



**MIZORAM RURAL BANK  
HEAD OFFICE , AIZAWL, MIZORAM**

e-mail : fa@mizobank.co.in

Ref.No.:\_CM(FA)2024-25/1030

Dated : 01/11/2024

**TENDER FOR PROVIDING CANTEEN SERVICES AT HEAD OFFICE,  
MIZORAM RURAL BANK , MINECO  
AIZAWL, MIZORAM**

Mizoram Rural Bank invites 'Sealed Tenders' from the reputed and experienced firm to provide canteen Services at the Head office Building. The interested firm may submit their bids in sealed cover to :

**The General Manager,  
Mizoram Rural Bank,  
Head Office  
MINECO, Khatla, Aizawl  
Mizoram 796001**

Submission Start Date	01.11.2024	at 11:00 a.m.
Last Date of Submission of Tender	16.11.2024	upto 3:00 p.m.
Date of Tender Opening	16.11.2024	at 3:30 p.m.

The Bidders should submit their bids in sealed envelope with Superscription  
"TENDER FOR CANTEEN SERVICES MIZORAM RURAL BANK HEAD OFFICE"

**PLACE OF SUBMISSION:**

Mizoram Rural Bank, Head Office ,Mizoram New Capital Complex (MINECO), Khatla, Aizawl, Mizoram 796001

Signature of Tenderer  
With Seal

Mizoram Rural Bank hereinafter also referred to as The Bank invites 'Sealed Tenders' from established and reputed firms/ catering agencies etc. (with sufficient experience of running canteens) to run the Canteen at the Head office Building, MINECO, Khatla, Aizawl, Mizoram. Interested agencies/firms having good reputations shall download the tender forms from the Bank's website [www.mizoramruralbank.in](http://www.mizoramruralbank.in). The filled in tender form should be submitted latest by 3:00 PM on 16.11.2024. Tenders/Quotations received after the stipulated date and time will not be entertained. The Technical Bids and Financial Bids shall be opened at Head Office on 16.11.2024 at 3:30 PM by the Committee and in the presence of such Bidders/Tenderers who may wish to be present. The Bank reserves the rights to reject any or all the Tenders/quotations without assigning any reason.

**A. ELIGIBILITY CRITERIA**

1. The Applicant Contractor should be in possession of necessary document/license from authorities for running the business.

**B. BID SECURITY/EARNEST MONEY DEPOSIT**

1. Bid Security /Earnest Money shall be paid by Mizoram Rural Bank Call Deposit on any Branch of Mizoram Rural Bank.
2. Quotation/bid should be accompanied by a Mizoram Rural Bank Call Deposit Receipt amount of ₹ 2,000/- (Rupees Two thousand only) as earnest money, drawn in favour of "**Mizoram Rural Bank, Head Office**". Bid Security/ Earnest Money in cash or in any other form will not be accepted.
3. A Bid (Tender) not accompanied by the Bid Security shall be summarily rejected.
4. Interest shall NOT be payable on the Bid Security/Earnest Money deposit.
5. Bid Security / Earnest Money of the unsuccessful bidder will be refunded without interest within reasonable time after final decision of the tender.

**C. GENERAL TERMS & CONDITION:**

1. The Bank reserves the right to reject any or all the tenders without assigning any reason.
2. The firm will ensure that raw material used for cooking are of very good quality, safe for human consumption and conform to the standard laid down by the Govt. of India in this regard from time to time. In the event of any food poisoning/contamination, the firm will be held fully responsible and liable to other penal actions under the law. The firm will ensure proper sanitation/hygienic conditions in the premises and deploy persons free from infectious diseases.
3. The firm shall be responsible for compliance of the labour laws in respect of the personnel employed by them. The firm shall be the employer for his workers and the Bank will not be held responsible fully or partially for any dispute that may arise between the firm and his workers.
4. The cost of food & beverages must be competitive and reasonable. Prior approval of the Bank will be required for any increase in the price of any item.
5. Cleaning of canteen shall be done by the firm. The garbage of the canteen shall also be disposed of by the firm on a daily basis. The firm shall ensure cleanliness of the canteen all the time.

6. It shall be the sole responsibility of the firm to obtain and keep ready necessary licenses/permissions from various government bodies for running catering/Canteen services and produce the same before the concerned authority as and when asked for. An undertaking in this regard has to be given by the Firm.
7. Liability/ responsibility in case of any accident causing injury/ death to the canteen worker or any of his staff shall be of the firm. The Mizoram Rural Bank shall not be responsible by any means in such cases.
8. The Contractor is required to maintain the details of all his employees/workers.
9. The canteen will be required to be run on all the working days of the Bank and other days if required by the Bank. The canteen has to be opened from 8:00 am to 7:30 p.m. or as per requirement on all working days.
10. The Firm will have to supply breakfast/lunch/ dinner in the canteen/ Bank premises as per the requirement and schedule drawn for the purpose by the concerned authorities of the Mizoram Rural Bank.
11. The firm shall be responsible for serving tea/snacks/lunch/dinner etc. in the official meetings of the Bank as and when required at the prescribed rates as per the contract.
12. The Firm shall be responsible for the timely payment of wages to its workers as per Minimum Wages Act of the Government.
13. The Firm shall keep the Canteen and its surrounding areas clean and up to date with sanitation every day after the services are over. The cleaning includes cleaning of utensils, kitchen, canteen hall, floor, counter, benches, tables, chairs, etc. The Bank will have 24-hour access to inspect the canteen premises at any time to ensure the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.

#### **D. Termination Policy:**

1. The Bank reserves the right to terminate the contract at a notice of 10 days if there is deterioration in any kind of services/ insolvency, poor/ deficient service, fraudulent activities, unsatisfactory/deficiency in the quality of food stuff, material, hygiene, etc. In case of any dispute in this regard, the decision of the Bank shall be final and binding. In such a scenario, the security deposit made in the form of call Deposit will be forfeited.
2. The Bank also reserves the right to terminate the contract by giving a notice of 30 days without assigning any reasons thereof.
3. Mutual Termination: The Agency/firm/contractor who wish to terminate the contract by mutual agreement shall give a notice by assigning the reason(s) thereof. On acceptance by the Bank, the contract may be mutually terminated after a period of 30 days from the day of acceptance by the Bank.

#### **E. AMENITIES TO BE PROVIDED BY BANK**

- a) The Bank will provide adequate space for canteen free of cost at Head Office Building, MINECO, Khatla.
- b) The Bank will provide and maintain furniture (tables and chairs} in the serving area. The Bank will also provide water filter, other kitchen equipment. Firm has to arrange for rest of the equipment which are not provided by Bank.
- c) Electricity charges will be borne by the Bank and Gas consumption charges will be paid by firm.

#### **D. VALIDITY OF CONTRACT**

The contract for Canteen Services shall remain valid initially for a period of one year. However, in order to evaluate the performance and services of the Firm, the contract period will be extended for another one year.

Signature of Tenderer  
With Seal

**ANNEXURE-1**

**DOCUMENTS FOR PROVIDING CANTEEN SERVICES AT HEAD OFFICE,  
MIZORAM RURAL BANK, MINECO, KHATLA, AIZAWL MIZORAM**

NAME OF THE FIRM	
COMPLETE POSTAL ADDRESS OF THE FIRM	
Name, Designation and Tel. No(s) of the Contact Person, -Fax No(s) or email address	
Year of commencement of business	
Registration No. of the Firm-	

Signature of Tenderer  
With Seal

## FINANCIAL BID

S.No.	Name of Items	Unit	Rate	Rate (in figure)
<b>I.</b>	<b>BEVERAGE</b>			
1.	One Cup tea (standard)	50ml/100ml		
2.	One Cup coffee (standard)	50ml/100ml		
4.	Lassi	50/100ml		
5.	Milk	50/100ml		
6.	Green Tea	50/100ml		
7.	Black Coffee	50/100ml		
<b>II.</b>	<b>SNACKS</b>			
1.	One Samosa	1		
3.	One Bread Pakora	Half piece		
4.	One Bread Pakora	Full piece		
5.	One piece Sambhar Vada	1		
6.	Masala Dosa	Big size		
7.	Plain Dosa	Big size		
8.	Two Bread Slice	Big size		
9.	Two pieces Veg/non-veg Sandwich	Big size		
<b>III.</b>	<b>LUNCH</b>			
1.	One Roti Tandoori/plain roti	1		
2.	One Plate Dal	1		
3.	One Plate Chhole	1		

4.	One Plate Rajma	1		
5.	One Plate Kadhi Pakora (with 2 pc pakoras)	1		
6.	One Plate Aalu Matar	1		
7.	One Plate Mixed Vegetable	1		
8.	One Plate Matar Paneer	1		
9.	One Plate Palak Paneer (with 2 pcs of Paneer)	1		
10.	Half Plate Rice (Basmati)/ Pulao	1		
11.	Full Plate Rice (Basmati)/ Pulao	1		
12.	Veg. Biryani with curd or Raita	1		
13.	Aloo Parantha with Raita and Pickle	1		
<b>IV.</b>	<b>SWEETS/ICE CREAM</b>			
1.	Guiab Jamun (One piece)	1		
2.	Burfi (One piece)	1		
3.	Rasgulla (One piece)	1		

4.	Rasmalai (one piece)	1		
5.	Ice-Cream (Standard Brand and weight)			
V.	<b>FRUITS</b>			
1.	Fresh Cut-Fruits	1 Plate		
2.	Fruit Cream	1 Plate		
3.	Fresh Fruit Juice	1 Glass		
VI.	<b>LUNCH ( Combo/Thali)</b>			
1.	Lunch(Dal, 1 Ordinary Vegetable, 1 Paneer Dish, Rice,Sweet, 2 Naan/Parantha, Curd, Salad)		1 Plate	
VII.	<b>STARTER</b>			
1	Aloo chop			
2	French Fries			
3	Chicken nuggets			
VIII.	<b>RICE &amp; CHOW</b>			
1	Veg Rice & Chow	1		
2	Chicken/Pork (Chow & Rice)	1		
3	Mixed (Rice & Chow)	1		
4	Egg (Rice & Chow)	1		
5	Beef (Rice & Chow)	1		
VIII.	<b>CHOWMEIN</b>			
1	Veg Chowmein	1		
2	Beef Chowmein	1		
3	Chicken/Pork Chowmein	1		
4	Mixed Chowmein	1		
IX.				
1	Chicken Biryani	1		
2	Chicken/Pork Pulau	1		
3	Chicken Burger	1		
4	Meatball Rice	1		
5	Chicken/Pork Hot N Sour Soup	1		
6	Chicken/Pork Mushroom Soup	1		

7	Chicken Soup	1		
8	Egg roll	1		
9	Chicken/Beef/Pork Roll	1		
10	Steamed Momo(Chicken/pork)	1		
11	Steamed Momo(Veg)	1		
12	Fried Momo(Chicken/pork)	1		
13	Fried Momo(Veg)	1		
14	Spring roll	1		
15	Alu Paratha	1		
16	Chilli Chicken	1		
17	Chicken Pakora	1		
18	Sanpiau	1		
19	Alu Bawngsa	1		
20	Sachek	1		
21	Sawhchiar	1		
22	Chow satui leih	1		
23	Paratha	1		
24	Chhangban	1		
25	Wanton soup	1		

(Signature of Tenderer with seal)

Name:

Address:

Phone No (O):

Date: