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Terms of Reference (TOR) for Empanelment of cafeteria/catering services by Rural Drinking Water and Sanitation Department in Karnataka.

1. Background:

The Rural Drinking Water and Sanitation Department, Government of Karnataka is responsible for implementation of Jal Jeevan Mission (JJM) and SBM(G) in the state of Karnataka. RDW&SD has been implementing various Rural Drinking Water and Sanitation Programmes/Schemes including its Operation and Maintenance (O&M). The main objective of JJM is to provide Functional Household Tap Connections (FHTCs) to all the rural households and for better sanitation facility to achieve ODF+ status in rural areas.

The department intends to empanel reputed service providers for providing cafeteria/catering service for meetings/training at the department.

2. Objective:

To empanel reputed service providers for providing cafeteria/catering service for meetings/training at the department.

3. Minimum Technical Qualification Criteria required of an Cafeteria/Catering service providers are as below:

- 3.1 The Cafeteria/Catering service providers must have valid registration
- 3.2 The service provider should have a minimum experience of at least 5 years in providing catering service Management.
- 3.3 The Cafeteria/Catering service provider must have minimum financial turnover of Rs 50.00 lakhs in a year out of last 5 years
- 3.4 The Cafeteria/Catering service provider must have provided service of value not less than Rs.10.00 lakhs in a single year out of last 5 years to a State/Central Government department/PSU
- 3.5 The cafeteria must be located within the radius of 2-4 kilometres from Vidhana Soudha/ Cauvery Bhavan
- 3.6 Valid GST registration

4. Duration of the Empanelment:

The RDW&SD proposes to empanel catering service providers for a period of Three year, subject to annual review. The initial appointment shall be for a period of One year, however, at the discretion of the Department, the appointment can extended for a further period of two years, one year at a time, if services are found to be satisfactory.

5. Pre-bid meeting and Clarification of any item of the RFP

In the office of the Chief Engineer, RDW&SD, Address: 1st Floor, KHB Complex, Cauvery Bhavan, Bengaluru-560 009.

Or

Through Video Conference (ZOOM) .The interest bidders/participants shall have to express their interest on or before 24-01-2022 and request for meeting ID and Password through the official mail-id: cerws14@gmail.com ,Telephone No: 080- 22533700

6. Payments Terms:

No advance payment shall be made by Department under any circumstances. Payment shall be released after satisfactory completion and acceptance of the entire job. The payment will be made within 30 (Thirty) days from the date of receipt of Tax Invoice duly supported by receipted challan.

7. Selection process of agency for empanelment by Least Cost Method (LCS).

The bid which is technically responsive is eligible for opening of the financial bid. The agency which quotes least cost (L1) will be selected for empanelment (subject to Negotiation, if any).

8. Submission of Proposals:

The Cafeteria/Catering service providers should submit the proposal in two envelopes, i.e. Technical Bid and Financial Bid separately. Only the firms which fulfil the technical criteria and technically responsive will be eligible for opening of financial bid. Those firms who do not qualify technically, their financial bid cover will be returned back without opening.

The eligible Catering service providers shall submit their proposals to the Commissioner, Rural Drinking Water & Sanitation Department, 2nd Floor, KHB Complex, Cauvery Bhavan, K.G. Road, Bengaluru -560 009., on or before 31-01-2022 at 5:30 P.M. Any submission after due date shall be rejected.



Commissioner,

RDWSD, Bengaluru.

TECHNICAL BID

(To be submitted on their letter heads)

The Commissioner,
Rural Drinking Water & Sanitation Department.
2nd Floor, KHB Complex, Cauvery Bhavan,
K.G. Road, Bengaluru -560 009.

Dear Sir/Madam,

We hereby offer to submit our request for selection of **CAFETERIA/CATERING SERVICES PROVIDERS** of Rural Drinking Water & Sanitation Department as per Notice no. _____ Dated: _____ for **“EMPANELMENT OF CAFETERIA/CATERING SERVICES PROVIDERS”**. We unconditionally agree to abide by the Terms & Conditions specified therein.

Our brief profile is as under:

Sl. No	Parameters	Particulars/Description		
1	Name & Address of the Hotel (Details of Tel. Fax, Email)			
2.	1. Business Registration 2. FSSAI Food Business License (enclose necessary documentary proofs)			
3.	Date of Establishment			
4.	Financial turnover of the Agency/firm for the last 5 years (mention amount in Lakhs Rs., enclose auditor's certificate for the same)	Particulars	Turn over	Net-worth
		2016-17		
		2017-18		
		2018-19		
		2019-20		
		2020-21		
5	The Cafeteria/Catering service provider must have provided service of value not less than Rs.10.00 lakhs in a single year out of last 5 years to a	(enclose work done certificate issued by officer not below the rank Executive Engineer of State/Central Government department/PSU)		

	State/Central Government department/PSU	
5.	GST registration (enclose necessary documentary proofs)	

We certify that the above particulars are correct and we understand and agree that if any statement is found to be false or not correct, RDW&SD reserves the right to remove us as appointed empanelled Agency, if appointed, with immediate effect and department's decision in this regard shall be full, final and binding on us. We understand and agree that the empanelment does not obligate the department in any manner. We also understand that RDW&SD has the right to cancel the name of the agency from the approved lists at its absolute discretion at any time during the term of the engagement.

In case at any stage, it is found that that the information given by me/us is false/incorrect, RDWSD shall have the absolute right to take any action as deemed fit/ without any prior intimation to me/us.

Signature of the authorized person:

Full name of the authorized person:

Designation:

Seal of the firm and date:

FINANCIAL BID

SUMMARY OF COSTS FOR CATERING SERVICE PROVIDERS

No.	Description of particulars	Quote by the bidder (In. Rs)	GST (%)	TOTAL COST (Inclusive of all other taxes)
1.	Standard Veg Lunch – South Indian			
2.	Standard Veg Lunch –North Indian			
3.	Standard Non-Veg Lunch			
4.	Hi-Tea :			
	Dry Fruits (cashew/almonds)-30 grams			
	Cake – 1piece			
	Cookies – 2 nos.			
	Coffee/Tea			
	Potato chips – 20 grams			
5.	Mineral water – 500 ml			
6.	Mineral water – 500 ml			
7.	Mineral water – 1000 ml			
8.	Breakfast			

Signature of the authorized person:

Full name of the authorized person:

Designation:

Seal of the firm and date:

