge for distribution of food, smooth running of the cafeterias and proper cleaning of the Cafeteria in Parel, Mahape and Fort. The numbers of workers and supervisor deployed must be sufficient and commensurate with the quantum of work and the time within which the service has to be completed. StockHolding can request for increase/decrease in staff Nos. if required. StockHolding reserves the rights to increase/decrease manpower if needed.
- (viii) The Vendor has to procure all the cleaning materials with respect to cleaning of kitchens and cafeteria. StockHolding will not bear/ compensate for any charges for the same. The vendor should deploy manpower to keep the kitchen and cafeteria neat and tidy at all the time.
- (ix) The Vendor shall, if required, supply alternative menu / fruits of equivalent amount of normal food as mutually agreed upon from time to time. The requirement of alternative menu / fruits may vary during the Festivals or other special occasions.

2. Preparation of the Menu (Monday to Saturday):

Menu for each day's Breakfast, Lunch, Evening snacks and Dinner shall be communicated to the vendor every week in advance. This menu should be displayed outside cafeteria every week by the vendor.

The vendor will provide Food on all working days i.e. Monday to Saturday, However, as per the Corporation's requirement the vendor has to provide full catering services on Sundays and Holidays.

Breakfast and Tea/Coffee

1. Breakfast (Vegetarian)

Breakfast will have to be provided to on a daily basis. Breakfast will be of various cuisines i.e. Maharashtrian, Punjabi, South Indian, etc.

2. Tea / Coffee

Good quality Tea / Coffee (As per annexure A) will have to be provided on daily basis.

Lunch and Dinner (Unlimited – Buffet various cuisines)

1. Soup

Soup will have to be provided on a daily basis. This soup will always be a vegetarian soup.

2. Roti / Pav / Paratha / Puri etc.

An Indian bread item will have to be served on a daily basis. This would primarily be a Chapati/ Tandoori Roti/Paratha/ Stuffed Paratha/Puri etc., these would be unlimited in numbers.

3. Rice / Pulav / Biryani / Noodles etc.

A rice preparation will be served on all days Good Quality Rice (As per annexure A) to be used. This would also be unlimited.

The Bidder (Vendor/caterer) may also serve different types of Pulav.

If the menu includes items like Non-Vegetarian Biryani and Vegetarian Biryani, the Biryani should be a whole meal with its proper accompaniments etc. and the weight of the Biryani should not be less than 300 gm. per serving. In case of the Non-Vegetarian Biryani with minimum 100gm. of cooked meat.

For all the various types of Biryani and pulav the rice to be used is good Quality Basmati Rice.

4. Dal preparations/ Kadi etc.

A dal preparation will be served on a daily basis, there will be a variation in dal as per menu. As per requirement / menu, the vendor shall provide Kadi, Sambar, Rasam, etc.

5. Side Vegetables / Dry Veg Dish:

One side vegetable preparation will be served to the Diners on a daily basis (ex. Paneer/Mushroom/Baby Corn etc. or equivalent).

6. Main Course - Vegetarian Gravy :

This would be a special dish/main course of the menu. The Special Vegetarian items of the day would be Paneer, Koftas, Babycorn, mushrooms etc.

7. Main Course - Non-Veg Gravy :

The Non-Vegetarian item to be served as per Menu would be Mutton or Chicken or Fish or Egg preparation of fresh and premium quality. The meat served will be at least 100gm. of cooked weight. No Beef or Pork will be served.

8. Accompaniments / Salad

Various Accompaniments such as Papad, Pickle, and Salads will be served on a daily basis. This will be unlimited. Salads served may be different types of Salads e.g.:

- Green Salad
- Koshimbir
- Sprout salad
- Pasta Salad etc.

9. Curds / Buttermilk, etc.

Various curd and curd preparations such as raitas etc. will be served on a daily basis.

10. Deserts

One sweet preparation will have to be served on a daily basis and could be: -

- Ice Cream (of reputed companies only - 100 ml, preferably Amul /Mother Dairy /Kwality walls etc.)
- Bengali Sweets, etc. or equivalent

Evening Snacks

Evening Snacks

Evening Snacks will have to be provided to on a daily basis. Snacks will be of various cuisines i.e. Maharashtrian, Chinese, Punjabi, South Indian, etc.

3. Approximate requirement

No. of meals per day indicated is approximately 700 at Mahape, 90 at Centre point and 60 at Fort office on daily basis. The exact heads shall be determined on the basis on attendance on a particular day which will be confirmed by StockHolding. StockHolding does not assure any fixed number.

8. AMENDMENT OF BID DOCUMENT

1. StockHolding reserves the right in its sole discretion of inclusion of any addendum to this entire Bid process. The Bidders shall not claim as a right for requiring StockHolding to do the aforesaid.
2. At any time before the deadline for submission of Bids / offers, StockHolding may, for any reason, whether at its own initiative or in response to a clarification requested by Bidders, modify this Bid Document and all such modifications shall be binding on the bidders.
3. Any amendments pertaining to the BID will be notified/uploaded on our website and on Auction Tiger's website and all such amendments shall be binding on Bidders.
4. If required in order to allow prospective Bidders reasonable time in which they need to take the amendment into account in preparing their Bids, StockHolding at its sole discretion reserves the rights to extend the deadline for the submission of Bids. However, no request from the Bidder, shall be binding on StockHolding for the same. StockHolding's decision in this regard shall be final, conclusive and binding on all the Bidders.

9. STOCKHOLDING'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

StockHolding reserves the right to accept / reject any bid and to annul the Bid process at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for StockHolding's action. Any decision in this regard by StockHolding shall be final, conclusive and binding on the Bidder.

10. EXECUTION OF DOCUMENTS

1. After StockHolding notifies the Successful Bidder that its bid has been awarded; the Bidder should sign the Contract and complete the execution of all other documents within 15 business days of the acceptance of Work Order.
2. The signing of Contract should be accompanied by the submission of Performance Bank Guarantee, or any other legal Document etc. also the successful bidder will have to execute an Integrity pact with the Corporation. The format of the same is attached to this document and has to be uploaded while submitting the Tender.
3. Payment of Stamp duty would be as per laws applicable in the State of Maharashtra.
4. The Bidder shall bear all costs and expenses for the execution, stamp duty and submission of the contract and agreements. StockHolding shall not be responsible or liable for reimbursing / compensating these costs and expenses.
5. The incidental expenses of execution of the Contract as well as the conditions stipulated in the contract shall be strictly adhered to and any breach / violation thereof shall entail termination of the Contract without prejudice to the other right of StockHolding including but not limited to the right to levy / impose and recover penalties as specified in this BID or Contract.

11. PERFORMANCE BANK GUARANTEE (PBG)

1. The value of the Performance Bank Guarantee will be 5% of the total annual estimated value.
2. The successful Bidder shall furnish the Performance Bank Guarantee within 15 business days of the receipt of acceptance of the Work Order.
3. The bidder shall submit a Performance Bank Guarantee at execution of the contract. It shall be valid for a period until the end contract period with 3 months buffer i.e. contract period + 3 months with an additional claim period of three months from the date of acceptance of the Work Order
4. The Performance Bank Guarantee should be issued by a scheduled commercial bank and directly forwarded to StockHolding.
5. Failure to provide the Performance Bank Guarantee shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event StockHolding may award the Contract to the next best evaluated Bidder or call for new Bids. Any decision in this regard by StockHolding shall be final, conclusive and binding on the Bidder.
6. StockHolding reserves the right to invoke bank guarantee on Vendor's failure to complete its obligations under and in accordance with the Contract.

12. TERMINATION OF CONTRACT

1. StockHolding reserves the right to terminate the contract without any compensation by giving the Bidder one month prior notice if the performance of the Bidder is found to be unsatisfactory or not meeting Service Level Requirement at any point of time. The performance of the Vendor shall be reviewed on monthly basis and in case the supply/ services are not found to be satisfactory, StockHolding reserves the right to terminate the contract even before the expiry of the contract period by giving 90 days' notice and without assigning any reason. Any decision in this regard of StockHolding shall be final, conclusive & binding on the Bidder. However, the contract is liable for immediate termination on violation on any of the provision by the Vendors. StockHolding reserves the right to terminate the contract in the instance of insolvency and bankruptcy of the Vendors. The Vendor shall not be entitled to any compensation for early termination.
2. The agreement may be terminated by either-side by giving three month's notice on infringement of any terms & conditions of the agreement or failure to perform any obligation under the agreement or inability of any of the parties to continue with the performance of the agreement. However, it would be the responsibility of each party to assist the other party in orderly termination of the agreement.
3. The bidder agrees that in the event of termination of this agreement, the bidder shall continue to provide services in the same manner for the notice period. The bidder agrees to co-operate with StockHolding for the smooth transfer of the subject matter of this agreement to any other party appointed for the purpose by StockHolding.
4. Where the Bidder's ability to survive as an independent corporate entity is threatened or is lost owing to any reason whatsoever, including inter-alia the filing of any bankruptcy proceedings against the Bidder, any failure by the Bidder to pay any of its dues to its creditors, the institution of any winding up proceedings against the Bidder or the happening of any such events that are adverse to the commercial viability of the Bidder. In the event of the happening of any events of the above nature, the StockHolding shall reserve the right to take any steps as are necessary, to ensure the business continuity.
5. Termination for Insolvency: The StockHolding may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the StockHolding.
6. Termination for Default: The StockHolding, without prejudice to any other right or remedy for breach of Contract, by a written notice of default sent to the Vendor, may terminate the Contract in whole or in part.

13. DISPUTE RESOLUTION

1. The Parties shall use their best efforts to amicably settle all disputes arising out of or in connection with this Contract in the following manner:
 - i. The Party raising the dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within ten (10) days of receipt of the notice.
 - ii. The matter will be referred for negotiation between Authorized Representative from StockHolding and Vendor. The matter shall then be resolved by them and the agreed course of action documented within a further period of 30 days.
2. The Parties agree that any dispute between the Parties, which cannot be settled by negotiation in the manner, described above, may be resolved exclusively by arbitration and such dispute may be submitted by either party to arbitration within 30 days of the failure of negotiations. Arbitration shall be held in Mumbai, India and conducted in accordance with the provision of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint 1 arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator. The arbitration proceedings shall be conducted in the English language. Subject to the above, the courts of law at Mumbai alone shall have the jurisdiction in respect of all matters connected with the Contract. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.
3. The Bidder shall not be entitled to suspend the provision of the Services or the completion of the job, pending resolution of any disputes between the Parties and shall continue to render the Services in accordance with the provisions of the Contract notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.
4. The provision under this section survives the contract.

14. ADHERENCE TO SAFETY PROCEDURES, RULES REGULATIONS AND RESTRICTION

1. Bidder shall comply with the provision of all laws including labor and industrial laws, rules, regulations and notifications issued there under from time to time. All safety and labor and industrial laws enforced by statutory agencies and by StockHolding shall be applicable in the performance of this Contract and Bidder shall abide by these laws. The Vendor/Vendor shall keep StockHolding indemnified for any loss, damage, claims, costs, charges, expenses, etc. arising out of and/or suffered on account of actions, litigations, proceedings, suits, arising out of breach of the above laws.
2. The Vendor shall comply with the provision of all Labor Laws, which are applicable to the Vendor or its employees and shall be solely responsible for liabilities arising out of such compliance, non-compliance or implementation or non-implementation. The Vendor will furnish proof of compliance of all labor laws, including obtaining license, filing of monthly/quarterly and annual returns and other statutory requirement within 15 days from the due date and furnish calculations and proof of payments made to all Government/Statutory Authorities under EPF, ESIC etc. Within 10 days of the statutory time limits allowed under the respective acts and all other statutory rules as amended from time to time.
3. Bidder shall take all measures necessary or proper to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions.
4. The Vendor shall obtain at his own cost any license or permission or any sort whatsoever (namely labor license, ESIC, PFs, Service Tax, and Income Tax etc.)
5. The Bidder shall report as soon as possible any evidence, which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.
6. Bidder shall also adhere to all requirement/regulations of the StockHolding during the execution of the work.
7. The Vendor shall indemnify StockHolding from all liabilities arising out of any payment made by StockHolding to government (Central/State, Semi Government) Statutory Authority or any payment made

under any statute/notification of the Government (Central/State). Statutory authorities in respect of his employees or in respect any claims made by the Vendors' employees against StockHolding.

8. The Vendor shall be responsible for maintenance of proper records as required under the provision of various labor laws/Statutory Acts applicable to the Vendor and contract employees such as attendance register, overtime register, advance register, register of deduction for damage and loss, register of fines, accident register etc. and produce them for inspection as and when demanded by StockHolding or any appropriate labor authorities.
9. The Vendor should provide a declaration for accidental insurance coverage for their workers.
10. The Service Provider should have registrations under EPF and MP Act, 1952, ESI Act, 1948, Shops & Establishment Act, Profession Tax Act, Labor Welfare Fund Act or any other local laws applicable to them presently or in future. The Service Provider shall be making proper compliances with the applicable Labor laws such as EPF and MP Act, 1952, ESI Act, 1948, LWF Act, Shops & Establishment Act, Payment of Bonus Act, 1965, Maternity Benefit Act, 1961, Payment of Gratuity Act, 1971, Contract Labor (R & A) Act, 1970, POSH Act, Minimum Wages Act, Payment of Wages Act, Profession Tax Act and all other Labor Laws which will be applicable to service provider in future. The Service Provider should regularly submit all documents / Registers/ Challans in support of compliance with the Labor Laws to the Company.

15. GOVERNING LAW

This Contract shall be governed in accordance with the laws of India. These provisions shall survive the Contract.

16. JURISDICTION OF COURTS

The Courts of India at Mumbai have exclusive jurisdiction to determine any proceeding in relation to this Contract. These provisions shall survive the Contract.

17. TERMS AND CONDITIONS

General Terms and Conditions

Assignment

1. The Vendor shall not assign or transfer the contract to any another agency, or enter into sub-contracts for the said contract. The Vendor shall abide by all the rules and regulations laid down by StockHolding authorities from time to time.
2. Services as mentioned in the SCHEDULE OF WORKS / SCOPE OF WORK will be organized in consultation with the authorities of StockHolding.

Minimum Wages

The employees of the Vendor shall be paid minimum wages as per the Minimum Wages Act as may be revised from time to time. The Vendor should also observe all related Acts & Rules framed there-under as prescribed by the Authority from time to time. Copy of the above payment details signed by the concerned employee/Agency, should be submitted along with the invoice on monthly basis. Proof of making payment to ESI / PF Authorities should also be submitted from time to time for release of payment.

Gas

StockHolding shall provide commercial LPG Gas connection only and the Vendor shall arrange for regular supply of commercial LPG gas refills at his own cost and pay directly to the gas dealer. The Vendor must ensure prompt and uninterrupted supply of gas by placing order with the dealer sufficiently in advance and arrange for alternative sources if/when there is any short supply of gas.

Electrical Fittings and Water

StockHolding shall provide the Vendor kitchen equipment, Chimney, fans, exhaust fans, refrigerator, deep freezer, water cooler, water & electricity. These electrical fittings and equipment shall be handled in a proper manner and shall be cleaned regularly by the Vendor, at his own cost. The Vendor shall keep the usage of water

and electricity restricted to a reasonable level. If it is found that water and electricity are not used properly and involves any wastage, StockHolding reserves the right / option to levy penalty on the agency.

Furniture and Fixtures

All the furniture, fixtures, equipment and articles as per inventory separately prepared and all other furniture, fixtures, equipment and articles bought or made available by StockHolding in or to the kitchen, dining rooms & Canteen shall be the exclusive property of the Corporation and shall on termination / expiry of this contract be handed over by the Vendor to StockHolding in the same order and condition in which they were at the beginning of the contract, except for reasonable wear and tear.

Damage to other articles in the premises

The Vendor shall be responsible for any damage to the Cafeteria under the Vendor's occupation and to the fittings, fixtures, furniture, equipment entrusted to the Vendor, when such damage is, in the opinion of StockHolding caused due to negligence or carelessness or any fault on Vendor's part or that of its Manager or Workmen or Agent and the Vendor shall be liable to pay StockHolding such amount in respect of such damage as may be assessed by the officials of StockHolding.

Crockery, Cutlery, Cooking utensils etc.

The Vendor shall be provided with crockery, cutlery, table linen, cooking utensils and other articles that are necessary and required for providing catering services, as detailed in an inventory list, copy of which shall be provided to the Vendor. The Vendor shall at all times keep and maintain all the articles in a clean, neat, hygienic and tidy order. The Vendor shall maintain inventory of the stock of items given to him / her. An inventory statement giving clearly the break-up of stock, including usable items, items rendered unusable due to normal wear and tear and breakage / missing, if any, shall be submitted to StockHolding by 10th of every month, which shall be checked by the authorized official of StockHolding in comparison with the original inventory list.

Breakage :

Breakage shall be kept to a reasonable level. Annual breakage to the tune of 10% is permissible in case of crockery supplied to the agency. The breakage over and above 10% should be made good by the agency. No breakage is allowed in cutlery. If breakage takes place on account of negligence or mishandling of the equipment, utensils, crockery and cutlery by the staff of the Vendor, the Vendor shall have to bear the entire cost in respect of such breakage. Similarly, the cost of any item missing shall be recovered from the Vendor in full. All the losses will be made good by the agency on quarterly basis.

Personal Supervision

It shall be the Vendor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed. A competent and qualified person(s) with a graduation degree along with minimum of three years' experience in the field shall be appointed as Manager at all locations. The names and details of the person(s) should be informed to StockHolding. The Manager(s) should be conversant in Basic English, Hindi and Marathi.

Catering Standards

- i. Provisions, vegetables and other/any food items used should be of good quality and must be of well established brands as specified in Annexure - A. Food items and provisions shall be kept stored in closed containers in a hygienic manner. No plastic containers shall be used for storage of the cooking ingredients. StockHolding's officials will have the authority to inspect such articles of food items and provisions at any time and will have full powers to order discontinuance of use of such articles of food and provisions which are found to be of unsatisfactory / doubtful standards and / or hygiene.
- ii. High standards shall be maintained at all times with regard to quality, purity and quantity of food stuff. The catering staff shall maintain high standards of cleanliness in preparation and handling of food items (cooked food, cut fruit and salad servings etc.). Workmen handling cooking and cutting of food items

shall maintain high level of personal hygiene and cleanliness and shall wear headcap, gloves and masks at all times.

- iii. The Catering staff shall be courteous while serving the Employees and Guests at all times.
- iv. The Vendor shall ensure that the food items supplied are as per the standards prescribed by the Government authorities and if at any time any fine is imposed by the Government authorities, the same shall be borne by the Vendor. StockHolding will not pay any fine or penalty that may arise / or that may be imposed on account of the fault of the Vendor. The Vendor shall be personally and solely responsible for any consequences due to food poisoning, if any. Besides refusal of entire payment for the sessions during which such food poisoning has occurred, StockHolding may initiate further stringent action, as deemed fit.
- v. Utensils, cups, saucers, flasks, crockery, cutlery etc. shall be scrubbed and cleaned thoroughly with soap water and hot water after each use. Kitchen utensils, cutlery, crockery, glassware, linen etc. used in the Lounge and Canteen shall be very clean and tidy. Any laxity in this regard will attract severe penalties of the amount that shall be determined by StockHolding which shall be binding on the Vendor.
- vi. The Vendor shall ensure that the catering premises are kept neat and clean. A thorough master cleaning of all equipment, fixtures, utensils shall be carried out by the Vendor every weekend by removing the grime, grease, stains, oil etc. and wiped well with a clean and dry cloth.
- vii. Cooking / preparation methods include commonly separating dishes into wet / dry and specific cooking methods, for example boiling, frying, baking, poaching, stewing, braising, grilling etc.
- viii. Customs, religions, cultural requirements / restrictions to be catered for – for example eating/food requirements as they apply to Hinduism, Buddhism, Judaism, Islam, Lifestyle diets viz., low-fat / low-salt / diabetic / gluten-free and also fasting food like fruits etc. are required to be provided on demand.
- ix. The Vendor shall ensure Food safety, which may refer to application of Hazard Analysis Critical Control Points (HACCP) procedures and protocols to the total food handling process with a view to identifying anything that could pose a threat to consumers.
- x. Menu including Jain food / Fruit lunch (if needed) should be displayed at the service counter or near the dining place.

Provisions, Fruits, Vegetables etc.

- i. The Vendor shall be solely and wholly responsible for the procurement of all food articles and provisions at his own cost. The Vendor shall bear complete financial responsibility for all purchases and financial commitments he may enter into for fulfilling the contract.
- ii. It shall be the responsibility of the Vendor to store the materials purchased by him in a neat, tidy and hygienic manner in the space provided by StockHolding. Security of such material shall be the sole responsibility of the Vendor.
- iii. Quality of food and provisions used shall be of good standard as specified in Annexure-A. StockHolding shall have the authority to inspect such articles of food and provisions and shall have full powers to order discontinuance of use of such articles of food and provisions which are found to be not meeting the standards set out in the contract and / or on grounds of hygiene. Suitable refrigerator shall be provided by StockHolding for storing perishables. It shall be the responsibility of the Vendor to store the materials in an appropriate and hygienic manner.
- iv. Raw / perishable / non-vegetarian food items such as vegetable, milk, fish, mutton, chicken, eggs, fruit etc. shall be procured fresh and of good quality as per the Corporation's approval failing which the items shall be rejected and the Vendor shall replace the same with fresh products from the source approved by the Corporation.
- v. There shall be no rechauffing of food i.e. leftover food of one meal shall not be served at the next meal.
- vi. The Vendor shall arrange to get the leftover food and other garbage disposed every day at regular intervals, at his / her own cost, to the satisfaction of the StockHolding.
- vii. Reuse of used oil is strictly prohibited. Oil, once used shall not be used again.
- viii. Special A la carte items like noodles, continental dishes, boiled vegetables, Maggi, Nimbu pani, biscuits etc. have to be provided as and when advised by StockHolding on extra charges.
- ix. Green tea/Herbal tea, etc. have to be provided to employees on extra charges.

- x. The Vendor shall have to supply meal box as per the Corporation's request on actual charges mutually agreed by both the parties.
- xi. Sabudana khichdi, Wafers, fresh fruits to be provided employees who are not having lunch on fasting days which will be intimated to you prior by StockHolding.
- xii. The Vendor should not add Soda, food color in the food items.

Quality Maintenance:

- a. The Vendor shall be equipped to undertake **Hygiene Audit** as per Annexure B on daily basis and report should be submitted to StockHolding. StockHolding will also undertake independent hygiene and quality audits as and when deemed necessary.
- b. The eatables served by the Vendor to the employees/guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.
- c. Non-vegetarian dishes shall be made from fresh and good quality eggs, mutton, chicken or fish; and shall be purchased from standard authorized shop. The pieces of non-vegetarian items shall not be too small or too big. Unnecessary shreds and small bone pieces shall be removed. The non-vegetarian items shall be washed and marinated properly before cooking.
- d. The Vegetarian and Non Vegetarian dishes shall be prepared and served separately.
- e. All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Vendor shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese or milk based sweets etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used before the expiry. Maintain hygienic conditions in cooking/pantry area & dining/serving areas.

Utensils for cooking Non-Vegetarian food

The Vendor shall ensure that the cooking/cutting areas and cooking vessels and other utensils used for preparing non-vegetarian dishes are not used for cooking and serving vegetarian food. A separate cooking arrangement and use of separate utensils etc. shall be ensured for Vegetarian and Non Vegetarian dishes.

Service Timings

The timings for serving the Employees or guests shall be as under:

Tea Service and Breakfast Morning: 08.30 Hrs. to 09.45 hrs.

Afternoon: 12.30 Hrs. to 14.00 Hrs.

Evening Tea: 16.00 Hrs. to 16.30 Hrs.

Evening Snacks: 17.45 to 18.30 Hrs.

Dinner (if required): 20.00 Hrs. to 21.30 Hrs.

StockHolding reserves the right to change the above timings as and when required.

Vendor will have to ensure that the timings changed by StockHolding are maintained and adhered to.

Inspection visits

The Corporation reserves the right to send its officials for Surprise inspection of the Kitchen / place of food preparations location/s etc. The Vendor shall provide their extended support to corporation's officials during the time of such visits.

- The Vendor shall not assign or transfer the contract to any another agency, or enter into sub-contracts for the said contract unless permitted specifically permitted by StockHolding in writing.

- The Successful Bidder shall execute the documents related to this contract on stamp paper as per draft prescribed by StockHolding.

Personnel Deployed By the Vendor

- i. The Vendor or his personnel shall not any time do, cause or permit any nuisance at the site/ do anything which shall cause unnecessary disturbance or inconvenience to the employees/occupants/visitors/guests.
- ii. The Vendor shall be responsible for all acts done by the personnel engaged by him and for maintenance of proper discipline by his personnel at the premises of StockHolding. Any act of indiscipline/misconduct/theft/pilferage on the part of any personnel engaged by the Vendor resulting any loss to StockHolding in kind or cash will be viewed seriously and StockHolding have the right to levy damages or fine from the Vendor or even terminate the contract forthwith.
- iii. The contract is for supplying food and not for supply of contract labor. The workers employed by the Vendor for providing the services shall be of his/their employees and not of StockHolding.
- iv. The personnel engaged by the Vendor shall not have any employee – employer relationship with StockHolding and they shall not have any claim whatsoever for employment in StockHolding now or a future date.
- v. The Vendor shall remove his material and personnel peacefully on expiry of contract or on termination of the contract.
- vi. The Vendors shall ensure that the Supervisor supervises all the jobs and attends to complaints personally; Supervisor shall take care of any complaints regarding unsatisfactory jobs and shall, in addition, attend to any other job assigned by StockHolding. The Supervisor should be courteous to all the employees of StockHolding.
- vii. For all the workmen deployed, the Vendor shall give 1 day's paid Weekly off (at present on Sunday) for every 6 continuous working days. In addition, Additional holidays as per various Acts in vogue shall be considered as paid holiday for workmen deployed in StockHolding premises during the contractual period. However, it will be ensured by the Vendor, to provide uninterrupted services on all working days during the period of contract.
- viii. The Vendor shall have to produce monthly compliance certificate in prescribed format provided by StockHolding.

Uniform

The personnel deployed by the Vendor shall always appear in proper uniform, neat and tidy from the day the contract commences. The uniform should have a logo of the Vendor.

Liability

The Vendor shall be responsible for and pay the expenses for providing medical treatment / compensation to their workmen who may suffer any bodily injury / loss of life during the course of their business while carrying out their contractual obligations, as a result of any accident, within the StockHolding premises. StockHolding will not in any case be responsible to entertain any claim thereto.

Compensation for delay

1. Compensation for delay @ Rs.5000/- per day can be imposed on the successful bidder for not carrying out the assigned services as per the contract. In addition on such days, StockHolding reserves the rights to carry out these jobs by any other agency at the risk and cost of the Vendor.

2. In the event of the compensation for delay exceeding 0.5% of the estimated contract value, StockHolding reserves the right to cancel the contract. In such an event, no damages or compensation, whatsoever, will be payable to the Successful Bidder.

Power of Attorney - Sole Proprietary firms

When the Vendor's representative signing the tender is not the sole proprietor himself, the necessary power of attorney authorizing the person to act on behalf of the Vendor organization should be attached along with the tender documents.

Typographical or Clerical errors

StockHolding interpretations regarding partially committed errors in particulars or typographical or clerical errors shall be final and binding on all applicants.

Payments

1. Monthly payment will be made upon raising the bill on completion of the service as per actual count of the servings. No advance will be made under any circumstances.
2. The payment will be made only against invoices duly stamped and signed by the Vendor's office and verified by StockHolding. Invoices shall be raised as per the following details:
 - a. Administration Department at StockHolding Mahape Office: For bills related to StockHolding Mahape Office.
 - b. Administration Department at StockHolding Parel Office: For the bills related to StockHolding Parel Office.
 - c. StockHolding Office at Fort: For the bills related to StockHolding Fort office.
3. The Successful Bidder shall permit StockHolding to hold or deduct the amount from bill for non-performance or part performance or failure to discharge obligations under this contract.
4. In case GST is not paid by the vendor, StockHolding will recover the same from the next bill or any other works carried out by the vendor.

18. Procedure for Submission of Application for Technical Bid and Financial Bid (Online)

1. Technical and Financial Bid to be submitted Online on or before Last date for Submission of Bids.
2. The Bids/documents are to be submitted Online at <https://StockHolding.auctiontiger.net>
3. Technical and other non-commercial queries (not impacting price) can be routed to the respective e-mail id indicated in the e-tender document.
4. Online bids submission related queries could be addressed to M/s. e-Procurement Technologies Ltd. personnel indicated in the document.
5. M/s. e-Procurement Technologies Ltd. responsibility is limited to technical assistance of bid event. Finalization of bidding process and selection of Bidder would be directly between Bidders and StockHolding.
6. The Bids submitted by Telegram/Fax/Email shall not be considered and is liable to be rejected. No correspondence will be entertained in this matter.
7. No other documents or new terms and conditions are to be uploaded in Bids.
8. The Bidder is requested to submit its application prior to last date and time of submission to avoid any inability due to telephone line glitch, internet response issues, software or hardware hands will not be the responsibility of M/s. e-Procurement Technologies Ltd or of StockHolding. However, M/s. e-Procurement Technologies Ltd. shall make every effort to ensure availability of technology resources to enable submission of application.
9. All uploaded documents copies needs to be attested.
10. StockHolding will consider only such applications that satisfy the eligibility criteria.
11. The Bidder need to have Minimum Requirement for submission of tender:
 - a. Computer / Laptop with internet connection
 - b. Operating system – Window XP Service Pack -3 / VISTA / WINDOWS 7
 - c. Digital Certificate – Class III, Signing + Encryption and it should be organizational certificate
12. The Bidder shall submit that Technical Bid through online on website <https://StockHolding.auctiontiger.net>. For any issues / clarifications, the Bidder may contact

1. Khushboo Mehta:- 9510813528, khushboo.mehta@eptl.in

2. Nandan Valera:- 9081000427, nandan.v@eptl.in

3. Pooja Shah:- 9328931942, Pooja.shah@eptl.in

Call: +91 9904406300 / +91 9510812960 / +91 9265562821 / +91 6354919566

E-mail: support@auctiontiger.net

The bidders are required to upload all the documents in Portable Document Format (.pdf)

13. Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all relevant details.
14. The Auction tiger's server time shall be the time stamp for the submission of the bids on the system and the said time stamp shall be final. The bidders are advised not to wait till the last minute or last few seconds to enter their bid to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.
15. The bidder shall submit that Financial Bid through online on website <https://StockHolding.auctiontiger.net>.
16. The Financial Bids once made, cannot be cancelled and withdrawn, however, can be modified till the last date and timing of submission of tender and the bidder shall be bound by the same.
17. The bidder shall quote rates for all the variables mentioned in the Financial Bid.
18. The bidder is required to check the prices / amount carefully before uploading financial Bid.
19. The prices quoted in the Financial Bid should be inclusive of all charges except applicable taxes.
20. The Financial Bid shall be unconditional and any conditional/incomplete Financial Bids shall not be accepted.
21. Upon the successful and timely submission of bids, the portal will give a successful bid submission message which will be displayed with date and time.

22. The bidders are requested to submit the bid through auction tiger online e-tendering system well before the bid submission end date and time (as per Server System Clock and the said Server System Clock Time shall be final). The bidders are advised not to wait till the last minute or last few seconds to enter their bid.
23. The bidders shall upload the scanned copy of receipt as a proof of depositing EMD/tender fees along with Bids. Otherwise the bids in electronic form will not be considered. Firms registered under National Small Industries Corporation (NSIC) / Micro, Small and Medium Enterprises (MSME) for specific trade are exempted from EMD and shall upload the scanned copy of necessary documents.

19. Eligibility Criteria

1. The Bidder should be in catering service business for more than 10 years as on 31st March, 2022.
2. The Bidders should have a minimum turnover of Rs. 5.0 Crores (Rupees Five Crores) with profit in each of the last 3 financial years as per the audited financial statement. [CA Certificate to be submitted].
3. Bidder should have experience in similar nature of work of Catering Service for at least 3 (THREE) projects each costing not less than 80 lakhs (annually) to any Central Govt. / State Govt./ Public Sector Undertaking (PSU)/ BFSI sector / educational institution / reputed private firms in India as on date of submission of bid.
4. The bidder should have capacity to provide Catering services to all our Mumbai Locations through their own network.
5. Total No. of Chefs should be atleast 02 on the roll of the Bidder with professional qualification like Degree / PG Diploma in Hotel Management from any reputed domestic and international institutes.
6. The Bidder shall produce a self-declaration that there are - (a) no vigilance and / or court cases pending against it (b) no inquiry or investigation pending against it from any statutory regulatory and / or investigation agency and (c) The Bidder has not been blacklisted by any organization or any relevant authority in the past. (d) Hygiene audit
7. The Bidder should furnish the information on past work and satisfactory performance as a Catering Service Agency. The bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three years.
8. The Bidder should have license / permit / approval etc., from the concerned statutory authority or any other authority concerned for carrying out this type of work. The Catering service agency must have FSSAI registration, and any valid applicable certification.
9. The Bidder should have valid registration with all statutory authorities such as Registrar of companies/Firms, Central/State Labor departments, ESI, EPF, GST, PAN.
10. The Bidder should have proper compliances such as PF, HRA, ESIC, Bonus.
11. The Bidder shall upload Integrity Pact attached in the Tender Document.

20. Documents to be submitted

Sr. No.	Parameter/Eligibility Criteria	Documents to be Submitted	Compliance
1	The bidder should be in catering service business for more than 10 years as on 31 st March, 2022	Certificate of Incorporation/Registration	Upload
2	The Bidders should have a minimum turnover of Rs. 5.0 crores with profit in each of the last 3 financial years as per the audited financial statement. [CA Certificate to be submitted].	2019-20 (Turnover)	Upload CA Certificate
		2021-21 (Turnover)	
		2021-22 (Turnover)	
		2019-20 (Profit)	
		2020-21 (Profit)	
		2021-22 (Profit)	
3	Bidder should have experience in similar nature of work of Catering Service for at least 3 (THREE) projects each costing not less than 80 lakhs (annually) to any Central Govt. / State Govt./ Public Sector Undertaking (PSU)/ BFSI sector / educational institution / reputed private firms in India as on date of submission of bid.	Copy of Purchase Order/Letter of Intent	Upload
4	The bidder should have capacity to provide Catering services to all our Mumbai Locations viz. Parel, Mahape & Fort through their own network	Declaration on Letter head to be submitted	Upload
5	Bidders should have at least 02 chefs on the roll of the Bidder with professional qualification like Degree / PG Diploma in Hotel Management from any reputed domestic and international institutes.	Declaration on Letter head to be submitted	Upload
6	The Bidder shall produce a self-declaration that there are - (a) no vigilance and / or court cases pending against it (b) no inquiry or investigation pending against it from any statutory regulatory and / or investigation agency and (c) The Bidder has not been blacklisted by any organization or any relevant authority in the past.	Declaration on Letter head to be submitted	Upload
7	The Bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three years. (in case STOCKHOLDING, Performance certificate issued by STOCKHOLDING should be provided).	Relevant document / PO/ LOI / WO to be submitted	Upload

8	FSSAI Registration, any other valid certification	Certificates to be uploaded	Upload
9	The Bidder should have valid registration with all statutory authorities such as Registrar of companies/Firms, Central/State Labour departments, ESI, EPF, GST, PAN Etc.	Certificates to be uploaded	Upload
10	The Bidder should have proper compliances such as PF, HRA, ESIC, Bonus, etc.	Certificates to be uploaded	Upload
11	Integrity Pact	Document to be uploaded	Upload

21. TECHNICAL BID

Evaluation of Technical bid

The Company shall constitute an Evaluation Committee (EC), to carry out the evaluation process. Technical proposals will be evaluated based on the following criteria. The bidder will have to provide necessary documentary evidence for below criteria along with Bid document failing which bidder will be awarded Nil mark for criteria where no documentary evidence are provided with the bid document.

The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

The successful bidder (L1) must produce the original documents on demand. Besides this STOCKHOLDING reserve the right to verify the document so submitted from those Institutes/organizations who have issued such certificates.

Scoring Model for Evaluation

TECHNICAL QUALIFICATION - I

Sr. No.	Criteria	Marks	
			Max. Marks
1	Experience (in years)		20
	10 to 12 years	10	
	Above 12 to 15 years	15	
	Above 15 years	20	
2	Annual turnover for the last three Financial Years		20
	Rs.5.0 Cr to 7.5 Cr	10	
	Above Rs.7.5 Cr to 10 Cr	15	
	Above Rs.10 Cr	20	
3	Bidder should have experience in similar nature of work for atleast 3 projects not less than 80 lakhs (annually) of Catering to any Central Govt. / State Govt. / Public Sector Undertaking (PSU)/ BFSI sector / educational institution / reputed private firms in India as on date of submission of bid.		20
	No. of contracts 3	10	
	No. of contracts 4 to 5	15	
	No. of contracts 5 and above	20	
4	Work order/s of Government entity		5
	No. of contracts 1	2	
	No. of contracts 2	3	
	No. of contracts 3 and above	5	
5	No. of Chefs on your roll with professional qualification like Degree / PG Diploma in Hotel Management from any reputed domestic and international institutes		15
	2	5	
	>2 to 5	10	
	Above 5	15	

6	Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three years		20
	3	10	
	4	15	
	05 and above	20	
			100

Note:

01. The bidder must score minimum 50 marks in Technical Qualification – I to be eligible to participate in Technical Qualification II.

TECHNICAL QUALIFICATION – II

1. After qualifying in Technical Qualification I, Committee of officials of StockHolding will visit the kitchen of the service provider and locations where the Bidders are providing its services to evaluate their capabilities and verify the claims stated in the Technical Bid documents. As per the field visits, the marks will be awarded to the bidders based on the following parameters:

MS PowerPoint Presentation	Food Quality , Taste and Presentation	Professional Staff Engaged	Cleanliness and Hygiene	Food Storage and Transportation	General
Should cover : Introduction, Kitchen area, Registrations, certifications, presence in cities, clientele	appearance, including size, shape, colour, and consistency, texture, flavour, and nutritional content and attractive presentation	trained, experienced, clean uniform, behaviour and appearance	cooking area, service area and dining area	cold storage, pantry storage, cooked food storage, etc. / transportation to StockHolding offices	Garbage disposal, exhaust system, firefighting system, record keeping and Kitchen equipment
20	15	15	15	15	20

2. The Bidders will have to ensure that the inspection team gets an access to the cooking area and dining area at the inspection site. The Bidders who have been awarded minimum 60 marks in Technical Qualification II , as per the inspection by the committee, will only be considered for further tendering process i.e. for opening of Commercial Bid.

22. Commercial Bid / Financial Bid

At Mahape, Parel and Fort:

Everyday Menu (Lunch and Dinner)			
Sr. No.	Description	Nos.	Rate (In Rs.)
1	Tea / Coffee (Morning)	1	
2	Breakfast (Unlimited Buffet)	1	
3	Lunch / Dinner (Unlimited Buffet)		
	Soup - Vegetarian	1	
	Roti / Pav / Paratha / Puri etc.	1	
	Rice / Pulav / Biryani / Noodles etc.	1	
	Dal preparations/ Kadi etc.	1	
	Side Vegetables / Dry Veg Dish	1	
	Main Course - Vegetarian Gravy	1	
	Main Course - Non-Veg Gravy	1	
	Accompaniments / Salad	1	
	Curds / Buttermilk, etc.	1	
	Papad, Pickle, Mouth Freshener, Salt and Pepper	1	
	Deserts and Ice Cream/s	1	
4	Tea / Coffee (Evening)	1	
5	Evening Snacks (Unlimited Buffet)	1	
		Total (A)	

Note:

1. The lowest bidder (LC) in Commercial bid will be based on the **Total A.**
2. The total price is exclusive of Taxes and it will be paid at actuals.
3. The said is a Rate Contract i.e. StockHolding does not guarantee minimum number of attendance. The Vendor's catering services should be available throughout the year without any break, for the employees and guests of StockHolding.
4. Payment will be made as per the actual daily count of servings. Charges for providing catering services for employees / guests shall be paid on per head per meal basis.
5. Bidder has to quote for all the above listed items, incase no rate is filled; StockHolding reserves the right to reject the Commercial Bid.
6. StockHolding reserves the right to terminate the contract by giving Three month's notice.
7. For every year 5% increase will be given to the contractor.
8. The Vendor shall arrange for services of food on daily basis for any number of employees depending upon the attendance / occasion as decided by StockHolding from time to time.

DATE:

PLACE:

Techno-Commercial Evaluation

The Techno-Evaluation Evaluation will take into consideration the Score obtained in the Technical Evaluation as well the Price bid quoted in the Commercial bid.

Weightage for Technical Evaluation is 70% and for weightage for Commercial bid is 30%.

A "Score" will be calculated for all "Qualified Agencies" using formula, given below:

$$\text{"Score"} = (\text{LC}/\text{C}) * 30 + (\text{T}/\text{HT}) * 70$$

Where:

LC = Lowest "amount" among the qualified Agencies.

C = Individual Amount quoted by each agency.

T = Technical Evaluation Score of each Agency.

HT = Highest Technical Evaluation Score among the "Qualified Agencies"

Example:

Bidders	1	2	3
Total Technical Score (T)	150	180	160
		HT	
Financial Bid in Rs. (C)	75	80	95
	LC		
Score	$(\text{LC}/\text{C}) * 30 + (\text{T}/\text{HT}) * 70$		
Final Score (HS)	88.33	98.13	85.91

Bidder with the Highest Score (HS) will be the final bidder, in the above example Bidder 2 is the Final bidder.

Indicative Rates for Executive Pantry and StockHolding Learning and Development Centre (SLDC)

Sr. No.	Description (Unlimited Buffet)	Nos.	Rates
1	Tea / Coffee (Morning)	1	
2	Breakfast	3	
3	Lunch		
	Soup – Veg	1	
	Veg Starter	2	
	Non Veg Starter	1	
	Roti / Pav / Paratha / Puri etc.	1	
	Rice / Pulav / Biryani / Noodles etc.	1	
	Dal preparations / Kadi etc.	1	
	Side Vegetables / Dry Veg Dish	1	
	Main Course - Vegetarian Gravy	1	
	Main Course - Non-Veg Gravy	1	
	Jain Preparation	1	
	Accompaniments / Salad	1	
	Curds / Buttermilk, etc.	1	
	Papad, Pickle, Mouth Freshener, Salt and Pepper	1	
	Deserts/Ice cream	1	
	Cut Fruits (Minimum 3 seasonal fruits)	1	
4	Tea / Coffee (Evening) with Biscuits	1	
5	Evening Snacks	1	

Indicative Rates for Executive Lunch

Sr. No.	Description (Unlimited Buffet)	Nos.	Rates
1	Lunch		
	Soup - Veg	1	
	Soup - Non Veg	1	
	Veg Starter	2	
	Non Veg Starter	2	
	Roti / Pav / Paratha / Puri etc	1	
	Rice / Pulav / Biryani / Noodles etc.	1	
	Dal preparations / Kadi etc	1	
	Side Vegetables / Dry Veg Dish	1	
	Main Course - Vegetarian Gravy	1	
	Main Course - Jain	1	
	Main Course - Non-Veg Gravy	1	
	Accompaniments / Salad	1	
	Curds / Buttermilk etc	1	
	Chutney / Sauce etc.	1	
	Papad, Pickle, Mouth Freshener, Salt and Pepper	1	
	Ice Cream	1	

	Cut Fruits	3	
	Deserts	1	

1. The rates quoted above will not be considered for finalizing the L1 bidder.
2. The Corporation reserves the right to negotiate for the Executive Pantry, SLDC Menu and Special lunch Menu rates.
3. The rates for the Executive Pantry, SLDC menu and Special Lunch are Indicative Only.
4. The Corporation reserves the right to procure the said items from other participants or other vendors.
5. For every year 5% increase will be given to the contractor.

DATE:

PLACE:

Area wise Details and Addresses of Locations

StockHolding's Offices:

Sr no.	Region name	Location	Address	Pin code	Std No	Telephone
1	Mumbai	Center Point	301, 3 rd Floor, Center Point Dr.Babasaheb Ambedkar Road Parel, Mumbai	400012	22	6177 9401
2	Navi Mumbai	Mahape	Stockholding House P – 51, T.T.C. Industrial Area,MIDC Mahape,Navi Mumbai	400710	22	2778 8000
3	Mumbai	Fort	12/14, UTI Building, Bank Street Cross Lane, Near Old Custom House, Fort	400023	22	22622677

- The Bidder is advised to visit all locations and thoroughly understand the nature and scope of work and be familiar with the site conditions before quoting.
- The Bidder shall maintain registers at the above offices. StockHolding may advise the Vendor for increase of manpower, if so desired, to complete the work within the schedule.
- The Bidder should have proper presence in terms of providing food at the locations indicated in the enclosed list and should be able to undertake the services for new locations, if required in future.

23. Annexures / Forms

1. Bidders Profile (on letter head)

Date:

Sr. No.	Parameters	Details
1	Name and address of Firm	
2	PAN No. copy	
3	Copy of registration certificate regarding GST	
4	Registered Office Address of the Bidder	
5	Correspondence address at Mumbai with contact person/s name/s, telephone number, mobile number etc.	
6	Contact person/s name/s, telephone number, mobile number etc. for the purpose of this BID if different from the authorized signatory.	
7	Name and designation of the person authorized to sign the Bid / proposal and all other documents incidental to the BID.	
8	Whether registered with FSSAI	

Signature:

Name of the Authorized Person:
(Authorized for this BID)

Designation:

Company Seal:

2. Format of PRE – BID Queries**To be submitted in excel file format only**

To be sent to the email:

Subject line of email: "E - Tender for providing Catering Services to StockHolding offices at Parel, Mahape and Fort- "(bidder name)"

Bidder Name:				
Contact Person:				
Contact no / email id:				
Sr. No.	BID Ref Pg. No.	Clause No.	Existing Clause Details	Clarification Sought
1				
2				
3				
.....				

Name of the Authorized Person:

Designation:

3. Self-Declaration

(Undertaking to be submitted on Bidder Company's Letter Head)

To,
STOCKHOLDING

BID for Catering Services for StockHolding offices at Parel, Mahape and Fort

BID no. _____

We, [•] (name and designation) on behalf of [•] having its registered office at [•] have submitted a Bid proposal to STOCKHOLDING for [•] in response to the Request for Proposal (BID) dated issued [•] by STOCKHOLDING.

We are duly authorized persons to submit this undertaking.

We have read and understood the aforesaid BID and we hereby convey our absolute and unconditional acceptance to the aforesaid BID.

We do not have any business relationship with STOCKHOLDING including its directors and officers which may result in any conflict of interest between us and STOCKHOLDING. We shall on occurrence of any such event immediately inform the concerned authorities of the same.

We have submitted our Bid in compliance with the specific requirements as mentioned in this BID.

We have provided with all necessary information and details as required by STOCKHOLDING and shall provide with such additional information's may be required by STOCKHOLDING from time to time.

Neither we nor any of our employee/director has been barred from providing the Services nor are we in negative list/blacklisted by any Organizations, statutory or regulatory or investigative agencies in India or abroad in the last 5 years.

There are no vigilance and / or court cases pending against us/company and no inquiry or investigation pending against us from any statutory regulatory and / or investigation agency.

All the information furnished here in and as per the document submitted is true and accurate and nothing has been concealed or tampered with. We have gone through all the conditions of Bid and are aware that we would be liable to any punitive action in case of furnishing of false information / documents.

We also undertake that; we were/are never involved in any legal case that may affect the solvency / existence of our organization or in any other way that may affect capability to provide / continue the services to STOCKHOLDING.

It is further certified that we have not modified or deleted any text/matter in this BID. Dated this ____ day of _____ 2022.

Signature:

(Company Seal)

In the capacity of duly authorized to sign bids for and on behalf of.

4. Integrity Pact

(To be executed on plain paper and submitted along with Technical Bid for Tenders having a value of Rs.10 Lakh or more (for Administration department) and Rs.20 lakh or more (IT department). To be signed by the same signatory competent/ authorized to sign the relevant contract on behalf of StockHolding.)

(_____ Name of the Department / Office) Tender No._____ for _____

(Each Tender must have Distinct Number and Subject Matter)

This pre-bid pre-contract Integrity Pact (Agreement) (hereinafter called the Integrity Pact) (IP) is made on _____ day of the _____, between, on one hand, StockHolding ., a company incorporated under Companies Act, 1956, with its Registered Office at 301, Centre Point Building, Dr. B R Ambedkar Road, Parel, Mumbai – 400012 , acting through its authorized officer, (hereinafter called **Principal**), which expression shall mean and include unless the context otherwise requires, his successors in office and assigns) of the First Part

And

M/s. _____ (with complete address and contact details) represented by Shri _____ (i.e. Vendors / Bidders hereinafter called the **Counter Party**) which expression shall mean and include , unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

AND WHEREAS the PRINCIPAL/Owner values full compliance with all relevant laws of the land, rules, regulations economic use of resources and of fairness/transparency in its relation with Bidder(s) /Contractor(s)/Counter Party(ies).

AND WHEREAS, in order to achieve these goals, the Principal/Owner has appointed Independent External Monitors (IEM) to monitor the Tender process and the execution of the Contract for compliance with the principles as laid down in this Agreement.

WHEREAS THE Principal proposes to procure the Goods/services and Counter Party is willing to supply/has promised to supply the goods OR to offer/has offered the services and

WHEREAS the Counter Party is a private Company/Public Company/Government Undertaking/ Partnership, constituted in accorded with the relevant law in the matter and the Principal is a Government Company performing its functions as a registered Public Limited Company regulated by Securities Exchange Board of India.

NOW THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence prejudiced dealings prior to, during and subsequent to the tenor of the contract to be entered into with a view to “-

Enabling the PRINCIPAL to obtain the desired goods/services at competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling the Counter Party to abstain from bribing or indulging in any type of corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

I. Commitment of the Principal / Buyer

1. The Principal Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles :-
 - a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender or the execution of the contract, procurement or services/goods, demand, take a promise for or accept for self or third person, any material or immaterial benefit which the person not legally entitled to.
 - b) The Principal/Owner will, during the Tender Process treat all Bidder(s)/Counter Party(ies) with equity and reason. The Principal / Owner will, in particular, before and during the Tender Process, provide to all Bidder(s) / Counter Party (ies) the same information and will not provide to any Bidder(s)/Counter

Party (ies) confidential / additional information through which the Bidder(s)/Counter Party (ies) could obtain an advantage in relation to the Tender Process or the Contract execution.

- c) The Principal / Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past been of biased nature.
2. If the Principal / Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC) / Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there is a substantive suspicion in this regard, the Principal / Owner / StockHolding will inform the Chief Vigilance Officer through the Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

II. Commitments of Counter Parties/Bidders

1. The Counter Party commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of bid or during any pre-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following. Counter Party (ies) / Bidders commits himself to observe these principles during participation in the Tender Process and during the Contract execution.
2. The Counter Party will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the PRINCIPAL, connected directly or indirectly with the bidding process, or to any person organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
3. The Counter Party further undertakes that it has not given, offered or promised to give directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Principal / StockHolding or otherwise in procurement the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Principal / StockHolding for forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Principal / StockHolding.
4. Bidder / Counter Party shall disclose the name and address of agents and representatives, if any, handling the procurement / service contract .
5. Bidder / Counter Party shall disclose the payments to be made by them to agents / brokers; or any other intermediary if any, in connection with the bid / contract.
6. The Bidder / Counter Party has to further confirm and declare to the Principal / StockHolding that the Bidder / Counter Party is the original integrator and has not engaged any other individual or firm or company, whether Indian or foreign to intercede, facilitate or in any way to recommend to Principal / StockHolding or any of its functionaries whether officially or unofficially to the award of the contract to the Bidder / Counter Party nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
7. The Bidder / Counter Party has to submit a Declaration along with Technical Bid, as given at **Annexure I**. If bids are invited through a Consultant a Declaration has to be submitted along with the Technical Bids as given at **Annexure II**.
8. The Bidder / Counter Party, either while presenting the bid or during pre- contract negotiation or before signing the contract shall disclose any payments made, is committed to or intends to make to officials of StockHolding /Principal, or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
9. The Bidder / Counter Party will not collude with other parties interested in the contract to impair the transparency, fairness and progress of bidding process, bid evaluation, contracting and implementation of the Contract.
10. The Bidder / Counter Party shall not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
11. The Bidder shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the Principal / StockHolding as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Bidder / Counter Party also undertakes to exercise due and adequate care lest any such information is divulged.

12. The Bidder / Counter Party commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
13. The Bidder / Counter Party shall not instigate or cause to instigate any third person including their competitor(s) of bidding to commit any of the actions mentioned above.
14. If the Bidder / Counter Party or any employee of the Bidder or any person acting on behalf of the Bidder / Counter Party, either directly or indirectly, is a relative of any of the official / employee of Principal / StockHolding, or alternatively, if any relative of an official / employee of Principal / StockHolding has financial interest / stake in the Bidder's / Counter Party firm, the same shall be disclosed by the Bidder / Counter Party at the time of filing of tender.
15. The term 'relative' for this purpose would be as defined in Section 2 Sub Section 77 of the Companies Act, 2013.
16. The Bidder / Counter Party shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employees / officials of the Principal / StockHolding
17. The Bidder / Counter Party declares that no previous transgression occurred in the last three years immediately before signing of this IP, with any other Company / Firm/ PSU/ Departments in respect of any corrupt practices envisaged hereunder that could justify Bidder / Counter Party exclusion from the Tender Process.
18. The Bidder / Counter Party agrees that if it makes incorrect statement on this subject, Bidder / Counter Party can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

III. Disqualification from Tender Process and exclusion from Future Contracts

1. If the Bidder(s) / Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article II above or in any other form, such as to put his reliability or credibility in question, the Principal / StockHolding is entitled to disqualify the Bidder / Counter Party / Contractor from the Tender Process or terminate the Contract, if already executed or exclude the Bidder / Counter Party / Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by Principal / StockHolding . Such exclusion may be for a period of 1 year to 3 years as per the procedure prescribed in guidelines of the Principal / StockHolding.
2. The Bidder / Contractor / Counter Party accepts and undertake to respect and uphold the Principal / StockHolding 's absolute right to resort to and impose such exclusion.
3. Apart from the above, the Principal / StockHolding may take action for banning of business dealings / holiday listing of the Bidder / Counter Party / Contractor as deemed fit by the Principal / Owner / StockHolding.
4. The Bidder / Contractor / Counter Party can prove that it has resorted / recouped the damage caused and has installed a suitable corruption prevention system, the Principal / Owner/ StockHolding may at its own discretion, as per laid down organizational procedure, revoke the exclusion prematurely.

IV. Consequences of Breach

Without prejudice to any rights that may be available to the Principal / StockHolding / Owner under Law or the Contract or its established policies and laid down procedure, the Principal / StockHolding / Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder / Contractor(s) / Counter Party:-

1. Forfeiture of EMD / Security Deposit : If the Principal / StockHolding / Owner has disqualified the Bidder(s)/Counter Party(ies) from the Tender Process prior to the award of the Contract or terminated the Contract or has accrued the right to terminate the Contract according the Article III, the Principal / StockHolding / Owner apart from exercising any legal rights that may have accrued to the Principal / StockHolding / Owner, may in its considered opinion forfeit the Earnest Money Deposit / Bid Security amount of the Bidder / Contractor / Counter Party.
2. Criminal Liability: If the Principal / Owner / StockHolding obtains knowledge of conduct of a Bidder / Counter Party / Contractor, or of an employee of a representative or an associate of a Bidder / Counter Party / Contractor which constitute corruption within the meaning of PC Act, or if the Principal / Owner / StockHolding has substantive suspicion in this regard, the Principal / StockHolding / Owner will inform the same to the Chief Vigilance Officer through the Vigilance Officer.

IV. Equal Treatment of all Bidders/Contractors / Subcontractors / Counter Parties

1. The Bidder(s) / Contractor(s) / Counter Party (ies) undertake (s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder / Contractor / Counter-Party shall be responsible for any violation(s) of the principles laid down in this Agreement / Pact by any of its sub-contractors / sub-vendors.
2. The Principal / StockHolding / Owner will enter into Pacts on identical terms as this one with all Bidders / Counterparties and Contractors.
3. The Principal / StockHolding / Owner will disqualify Bidders / Counter Parties / Contractors who do not submit, the duly signed Pact, between the Principal / Owner / StockHolding and the Bidder/Counter Parties, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

VI. Independent External Monitor (IEM)

1. The Principal / Owner / StockHolding has appointed competent and credible Independent External Monitor (s) (IEM) for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this Integrity Pact.
2. The IEM is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chief Executive Officer and Managing Director, StockHolding Ltd.
3. The Bidder(s)/Contractor(s) / Counter Party(ies) accepts that the IEM has the right to access without restriction, to all Tender documentation related papers / files of the Principal / StockHolding / Owner including that provided by the Contractor(s) / Bidder / Counter Party. The Counter Party / Bidder / Contractor will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his or any of his Sub-Contractor's Tender Documentation / papers / files. The IEM is under contractual obligation to treat the information and documents of the Bidder(s) / Contractor(s) / Sub-Contractors / Counter Party (ies) with confidentiality.
4. In case of tenders having value of 5 crore or more, the Principal / StockHolding / Owner will provide the IEM sufficient information about all the meetings among the parties related to the Contract/Tender and shall keep the IEM apprised of all the developments in the Tender Process.
5. As soon the IEM notices, or believes to notice, a violation of this Pact, he will so inform the Management of the Principal / Owner /StockHolding and request the Management to discontinue or take corrective action, or to take other relevant action. The IEM can in this regard submit non-binding recommendations. Beyond this, the IEM has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The IEM will submit a written report to the CEO&MD, StockHolding. within 6 to 8 weeks from the date of reference or intimation to him by the Principal / Owner / StockHolding and should the occasion arise, submit proposals for correcting problematic situations.
7. If the IEM has reported to the CEO&MD, StockHolding Ltd. a substantiated suspicion of an offence under the relevant IPC/PC Act, and the CEO&MD, StockHolding . has not within reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the IEM may also transmit the information directly to the Central Vigilance Officer .
8. The word `IEM' would include both singular and plural.

VII. Duration of the Integrity Pact (IP)

This IP begins when both the parties have legally signed it. It expires for the Counter Party / Contractor / Bidder, 12 months after the completion of work under the Contract, or till continuation of defect liability period, whichever is more and for all other Bidders, till the Contract has been awarded.

If any claim is made / lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by the CEO&MD StockHolding

VIII. Other Provisions

1. This IP is subject to Indian Law, place of performance and jurisdiction is the Head Office / Regional Offices of the StockHolding /Principal / Owner who has floated the Tender.

2. Changes and supplements in any Procurement / Services Contract / Tender need to be made in writing. Change and supplement in IP need to be made in writing.
3. If the Contractor is a partnership or a consortium, this IP must be signed by all the partners and consortium members. In case of a Company, the IP must be signed by a representative duly authorized by Board resolution.
4. Should one or several provisions of this IP turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. Any dispute or difference arising between the parties with regard to the terms of this Agreement / Pact, any action taken by the Principal / Owner / StockHolding in accordance with this Agreement / Pact or interpretation thereof shall not be subject to arbitration.

IX. Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and / or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agrees that this Pact will have precedence over the Tender / Contract documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact (IP) at the place and date first above mentioned in the presence of the following witnesses:-

(For and on behalf of Principal / Owner / StockHolding)

(For and on behalf of Bidder / Counter Party / Contractor)

WITNESSES :

1. _____ (Signature, name and address)

2. _____ (Signature, name and address)

Note : In case of Purchase Orders wherein formal agreements are not signed references to witnesses may be deleted from the past part of the Agreement.

Annexure-I

Covering Letter with each tender (above Rs. 1.00 lakh or more) on StockHolding's . Letterhead
(For Tenders issued by StockHolding Ltd. directly)

Ref : Shcil / 2015-16

Dated:

To,

Sub: Tender no. _____ for _____

Dear Sir

Declaration

Stock Holding Corporation of India Limited (StockHolding)hereby declares that StockHolding has adopted Integrity Pact (IP) Program as advised by Central Vigilance Commission vide its Letter No. 015/VG:/012-276469 dated February 25, 2015 and stands committed to following the principles of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the Integrity Agreement, which is an integral part of tender documents, failing which the tenderer / bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This Declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the StockHolding

Yours faithfully,

**for and on behalf of StockHolding.
(Authorized Signatory)**

Note: The copy of the Integrity Agreement, duly signed by the Authorized Signatory shall be provided to the bidders on specific request.



**E - Tender for Catering
Services for StockHolding
offices at Parel, Mahape and
Fort**

**STOCKHOLDING
CORPORATION OF INDIA
LIMITED**

Annexure-II

Covering Letter with each tender (above Rs. 10 lakh or more) on Consultant's Letterhead
(For Tenders invited through a Consultant viz. EPCM/PMC Contracts)

Ref : StockHolding/ /2015-16

Dated:

To,

Sub: Tender no. _____ for _____

Dear Sir

Declaration

We, the consultant, on behalf of StockHolding hereby declares that StockHolding has adopted Integrity Pact Program as advised by Central Vigilance Commission vide its Letter No. 015/VG:/012-276469 dated February 25, 2015 and stands committed to following the principles of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the Integrity Agreement, which is an integral part of tender documents, failing which the tenderer /bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This Declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of StockHolding

Yours faithfully,
For and on behalf of (Name of Consultant)

(Authorized Signatory of the Consultant)

Note: The copy of the Integrity Agreement, duly signed by the Authorized Signatory shall be provided to the bidders on specific request.

Monthly Compliance Certificate

Date :

Stock Holding Corporation of India Limited,

Dear Sir,

Sub: Agreement dated _____ for providing Catering Services.

This has reference to the agreement dated _____ executed between Stock Holding Corporation of India Limited and _____ for providing _____ services. Pursuant to the said agreement, _____ hereby confirms as under:

- 1) All governmental approvals as may be required for fulfilling our obligations in terms of the said agreement are obtained by us and the same are in force as of date.
- 2) The Services under the said agreement are performed by us in strict compliance with all applicable laws including but not limited to the Shops & Establishments Act, the Contract Labour (Regulation & Abolition) Act, the Minimum Wages Act, Payment of Wages Act, the Employees State Insurance Act, the Provident Fund Act and the Payment of Bonus Act, Labour Welfare Fund Act, Posh Act, Maternity Benefit Act, Labour Compensation Act, Profession Tax Act and all other Labour Laws which will be applicable in future, as also to any other order, ordinances, notifications, rules, regulations, legislation whether Central, State, Municipal or otherwise, related to or pertaining to the execution or performance of the Services under this Agreement.
- 3) The wages, salaries, other legal dues of our employees deployed by us at your premises in connection with the said agreement, are paid by us from time to time.
- 4) All registers and records required to be maintained under the aforesaid enactments and the rules framed thereunder are maintained by us.
- 5) Documents relating to compliance with various Government Acts / regulations are preserved / maintained by us and the same shall be submitted to StockHolding within 3 days of the request.
- 6) As advised by StockHolding, we have initiated the process of background checking including police verification in respect of our employees deployed at your premises and shall update the status of the same to StockHolding from time to time.
- 7) We confirm that SHCIL shall not have any responsibility and shall not be held directly or indirectly responsible or liable, in any manner; whatsoever with regard to the services and / or personnel so employed by us for performing / providing services in terms of the said Agreement.

Yours faithfully,

(Vendor Name)

Annexure – A

Brand / Quality of materials to be used

Rice	Branded Basmati Rice (such as India Gate, Kohinoor) for every day, and Wada Kolam, Surti Kolam, Premium Boiled Rice (such as Dubraj/ Coimbatore / Indrayani) on request.
Dal / Pulses	Branded (Food Plus /Reliance /More/ D-Mart stores)
Oil	Mix branded oils (Sunflower / Soyabean / Groundnut Oil / Saffola / Sundrop / Gemini / Fortune) (oils not to be used: Palm oil)
Atta	Branded (Aashirvad / Annapurna /Farm Fresh)
Pickles	Branded like mother's Recipe, etc
Bread	Branded (Modern / Britannia / Spencer / Wibs)
Butter / Cheese	Branded (Amul / Britannia / Govardhan)
Jam	Branded (Kissan / Sil)
Sauce	Branded (Kissan / Maggi)
Milk	Branded Pasteurised Milk (Amul / Chitale / Gokul)
Curd	Freshly prepared without bitterness (Amul / Chitale/Gowardhar/Mother dairy)
Tea Bags	Branded (Tajmahal / Lipton / Brookbond / Tetley)
Cookies	From reputed bakers (Fresh)*
Vegetables	1 st quality fresh from market *
Fruits	1 st quality fresh from market *
Ice Cream	Branded (Vadilal / Havmor / Kwaliti / Mother Dairy / Amul/ Naturals/Apsara)
Corn / Wheat Flakes / Muesli / Choco chips	Branded (Kellogg's / Nestle)
Oats	Branded (Kellogg's / Quaker / Champion)
Chicken / Meat / Fish	1 st quality fresh meat *
Masala	Branded (MDH / Everest / MTR / Suhana)
Salt & Pepper	Branded (TATA / Catch / Everest)
Pav	1 st Quality From reputed bakers (Fresh)*

Annexure B

HYGIENE AUDIT

(I)	Quality testing at receiving point (where the raw food/consumable is received/ procured)		
1	FIFO principle is applied (first in - first out)	Yes	No
(II)	Food Preparation		
2	Food indexing- the menus are being decided to ensure food variety	Yes	No
(III)	Food Safety		
3	Is the food prepared properly under hygienic conditions	Yes	No
4	Are the prepared items covered properly	Yes	No
5	Proper cleaning of the utensils	Yes	No
(IV)	Kitchen/Pantry Hygiene		
6	Floors are hygienically clean	Yes	No
7	Walls are dust /damp free	Yes	No
8	Furniture is regularly cleaned	Yes	No
9	Washing area provides hygienic environment	Yes	No
10	Cooking counter is adequately clean	Yes	No
(V)	Condition of Equipment in Food Preparation		
11	Work worthy	Yes	No
12	Clean	Yes	No
13	Safe to handle	Yes	No
(VI)	Food Handler's Health		
14	Health checkup done or not	Yes	No
15	Nail are cut clean and healthy	Yes	No
16	Head gears/caps are worn	Yes	No
17	Gloves are worn	Yes	No
18	Smoking, eating or chewing of tobacco, zarda, gutka etc spitting, are strictly prohibited – Prohibition observed or not	Yes	No
(VII)	Hygiene of Eating Place		
19	Floor is hygienically clean	Yes	No
20	Walls are dust/damp free	Yes	No
21	Furniture is regularly cleaned Yes No	Yes	No
(VIII)	Food Quality		
22	Palatability is tasted by the Company's Representative	Yes	No
(IX)	General		
23	Exhaust System is working	Yes	No
24	Garbage disposal is done regularly	Yes	No
25	Drainages system is functioning	Yes	No
26	Washing area provides hygienic environment	Yes	No
27	Service counter(s) are adequately clean	Yes	No

Remarks: Satisfactory/Not satisfactory

Name and Signature of Vendor