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**भारतीय लघु उद्योग विकास बैंक, नई दिल्ली**

**Small Industries Development Bank of India, New Delhi**

प्रस्ताव हेतु अनुरोध

 Request for Proposal

for

 **सिडबी के नई दिल्ली कार्यालय में कर्मचारियों को चाय / कॉफी प्रदान करने के लिए सर्विस प्रदाता का चयन**

**Selection of Service Provider for providing Tea /Coffee for employees in**

**SIDBI New Delhi Office**

टेंडर सं. Tender No. : 7/एपीवी/एनडीओ/2015-16 दिनांक : 10 दिसम्बर, 2015.

**यह दस्तावेज भारतीय लघु उद्योग विकास बैंक (सिडबी) की संपत्ति है। सिडबी की लिखित अनुमति के बिना इस दस्तावेज़ की इलेक्ट्रॉनिक या अन्य माध्यम से प्रतिलिपि न बनाई जाए, इसे वितरित या अभिलेखित न किया जाए। प्राधिकृत कर्मचारियों / एजेंसियों द्वारा भी निर्दिष्ट प्रयोजनों के अलावा अन्य किसी उद्देश्य के लिए, इस दस्तावेज़ में दी गई विषयवस्तु का प्रयोग निषिद्ध है, क्योंकि यह प्रतिलिप्याधिकार का उल्लंघन है, अत: दंडनीय होगा।**

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**(Website advertisement)**

**Selection of Service Provider for providing Tea /Coffee for employees in**

**SIDBI New Delhi Office- Pre qualification**

**A Introduction and Requirement:**

SIDBI is an all India Financial Institution catering to the financial needs of Micro, Small and Medium Enterprises. It has its Head Office at Lucknow.

 SIDBI invites offers from Tea / Coffee Service Providers of repute and experience to provide tea / coffee services to its staff/officials/visitors in the Bank’s Office Premises at Videocon Tower, Ground Floor, E-1, Rani Jhansi Road, Jhandewalan Extension, New Delhi-110 055. The Service Provider will be required to serve tea / coffee in the morning & evening (desk service) on all working days (5 days a week) and as & when required.

The Service Provider will be selected through this tender for a period of **two** years. However, SIDBI reserves the right to extend or shorten the period of engagement as per its requirement.

 The estimated cost of service required will be Rs. 5 lakh ( Rupees five lakh only) per annum. This may increase or decrease, depending upon the staff/officer’s strength, on the basis of which actual payment will be made.

**B Scope of work**

**Following would be the scope of work under the contract:**

1. SIDBI requires the Service Provider to provide Tea/Coffee services to for about 70-90 staff / officers and visitors at the New Delhi Office. The required services include Morning & Evening Tea / coffee (served on respective workstations/cabins ) alongwith biscuits (good quality) and as per requirement to the staff and officers of the Bank.
2. The Service Provider will serve additional tea / coffee / etc., at the contracted rate to the officers in Grade ‘D’ & above as per tender rates approved by Bank and conveyed to successful bidder. Cost of additional tea / coffee, if any, served on demand will be recoverable from employees concerned and will be charged at par finalized tender rate by the bank directly from the employees/officers concerned upto Grade ‘C’. Such employees/officers will make payment in cash or any such other manner, as may be decided, directly to the Service provider. Bank will also provide the list of officers / staff to whom tea/coffee to be served.
3. The Service provider will serve Tea/Coffee in the respective cabin’s of DGMs & above in the proper service tray with proper arrangement of separate kettle, tea pot, a tea cosy, tea bags and sugar cubes.
4. For this purpose the Bank will provide required space for preparing Tea/Coffee and crockery / cutlery , **free of cost.**
5. The Service Provider will source electric heater, tea/coffee ingredients, service staff, labour etc. **at their own cost**, and serve the same in designated areas / cabins in a hygienic manner.
6. The crockery / cutlery / glassware, etc. will be provided by the Bank. Breakage beyond permitted level at 20% per annum of the cost of such items would be recoverable from the Service Provider.
7. It shall be the duty of the Service Provider to properly handle various gadgets and utensils, and proper maintenance of fridge, water cooler etc. provide by the Bank.
8. The Service Provider will be responsible for removal of the garbage and keep the assignedpremises clean.
9. The Service Provider will have to bear the cost of cleaning materials and will ensure use of environment friendly quality cleaning materials.
10. **Minimum Eligibility Criteria / Technical Bid**:
	1. The Service Provider should be located within NCR and having their base kitchen within 15 km radius of SIDBI, Videocon Tower,Gr Floor, E-1, Rani Jhansi Road, Jhandewalan Extension, New Delhi-110 055.
	2. The Service Provider should be a sole proprietary concern, partnership firm or a company and should be in existence for at least 5 years. Preference will be given to Service Provider having necessary experience in providing tea/coffee services to reputed organizations like All India Financial Institutions, public sector banks / undertakings, MNCs and large private sector companies and who are catering to more than 200 persons daily.
	3. The Service Provider should have achieved annual sales turnover of `5.00 Lakh in any two of the last three financial years *i.e.*, 2012-13, 2013-14 and 2014-15, as per the audited financial results.
	4. The Service Provider should be making profit during any two of the last three financial years as per the audited financial results.
	5. The Service Provider should have license / permit / approval etc. from the concerned statutory authority or any other competent authority concerned for carrying out this type of work. They have to furnish the relevant documents along with the Technical Bid.
	6. The Service Provider should not have been black-listed by any Public Sector Bank, RBI or IBA or any other Government agencies during last 5 years.

**D. Serving Staff**

1. The Service Provider shall obtain all the requisite licenses including under Prevention of Food Adulteration Act, 1954 and Contract Labour (Regulation & Abolition) Act, 1970 and any rules framed hereunder and under other applicable laws issued by the concerned Labour Department etc for running the establishment.
2. The Bank shall not be responsible in any way for any breach by the Service Provider of the rules and regulations governing the running of such establishments. The Service Provider shall not engage minors for such service.
3. The Service Provider shall take all precautionary measures to ensure the safety of the workmen employed by it and SIDBI will not be responsible in case of any eventuality.
4. In the case of any labour problems related to the workmen staff of the Service Provider deployed in SIDBI premises, the same shall be settled at the Service Provider’s end only. The “Service Provider” shall indemnify SIDBI suitably. It shall be the duty of the Service Provider to clearly inform his own personnel / staff that they shall have no claim whatsoever against SIDBI and they shall not raise any industrial dispute, either directly and / or indirectly, with or against SIDBI in respect of any of their service conditions or otherwise.
5. The Service Provider shall organize medical examination of all the staff before initial deployment which will be repeated on yearly basis. Any person found to be medically unfit or unsuitable shall have to be removed by the Service Provider from the services and suitable replacement shall have to be arranged forthwith.
6. The Service Provider shall arrange to issue Identity Cards to all his staff, through Security Desk of SIDBI, which has to be produced for inspection as and when required by SIDBI and/or suitably displayed.

**E. Manpower Requriement**

* 1. Minimum staff required on 12th Floor will be 01(one) staff Minimum staff requirement for Ground Floor shall be 01 service boy and 01 pantry man i.e. Total 3 staff. SIDBI will not be liable to pay any remuneration to the staff attached for the purpose.

**F. Pre-bid Clarifications**

* 1. The intending Service Providers will have to send their queries by email to mail id (renusharma**@sidbi.in** **OR** **pksaxena@sidbi.in**) by December 22, 2015 **by 1400 hrs**, (2 pm) which will be clarified in the Pre-bid meeting to be held on December 22, 2015 at 1600 hrs. No request for change in date of pre-bid meeting will be entertained. No fresh queries will be entertained after pre - bid meeting.
	2. The interested Service Providers are advised to inspect the site/nature of service required in this regard and satisfy themselves before submitting their bids. However, no such visits will be allowed after the pre–bid meeting date. A Service Provider shall be deemed to have full knowledge of the site/ nature of services to be provided, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.

**G. Rates**

* 1. No escalation in rates will be permitted during the first two years of contract period. Any decision in this regard by the Bank shall be final, conclusive and binding on the Service Providers.
	2. No advance will be paid.
	3. Applicable taxes will be deducted at source at the time of settlement of bills unless the Service Provider produces the certificate to the contrary from the Income Tax authorities. Certificate for tax deducted will be issued by the Bank.

H. Terms Of Payment: The payment terms of the Bank are as under:

### Payment to service provider shall be made on monthly basis. Service provider shall raise the invoices for services provided during the month and submit the consolidated bills to Administration Vertical in the first week of every following month (bills for food & services provided in the preceding month). The Bank after scrutiny will release the payments within 7-10 working days from the date of bill submission under normal circumstances.

###  All the payments including refund of EMD will be made by SIDBI New Delhi office, electronically through RTGS/ NEFT. All the Service Providers should submit duly filled-in & signed [by authorized signatory and Service Provider’s banker] Bank Mandate Form as per format prescribed in Annexure – V.

### TDS applicable, if any, will be deducted while releasing the payment.

### The Service Provider will be required to submit an Undertaking as per the format enclosed as per Annexure III alongwith the monthly bill and the bill will be settled only thereafter.

1. **Earnest Money Deposit:**
	1. The Service Provider submitting the bids will have to deposit EMD of `10,000/- (Rupees Ten thousand only) by way of DD/PO drawn on a scheduled commercial bank in favour of **‘Small Industries Development Bank of India’**, payable at **New Delhi**, along with the Technical Bid.
	2. Any bid received without EMD in proper form and manner shall be considered unresponsive and rejected.
	3. The unsuccessful Service Providers will be returned the E.M.D. within 15 days from the date of final decision of Bank regarding the contract except on account of exigencies beyond Bank's control.

* 1. Request for exemption from EMD will not be entertained.
	2. The EMD may be forfeited:
		1. If a Service Provider withdraws its bids during the period of bid validity.
		2. If a Service Provider makes any statement or encloses any form which turns out to be false/ incorrect at any time prior to signing of the contract.I
		3. In case of successful Service Provider, if the Service Provider fails to accept the Letter of Intent (LoI)/ sign the contract within the stipulated time.

J. Resolution of Disputes:

1. It will be the Bank’s endeavor to resolve amicably any disputes or differences that may arise between the Bank and the Service Provider.
2. The Service Provider shall not be entitled to suspend the provision of the catering services, pending resolution of any disputes and shall continue to render the catering services in accordance with the provisions of the contract notwithstanding the existence of any dispute between the Service Provider and the Bank or the subsistence of any arbitration or other proceedings.
3. The contract shall be governed by and construed in accordance with the laws of India and the Courts in New Delhi shall have the exclusive jurisdiction to try any suit, proceedings in connection therewith / in that behalf.

**K.**  **Bidding Information:**

|  |  |
| --- | --- |
| **Purpose** | **Selection of “Service Provider” for providing Tea / Coffee** |

|  |  |
| --- | --- |
|  |  |
| Last Day of Submission of Bids | **January 08, 2016 by 1300hrs.** |
|  |  |
|  |  |
|  |  |
| Earnest Money Deposit (EMD) | **`10,000/-** [to be submitted in the form of Demand Draft(DD)/ Pay Order (PO) drawn on / from any scheduled comercial bank in favour of SIDBI payable at New Delhi along with Technical Bid]. |
|  |  |
| Clarifications. | Clarifications, if any, may be asked in writing/through e-mail **not later than December 22, 2015 by 1400 hrs** on mail id.’pksaxena@sidbi.in’ or ‘renusharma@sidbi.in’. |
|  |  |
| Bid Validity | **03 months** from the date of submission of bids. i.e. **till April 07, 2016.** SIDBI, however, reserves the right to call for the fresh quotes at any time during the period, if considered necessary. |
|  |  |
| Address for submission of Bids | the Deputy General ManagerAdministration & PREMISES VERTICAL, SIDBI, Videocon Tower, Ground Floor, E-1, Rani Jhansi Road, Jhandewalan Extension, **New Delhi-110 055**.  |
| No. of Envelopes (**Non window, sealed**) | **02 (Two),** **Non-window sealed** with:**1st**. **Envelope:** (Superscribing **“OFFER FOR TEA / COFFEE SERVICE PROVIDER, Tender No. 7/APV/NDO/2015-16 Dated: December 10 , 2015 - Technical Bid”**) containing:1. Forwarding letter as per format given in **Annexure I**.2. Technical Bid details as per format given in **Annexure II**.3. The minimum two certificates from the Institutions where the service provider is on the empanel as per format given in **Annexure-III**4. Bank Mandate Form as per format given in **Annexure-IV.****2nd** **Envelope:** (Superscribing **“OFFER FOR TEA / COFFEE SERVICE PROVIDER Tender No. 7/APV/NDO/2015-16 Dated December 10, 2015 - Price Bid ”**) containing price bid as per format given in **Annexure V**. |
| Date of opening of Technical Bids | **January 08 , 2016 by at 1630 hrs.** |
|  |  |
| Date and time of opening of Price Bids | Price bids would be opened at a later date which would be notified only to the short listed Service Providers qualifying technical bid. |
| Contact Details | Administration & Premises Vertical, SIDBI, Videocon Tower, Ground Floor, E-1, Rani Jhansi Road, Jhandewalan Extension, **New Delhi-110 055**.  |
| **Name (S/Sh.)** | **Designation** | **Phone** | **Fax** | **E-mail** |
| P.K. Saxena | DGM | 23635426 | 23682461 | pksaxena@sidbi.in |
| Renu Sharma | AGM | 23635429 | 23682461 | renusharma@sidbi.in |

1. **Instruction to Service Provider**
* Bidders are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
* At any time prior to the deadline for submission of Bids, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Document, by amendment.
* Any amendments and clarifications to the bidder’s queries, if any, will be hosted on the bank’s website and that the said amendments/ clarifications will be binding on all the prospective bidders.
* In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, the Bank, at its discretion, may extend the deadline for the submission of Bids.
* In case of any clarification required by SIDBI to assist in the examination, evaluation and comparison of bids SIDBI may, at its discretion, ask the bidder for clarification. The response / clarification shall be in writing and no change in the price of substance of the bid shall be sought, offered or permitted
* It would be the responsibility of the Bidder’s representative (only one person per vendor) to be present at the venue of opening of Bids.
* The envelopes should clearly indicate the Name and Address of the Vendor. All pages of the bid are to be signed and numbered as *Page ---(page) of --(total pages)*  and the page numbers should be running across the complete bid document and not section wise.
* The bidder shall bear all the costs associated with the preparation and submission of the bid and SIDBI will in no case be responsible or liable for those costs, regardless of the conduct or the outcome of the tendering process.
* Deviations, if any, to the terms of the Request for Proposal [RfP] should be annexed separately to the pre-qualification bid.

**M.   Modification And/ Or Withdrawal of Bids** :

* Bids once submitted will be treated, as final and no further correspondence in this regard will be entertained. No bidder shall be allowed to withdraw the bid. SIDBI has the right to reject any or all the bids received without assigning any reason whatsoever. SIDBI shall not be responsible for non-receipt / non delivery of the bid documents due to any reason whatsoever.

**N. TENDER METHODOLOGY, BID EVALUATION & AWARD OF CONTRACT:**

* The tender methodology proposed to be adopted by SIDBI will be “TWO BID

 SYSTEM” i.e. Technical Bid and Price Bid.

* Bid evaluation shall be done in two phases. In first phase only the 1st envelope will be opened on the date mentioned above. Representatives of the Service Providers may like to be present during this bid opening. Evaluation of Technical Bids shall be done with respect to terms and conditions defined in the tender. Based on the technical evaluation, Service Providers will be short listed for opening of the Price Bids.
* In second phase, 2nd envelope containing price bids of the Service Providers short listed in the first phase shall be opened. Service Provider’s representatives may like to be present during Price bid opening. Date and time of opening of the price bids shall be advised only to the Service Providers shortlisted in the first phase of evaluation, through fax/ email.
* Accepting of application by the Bank would not guarantee the award of contract. The Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever.
* SIDBI will award the contract to the successful Service Provider whose bid has been determined to be substantially responsive and has been determined as the LOWEST (L1) PRICE BID.
* The Bank, on the request of the Service Providers may furnish the reasons for rejecting tender.

***Notification***

**All the intending agencies / Tea / Coffee Service Providers are also**

**requested to note the following important provisions**

**Preference for registered Micro and Small Enterprises (MSEs)**

As per Policy of Government of India, following purchase preference shall be given to Micro and Small Enterprises (MSEs) tenderers, which are registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.

1. The Bank shall provide the tender documents free of cost to the tenderers who are registered MSEs and such shall also be exempted from submission of earnest money deposit (EMD).
2. MSEs quoting price within the price band of L1 +15% shall also be allowed to provide a portion of requirements (services) by bringing down their price to L1 price, in a situation where L1 price from someone other than a MSEs and such MSEs shall be allowed to supply up to 20% of total tender value. In case of more than one such MSEs, the supply shall be shared proportionately.
3. The Bank has also earmarked a sub target of 4% procurement of goods/Services, out of 20% from MSEs, owned by SC/ST Entrepreneurs from MSEs.

**Annexure - I**

**Forwarding Letter**

**(To be submitted on the letter head of the “Service Provider for providing Tea/Coffee”)**

To:

The Dy. General Manager

**Administration & Premises Vertical**

SIDBI

Videocon Tower, Gr Floor,E-1,

Rani Jhansi Road, Jhandewalan Extn,

New Delhi-110 055

Dear Sir,

**Your Tender No. 7/APV/NDO/2015-16 Dated December 10, 2015**

This is with reference to your above mentioned tender for Selection of “ Service Provider” for providing Tea / Coffee in the Banks premises at Videocon Tower, Jhandewalan Extn,New Delhi. Having examined the tender document, we hereby submit our proposal along with the necessary documents.

Date:.......................

Authorised Signatory:

Name:

Designation:

Phone:

Email:

**Annexure - II**

**Application for Selection of Service Provider**

**for providing Tea / Coffee -Technical Bid**

***(on Company’s letter head)***

|  |  |
| --- | --- |
| 1. Name of the Service Provider |  |
| 2. Nature of Service Provider (Ltd., Co., Partnership etc.) |  |
| 3.a) Year of Establishment b) in operation / existence of the Service Provider for providing Tea/Coffee |  |
| 4. Registration No. if any / Trade License/Authorisation No. (Attach photocopy) |  |
| 5. Registered Office Address |  |
| 6. Address for communication |  |
| 7. Name and Telephone No of the contact person (landline, Mobile No and email id, if any) |  |
| 8. Name of Director/ Proprietor/ Partners (With Address and : Telephone Nos. - Landline, Mobile No and email id.) |  |
| 9. Annual business turnover for last three years based on audited balance sheet (attach copies) |  |
| **a) 2012-2013** |  |
| **b) 2013-2014** |  |
| **c) 2014-2015** |  |
| 1. Permanent (Income Tax) Account No. of the Service Provider.(attach copy)
 |  |
| 11. Details of Income Tax Returns filed during last three years (attach copies of tax returns)  |  |
| **a) 2012-2013** |  |
| **b) 2013-2014** |  |
| **c) 2014-2015** |  |
| 12. Name and contact details of Clients (incl. Banks/FIs, PSUs, Public Ltd Companies) for whom Tea/Coffee are being supplied.(With photocopies of work agreements/contracts/orders for last two years alongwith the certificate given in Annexure-IV) |  |
| 13. Names of affiliates on your empanelled list where the Tea / Coffee arrangements are accepted (within 15 kms radius of Videocon Tower Ground Floor, E-1, Rani Jhansi Road, Jhandewalan Extension, New Delhi-110 055) |  |
| 14 Details of Civil Suit/ Litigation, if any, in the contracts executed during the last 3 years/ being executed.  |  |
| 15. Whether black-listed by any Public Sector Bank, RBI or IBA or any other Government agencies during last 5 years. |  |
| 16. Particulars of Payment towards EMD of `10,000/- (Rupees Ten Thousand Only) Draft No. / Pay Order No. Dated drawn on ….  |  |
| 17. List of supporting documents1.2.3. |  |

I/ We do hereby certify that the information as provided above is correct and are true in all respect. I/We also understand that SIDBI reserves the right to reject the application without assigning reason whatsoever.

SIGNATURE:

NAME:

ENTITY’S NAME:

SEAL:

ADDRESS:

DATE

**Annexure - III**

CERTIFICATE FORMAT

***(on Institution’s letter head)***

This is to certify that M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is on our panel as service provider for providing Tea / Coffee since\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The dealings of said Service Provider­­­­ with us are satisfactory.

Name & Designation of the Signatory with date

(Duly supported by the rubber stamp of the institution)

**Annexure - IV**

**Bank Mandate Form**

**(**To be submitted in Duplicate)

(Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

* + 1. Name of “Service Provider” : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“Service Provider” Code (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Address of the “Service Provider” : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail id:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone No. with STD code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mobile No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Permanent Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 MSE Registration / CA Certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (if applicable)

3. **Particulars of Bank account:**

|  |  |
| --- | --- |
| Beneficiary Name |  |
| Bank Name |  | Branch Name |  |
| Branch Place |  | Branch City |  |
| PIN Code |  | Branch Code |  |  |  |  |  |  |  |  |  |  |
| MICR No. |  |  |  |
| Account type | Saving | Current | Cash Credit |
| Account No. |  (as appearing in the Cheque book) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **(Code number appearing on the MICR cheque supplied by the bank. Please attach a cancelled cheque of your bank for ensuring accuracy of the bank name, branch name & code and Account Number)** |
| IFSC CODE | For RTGS transfer |  | For NEFT transfer |  |

**4. Date from which the mandate should be effective :**

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold SIDBI / IDBI Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through **RBI RTGS/NEFT**.

Place : \_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the party / Authorized Signatory

…………………………………………………………………………………………………………………

Certified that particulars furnished above are correct as per our records.

Bank’s stamp :

Date :

(Signature of the Authorized Official from the bank in which the a/c is held)

**N.B.: RTGS/NEFT charges if any, is to be borne by the party**

**1, 2: Note on IFSC / MICR**

Indian Financial System Code (IFSC) is an alpha numeric code designed to uniquely identify the bank-branches in India. This is 11 digit code with first 4 characters representing the bank’s code, the next character reserved as control character (presently 0 appears in the fifth position) and remaining 6 characters to identify the branch. The MICR code, (Magnetic Ink Character Recognition) that appears on cheques, has 9 digits to identify the bank-branch. RBI had since advised all the banks to print IFSC on cheque leaves issued to their customers. A customer may also contact his bank-branch and get the IFS Code of that branch.

\*\*\*\*\*\*\*\*\*\*

**Annexure - V**

**Format of Price Bid**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Service  | Rate Ceiling (`) | Rate (`) | Approx. average Consumption  | Monthly `) (\*) | Annually (`) |
| (A) | (B) | (C) = A X B X 20 | (D) = (C) X 12 |
| Tea / Coffee with good quality cookies or multigrain biscuit (worth about `2.00) each time. | 20.00 for two cups of Tea/Coffee servings in a day. |  | 148 (74 cups 2 times a day) |  |  |
| **Total** |  |

*(\*) Average number of working days considered as 20 / month*

**Note:**

* + 1. No terms and conditions should be stipulated in the Price Bid, which is meant only for the quotation of offer price/ rate.
		2. **Prices quoted above shall be valid throughout the bid validity period.**
		3. Prices shall be in conformity to the scope of the work.
		4. Taxes as applicable shall be extra on services for which invoice is raised by the Service Provider. The applicable taxes should be indicated separately.
		5. **L I** will be based on total cost to Bank as worked-out above.
		6. The number of staff members may increase / decrease in a month but the payment will be made based on the actual consumption of tea/coffee by staff/others limited to two cups per day on working days.
		7. Payment for guests will be made separately for Grade’D’ and above.

Organization :

Date:...................

Authorised Signatory:

Name:

Designation:

Phone:

Email id: