



Indian Bank Management Academy for Growth & Excellence (IMAGE)

3, Thandavarayan Street, MRC Nagar, RA Puram,
Chennai 600 028

Phone No: 044-24955603; 24955605; 24955602

Indian Bank (hereinafter called as the 'Bank') invites sealed tenders in 2 bid method (Technical bid & Financial Bid) from reputed contractors for carrying out the following works:

- ❖ **Catering arrangements (Vegetarian & non-vegetarian) for trainees and guests**
- ❖ **Housekeeping and Maintenance of premises consisting of guesthouse (12 suites), hostel (67 rooms), staff quarters (6), college & auditorium blocks including conference halls, kitchens and dining halls, lawns, gardens, internal roads, drainage, plumbing, water supply, HT installations and other electrical installations/accessories/ lightings, operation of generators, lifts, Air Conditioners / AC plants etc., involving a total area of about 1,67,788 sq.ft, and also room service at Hostel Rooms, Guest Suites, cleaning and upkeep, laundry etc .**

The period of contract is 2 years.

Reputed Contractors having the following Eligibility criteria shall apply:

Eligibility Criteria:

1. Contractors with experience in House-keeping, maintenance-cum-catering works during the last 5 years ended 31.03.2018.
2. Having a solvency of Rs. 40 lakhs obtained from a scheduled bank on or after 31.12.2018.
3. Should be profit making unit for the last three years ending 31.03.2018.
4. The annual turnover should not be less than Rs. 80 lakhs each in the last five years and should have annual turnover of at least Rs. 150 lakhs in any one of the last 5 years ending 31.03.2018.
5. The contractor should have an office setup in Chennai (Telephone number / Address to be mentioned)
6. Should have FSSAI certification issued by Central/State Government.
7. Should have valid ISO 9001:2008 or 9001: 2015 certification

The pre-qualification application forms and Financial Tender documents can be obtained from The Chief Manager (Administration) at the Office of IMAGE, M R C Nagar, Chennai – 600 028 during office hours on all working days up to and inclusive of 27.03.2019 on payment of Rs. 5000/- by way of Demand Draft favouring IMAGE or the same can be downloaded from our Banks' website www.indianbank.in/Tenders. In such case, the tender fee of Rs. 5000/- should be enclosed along with Technical bid.

Bidders who found satisfying Pre-Qualification criteria may submit their Pre-qualification / Technical and Financial Bids ***in two separate sealed covers*** with all credentials addressed to The Principal, IMAGE (address given above) before 2.00 p.m. on or before **05.04.2019, superscribing “Tender for Catering and Housekeeping, Maintenance works at IMAGE, Chennai”**

All certificates/ documents submitted along with the applications should be either copies certified by the concerned agencies or a Govt. Officer or self attested Photostat copies. Originals shall have to be produced for verification as and when required. ***All Credentials / supportive documents, Balance Sheets, IT Returns, Solvency Certificate as mentioned herein should be kept only in the envelope containing pre-qualification/ technical tenders along with EMD and application fee of Rs.5000/.*** ***The Financial tender (sealed) envelope should contain only the Financial Bid document.***

Bidders should enclose Demand Draft for Rs. 3,00,000/- (Rupees three lakhs only) towards Earnest Money Deposit (EMD). The successful bidder has to submit a Security Deposit equivalent to 2% of the Tendered Cost within 15 days of award of contract. Pre-qualification Tender without certified copies or self attested photocopies of documents, Certificates, income tax returns/audited balance sheets (5 years), Solvency Certificate for Rs. 40 lakhs etc., in support of fulfilling prequalification criteria and Demand Draft along with financial criteria mentioned above will not be considered.

Bid documents without EMD and application fee and late applications will be summarily rejected. BANK reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

- **The application received will be scrutinized by Officials of Bank at IMAGE.**
- **BANK reserves the right to inspect the works carried out / presently being carried by the bidders and get confidential opinion about them.**
- **Upon prequalification, the financial bids of only those pre-qualified bidders will be opened, the date/time of which will be intimated to them in advance.**
- **The EMD of remaining bidders who were unsuccessful in the tender process will be returned within a reasonable time or 30 days after award of contract to the successful bidder.**
- **The EMD of the bidder whose tender is accepted, shall be forfeited, incase he does not submit the Security Deposit within the stipulated time.**
- **The contractor will submit the bill for the work done before 10th of each succeeding month along with all supporting documents.**

The Contractor should possess/submit the following documents along with the papers to substantiate the same

- a. Should be in the business of same line of activity for at least last 5 years.
- b. Should have effective infrastructure for managing the catering and maintenance services.
- c. Should have credible supervisory infrastructure and network.
- d. Should have a Certificate of Registration issued by the Registrar of Companies or Registrar of Firms or letter of Proprietorship.
- e. Should possess PAN.
- f. Should have Audited Balance Sheet (last 5 years).

- g. Should have Registration under Shops & Establishment Act and Certificate from ESI Corporation.
- h. Should have Certificate from EPF Organisation “registered with EPF and hold an EPF code” - EPF & Misc. Provision Act-1952.
- i. Should be registered with the Govt. under Contract Labour (Regulation & Abolition) Act 1970.
- j. Should have Registration with appropriate authority for GST.
- k. Should have Documents providing compliance of Minimum Wages Act, 1948 and Central Rules.
- l. Should have valid ISO 9001:2008 or 9001:2015 Certification.
- m. Should have FSSAI Certification
- n. Should have regular office setup in Chennai.

Date: 11.03.2019

**DGM/ PRINCIPAL
IMAGE**



**INDIAN BANK MANAGEMENT ACADEMY
FOR GROWTH & EXCELLENCE (IMAGE)**

3, Thandavarayan Street, MRC Nagar,
RA Puram, Chennai 600 028

**APPLICATION FORM FOR PRE-QUALIFICATION
OF CONTRACTORS FOR
CATERING AND MAINTENANCE CONTRACT**

01	Name of the Organisation	
02	Address & Telephone / Mobile / Fax Nos. / E-mail Id	
03	Year of Establishment	
04	Constitution (Proprietary concern/ Partnership firm/Limited Company).	
05	Name/s of Directors / Partners / Proprietor, their address and Phone No.	
06	Whether registered with the Registrar of Companies / Registrar of Firms. If so, mention No. & date	
07	(a) Name and address of bankers (b) Enclose Solvency Certificate from the bankers (of Rs.40 lakhs) obtained on or after 31.12. 2018	
08	Whether an assessee of Income Tax? If so, mention Permanent Account Number and submit copies of latest IT returns.	
09	Documents submitted as a proof of average annual turnover of not less than Rs. 80.00 lakhs each year for the last 5 years ending 31.03.18 and Rs. 150 lakhs for at least one	

	of the last 5 years. (Audited Balance Sheet)	
10	If you are registered in the panel of other organizations, furnish their names, category, addresses, telephone numbers and date of registration. (details may be furnished in a separate sheet also if required)	
11	Apart from catering and maintenance / house keeping, are you engaged in any other business? If so, give details.	
12	i) Detailed description and value of works done for others (other than Indian Bank) in the past. ii) Detailed description and value of works done for Indian Bank.	
13	Specify the maximum value of work executed in a year.	
14	Furnish the names of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization.	1. 2 3
15	Whether ISO 9001:2008 or 9001:2015 Certificate is obtained? If so details	
16	Whether FSSAI Certification is obtained? If so details	
17	Whether registered with EPF Authorities	

Note: Where copies are required to be furnished, copies certified by the concerned agencies or a Government officer or self attested Photostat copies are to be furnished.

Place:

Signature:

Date:

Seal:

Enclosures:

1. Audited Balance Sheet and Income Tax returns for last 5 years.
2. Certificate of Registration issued by the Registrar of Companies or Registrar of Firms or letter of Proprietorship.
3. Registration under Shops & Establishment Act and Certificate from ESI Corporation.
4. Certificate from EPF Organisation.
5. Copy of Certificate registered with the Govt. under Contract Labour (Regulation & Abolition) Act 1970.
6. Copy of Certificate registered with appropriate authority for GST .
7. Copy of PAN card.
8. Copy of ISO and FSSAI Certifications.
9. Solvency Certificate for Rs. 40 lakhs.
10. Demand Draft for Rs. 3.00 lakhs favouring IMAGE as EMD amount.