



Tender No. **KSFC/Admn/COFFEE/18/2021_22**
Karnataka State Financial Corporation
KSFC Bhavan
No 1/1 Thimmaiah Road
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Karnataka
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Email: adm@ksfc.in
Website: ksfc.karnataka.gov.in

Tender No. KSFC/Admn/COFFEE/18/2021_22

TENDER DOCUMENT

Tender for the supply of Coffee, Tea & other Hot Beverages at KSFC, Head Office, Bengaluru

Last Date of Receipt of Tender	As per the e-Procurement Portal
Date of Opening of Tender	As per the e-Procurement Portal
Cost of Tender Document	Nil
Earnest Money Deposit (EMD)	Rs 10,000 (Rupees Ten Thousand only)

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Annexure-1



Eligibility of Bidders

1. The Bidder should have minimum of 2 (Two) year experience in providing Canteen/Catering services in Central/State Govt. Departments or a reputed Private Organisations having minimum staff strength of 100.
2. The Bidder should be registered for GST
3. The bidder should have PAN Number
4. The bidder should have filed Income Tax Returns for the last 3 financial years



Submission of Tender

1. Applicants shall have to participate through the process of e-Procurement only and the applications submitted directly will not be accepted.
2. KSFC cannot be held responsible for technical problems resulting in non-submission/non-uploading of tenders within the stipulated time.
3. The Bidder shall bear all costs associated with the preparation and submission of his bid and KSFC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
4. The Bidder shall pay processing fee and EMD at e-Procurement Portal through the following four modes of payment:
 - a. Debit Card
 - b. Credit Card
 - c. OTC (Over the Counter) at designated ICICI Bank Branches
 - d. Net Banking
 - e. NEFT (National Electronics Fund Transfer)
5. The Softcopies of the Documents in proof of Eligibility need to be uploaded to e-Procurement Portal of Government of Karnataka. If asked for, the Hardcopies need to be produced before KSFC
6. For any assistance in the submission of Tender, the following Helpline Numbers of e-Procurement Portal of Government of Karnataka may be contacted.
 - a. 080-22230960,
 - b. 080-22234115
 - c. **+91-8046010000 +91-8068948777**
 - d. support@eprochelpdesk.com



Terms & Conditions

1. Opening of Bids by KSFC

- a. The Bids will be opened in two stages i.e. the Technical Bid and Commercial Bid. Only those Bidders found eligible in Technical Bid will qualify for participation in the Commercial Bid opening.
- b. The date fixed for opening of bids, if subsequently declared as holiday by the KSFC, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time remaining unaltered.
- c. Return of EMD: The EMDs of unsuccessful Bidders will be returned after the successful Bidder accepts the Purchase Order.
- d. **Forfeiture of EMD** : EMD is liable to Forfeiture in the event of
 - i. Withdrawal of offers during validity period of the offer
 - ii. Failure to sign the Contract Agreement and furnish the required Security Deposit within the stipulated time
 - iii. Any unilateral revision made by the Bidder during the validity period of the offer
- e. **Security Deposit**: The successful Bidder will have to Security Deposit of Rs.25,000 in the form of DD payable to Karnataka State Financial Corporation, payable at Bengaluru. EMD submitted by the successful Bidder will automatically be adjusted towards the Security Deposit. No interest will be payable on EMD or Security Deposit in any case. Security Deposit will be for the entire Contract Period with KSFC. The Security Deposit shall be payable to the KSFC as compensation for any loss resulting from the Vendor's failure to complete its obligations under the Contract.
- f. **Acceptance of the Purchase Order**: The successful Tenderer shall clearly confirm the acceptance of the Purchase Order within 5 days of receipt of the Purchase Order by him. In case of failure to do so, the EMD amount will be forfeited. Purchase order will be withdrawn/cancelled at the discretion of KSFC.
- g. The Successful Bidder will have to sign the Contract Agreement as per the format given in Annexure-8 and furnish the required Security Deposit within 5 days of the issuance of Work Order by KSFC.
- h. **Return of Security Deposit**: The Security Deposit will be returned after 1 month after successful completion of the Contract, after deducting dues, if any, payable to the KSFC.
- i. In the event of any breach of any Terms and Conditions or delay or default, the Contract will be terminated and the Security Deposit will be forfeited by the KSFC.

2. Award of Contract:

The Lowest Quoted (L1) party to be considered for award of the Contract in general. However, based on the background of the Bidder, KSFC is liberty to reject L1 Bidder to ensure that service of good quality provided to employees of KSFC. The rates quoted by the selected Bidder may further be negotiated subject to discretion of KSFC. KSFC reserves the right to reject the offers submitted by the Bidder either in part or full without assigning any reasons what so ever. The decision of KSFC is final in this regard.

In case the selected Bidder fails to sign the Contract Agreement and furnish the required Security Deposit within 7 days of the issuance of Work/Purchase Order, KSFC has the discretion to award



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the contract to next eligible Bidder. KSFC is not bound to give any notice/reminder to selected Bidder for their failure to sign the Contract Agreement and furnish the required Security Deposit within 7 days of the issuance of Work/Purchase Order within the stipulated period. In such case the EMD of such Bidder will be forfeited.

3. Contract Period:

The Contract Period is for Two (2) year which can be extended upto a maximum period of 3 months on the same Rates and Terms & Conditions, subject to Satisfactory Performance of the Vendor. The Format for Agreement with KSFC is given vide Annexure-8.

Note: The Service Provider will be on Trial for initial 3 (Three) months of the Contract Period and will be continued only based on the quality of service

Annexure-4



Scope of Work

1. The Contractor will be provided space free of cost, in the HO Building to carry out his services.
2. The Contractor shall install own Automatic/Semi-Automatic Coffee/Tea Making Machine in the specified place.
3. The Contractor should make own arrangements to appoint an Operator to serve Coffee/Tea/Beverages to the Employees of KSFC.
4. The Operator should be available for service during the time specified by KSFC.
5. The Electrical Power for operating the Contractor's Equipment will be provided free of cost.
6. The Services would be required for approximately 300 employees of KSFC.
7. The Contractor shall exercise due and proper care for safe maintenance and cleanliness of the premises and protection all fittings, fixtures and other articles.
8. The Contractor should make own arrangements to use only Mineral Water, available in Sealed Cans.
9. The Beverages should be supplied against Coupons issued to Employees of KSFC.
10. Coupons collected should be submitted at the end of each day to the Administration Department. Payment will be made at the end of each month, in the form Crossed Cheque only.
11. The Coupons are strictly for Beverages only and can not be accepted to serve any other items or accepted for cash refund.
12. The service should be available from 9.45 am to 5.00 pm on all working days.
13. The contractor has to use his own utensils.
14. The Beverages need to be served in disposable Paper Cups of standard quality.
15. The contractor shall ensure daily disposal of waste created through own arrangements. It cannot be dumped illegally in the vicinity of KSFC or any other unauthorized place.
16. The contractor shall also serve Coffee/Tea, etc., for meetings and events conducted in KSFC Building as and when required, with prior intimation by KSFC.
17. The Contractor Should not display the sign board outside the KSFC Building to attract the general public.
18. SPECIFICATIONS OF RAW MATERIALS:
 - a. All materials like Coffee Powder (Filter / instant) / Tea Powder etc., should be from reputed manufacturers / brands viz., Cothas, coffee day, Brookebond natural / Red label, Tata Tea / 3 roses etc as approved by Admin. Department
 - b. Only KMF Nandini Milk shall be used for preparing Beverages.

**Annexure-5****Other Terms and Conditions****1. Rights of KSFC:**

- a. KSFC reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
 - b. KSFC reserves the right reject any Tender due to failure on the part of the Contractor to observe the prescribed procedure.
 - c. Any attempt from the Contractor to canvas through any means, for the securing work order from KSFC will prejudice the Contractor's quotation and the same will be rejected without assigning any reason whatsoever.
 - d. KSFC is not bound to accept the lowest tender.
2. The Contractor should not sub-let the contract order to the third party, which attracts termination of Contract and forfeiture of security deposit without any notice.
 3. The Contractor shall ensure uninterrupted supply of services during the specified timings.
 4. No escalation of rates during the period of contract would be allowed on any account.
 5. **Penalty:** Penalty will be levied for the violations of Terms & Conditions as indicated in the Table below.

SI No	Nature of Violation	Penalty (Rs)
	Operator not present at 9.45 am	100/day
	Operator absent	500/day
	Disparity in specified quantity of Beverage	100/instance
	Failure to maintain cleanliness of Equipment and Utensils	100/instance
	Supplying unauthorised Items against the KSFC Coupons	500/instance

6. **Termination of Contract:** The Contract can be terminated for non-adherence of any of the conditions stipulated in this Tender Document and also for reasons of misconduct and unsatisfactory running of the Service, after issuing one month's notice to the contractor. If the tender is terminated during the period of agreement for the above said reasons, the Security Deposit provided by the contractor will be forfeited.
7. **Arbitration:** Any dispute or difference or claim arising out of, or in connection with, or relating to the contact or the breach, termination or invalidity thereof, shall be referred to and settled under the Arbitration Centre, Karnataka (Domestic and International) rules 2012, by one or more Arbitrators appointed in accordance with its Rules.



List of Beverages to be served

Beverages	Quantity (ML)
a. Coffee – Filter & instant	150* Subject to change
b. Tea	
c. Badam Milk	
d. Horlicks	
e. Bournvita/Boost	

Note:

- ✓ The Contractor is required to charge single rate/cup to all of the above Beverages.
- ✓ The Financial Bid may be arrived at accordingly

**Technical Bid**

1. Full Name of the Bidder:
2. Address:
3. Telephones/Fax numbers and Email ID:
4. Constitution:
5. Names of Proprietor/Partners/All Directors:

SI No	Names of Proprietor/Partners/All Directors

6. Address :
7. Year of commencement of Operations:
8. Addresses and Contact Details of Existing Customers:

Name of Existing Customers	Address	Contact Nos	Details of execution of work

9. Uploaded the following Documents :

SI No	Documents
i.	Document showing proof that Bidder has a minimum of 2 (Two) year experience in providing Canteen/Catering services in Central/State Govt. Departments or a reputed Private Organisations having minimum staff strength of 100
ii.	Copy of Certificate of Registration for GST
iii.	Copy of PAN
iv.	Incometax Returns for the last three years
v.	Works Orders and Performance Certificates issued by State/ Central and Reputed institutions

We hereby acknowledge that we have understood all the Terms and Conditions indicated in the Tender No. KSFC/Admin/COFFEE/18/2021-22

Signature & Name of the Bidder

Designation:

(Office Seal)

Date:



DECLARATION

We have submitted our Bid in response the Tender No.KSFC/Admn/COFFEE/18/2021-22 for providing Coffee / Tea and other hot beverages at KSFC Head Office, Bangalore. In this regard we solemnly declare the following from our end.

1. All the Eligibility Conditions as per the Annexure-1 have been fulfilled by us.
2. The Prices quoted are inclusive of all applicable Taxes. We will not add any Tax other than those indicated in Commercial Bid.
3. We have entered only the Coffee /Tea / other hot beverages rate per CUP of 150 ml including all taxes.

We further declare that if we fail to comply with any/all of the conditions 1-3 above, KSFC will be free to take any/all the following actions.

1. Our Tender may be rejected summarily even if we are declared as L1 Bidder by e-Procurement Portal, after the Commercial Bids are opened.
2. KSFC can forfeit the EMD paid by us in such an instance.
3. KSFC will not be liable to compensate for any damages to us in any way, if our Bid is rejected for non-compliance of the conditions 1-3 above.
4. KSFC can send recommendation to Centre for e-Governance, Government of Karnataka, for inclusion our names in the List of Black-Listed Suppliers.

Signature & Name of the Bidder

Designation

(With office seal and full address)

Date