Quotation for Annual Maintenance of VOF

Address: Flat No :T-1, Third Floor, Building No.2, Kamat Estate, Tonca, Caranzalem, Goa – 403 002

To,
The Chief General Manager,
National Bank for Agriculture and Rural Development
3rd Floor, Nizari Bhawan,
Menczes Braganza Road,
Panaji, Goa – 403 001

Name of the Agency :

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<th>Sl. No.</th>
<th>Particulars</th>
<th>Rate</th>
<th>Remarks</th>
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<td>Housekeeping charges</td>
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<td>Rate for 01 staff</td>
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<td>Agency charges</td>
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Note:

1. EMD of Rs.12,000.00 will be deposited with NABARD as security deposit.
2. Rates quoted should be strictly in accordance with Minimum Wages Act, 1948 and amendments thereof.
3. Quotations to be submitted latest by 21st March 2022
4. Contract period 01 April 2022 to 31.03.2023
5. Contract will be as per terms and conditions of the contract Agreement (Copy enclosed).
6. Cleaning material shall be provided by the Bank.
7. The charges quoted would be exclusive of GST.
8. Charges to be indicated in Annexure I for food items to be provided to Guest/Occupants (Format enclosed).
To,
The Chief General Manager,
National Bank for Agriculture and Rural Development
3rd Floor, Nizari Bhawan,
Menezes Braganza Road,
Panaji, Goa - 403 001

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Note:

1. EMD of Rs.12,000.00 will be deposited with NABARD as security deposit.
2. Rates quoted should be strictly in accordance with Minimum Wages Act, 1948 and amendments thereof.
3. Quotations to be submitted latest by 18th March 2022
4. Contract period 01 April 2022 to 31.03.2023
5. Contract will be as per terms and conditions of the contract Agreement (Copy enclosed).
6. Cleaning material shall be provided by the Bank.
7. The charges quoted would be exclusive of GST.
8. Charges to be indicated in Annexure I for food items to be provided to Guest/Occupants (Format enclosed).
Annexure – 1

List of Food items provided by the VOF Contractor

VOF – FOOD MENU RATES

- **Breakfast Rs.**
  - Bread 4 slices + Butter/Jam + 2 eggs omelette with sauce/pickle
  - Alu paratha (2 pieces) with curd/sauce/pickle
  - Vegetable Upma
  - Vegetable poha
  - Puri Bhaji (04 pieces)

- **Tea/Coffee Rs.**

- **Milk (200 ml) Rs.**

- **Lunch/Dinner – Veg Rs.**
  - 2 Chapati, Rice (1 bowl), Dal (1 bowl), Vegetable Curry (1 bowl), Papad, Curd, Pickle/Sweets and Fruits

- **Additional items**
  - Pav Bhaji :Rs.
  - Corn flakes with milk :Rs.
  - Boiled Egg (One) :Rs.
  - Egg Omelette (1 egg) :Rs.
  - Egg Omelette (2 eggs) :Rs.

Note: cost of food served to be paid by the guest(s) is payable directly to the VOF Caretaker/Vendor.
AGREEMENT FOR ANNUAL MAINTENANCE CONTRACT (VOF)

1. The Caterer hereby offers to provide catering services and other incidental services and the Bank has agreed to avail the same at its VOF situated at Building No.2-T/1, Kamat Estate, Tonca, Caranzalem, Goa - 403 002, subject to the terms and conditions hereinafter contained for a period of 01 year from **01 April 2022 to 31 March 2023** or any renewal thereof.

2. The caterer is hereby granted a licence by the Bank to use the space allotted for the purpose in the VOF situated at Building No.2-T/1, Kamat Estate, Tonca, Caranzalem, Goa - 403 002 for a period of **01 year** from the **01 April 2022 to 31 March 2023** for the purpose of housekeeping & catering services i.e. for preparation and service of tea, coffee, snacks, lunch and dinner etc., to the Bank’s guests. The caterer shall vacate the space allotted to him on completion or earlier termination of contract period.

3. The caterer shall at his own expenses engage the necessary staff and he shall ensure that the person(s) employed by him will be of good moral character and not suffering from any communicable disease.

4. The caterer shall keep the premises, including toilets/ wash basins, etc. in a clean and hygienic condition. The Bank will provide cleaning materials, etc. at regular intervals.

5. The caterer shall provide proper receptacles for storing refuse and arrange for removal of the refuse daily, at his own expense.

6. The caterer shall ensure that the space allotted to him is kept very clean and in hygienic condition at all times and that the kitchen, crockery and utensils, etc. in which food and beverages are served are properly cleaned and hygienically served.

7. The caterer shall provide catering services on all days.

8. The caterer shall, at his own expense, provide his staff with proper uniform/liveries.

9. The employees appointed by the caterer shall have nothing to do with the Bank and shall have no presumptive right of absorption in the services
of the Bank or that of the subsequent caterer to be appointed by the Bank and the caterer shall incorporate suitable clauses in the appointment orders to be issued to his employees.

10. The caterer shall be responsible for changing bed linens, bed-sheets, towels, etc., and get them washed and ironed. The ironing charges for linens, towels, bed-sheets will be paid by the Bank directly to the laundry on receipt of the bills submitted by the caterer.

11. The caterer shall be responsible for the maintenance of the stock of items provided in the VOF and shall hand over the said items in good condition to the Bank after completion or earlier termination of contract.

12. The caterer shall make good to the National Bank immediately, any loss on account of damages, theft, etc., in the VOF due to any reason whatsoever except for normal wear and tear.

13. The caterer shall admit only such guests as per advice in writing or over telephone by the Officer-in-Charge or any officer duly authorized by the Bank. In case of officers of the Bank directly reporting to the VOF, the caterer shall admit such officers only after proper identification and obtaining permission of the caterer report to the Bank immediately over phone and/or in writing. The caterer shall maintain guest register, receive payment from the guests towards guest house charges at the rate indicated by the Bank and give proper accounts of the same to the Bank.

14. The caterer shall deposit the amount of guest charges with the Bank, on a fortnightly basis, against proper acknowledgment.

15. The caterer shall be paid at the rate as mentioned in Schedule "A", attached herewith, for tea, coffee, snacks, lunch and dinner provided to the guests. The caterer shall provide/ use good quality ingredients for preparation of beverages and food at his own cost. The caterer shall, on demand by guests, provide those beverages, food, etc. from hotels as indicated by them against payment from the guests.

16. The caterer shall not levy from the officers/ staff and any other visitors any charges separately, except those specifically indicated by the Bank.
17. The caterer shall be responsible for the loss or damage, etc., the cost of the articles of dead stock and other kitchen equipment's detailed in Schedule "B", attached herewith, made available to him and the Bank shall have the right to recover the cost of the repairs, damages, etc. from the bills submitted by the caterer.

18. The caterer shall return the articles mentioned in the aforesaid Schedule "B" immediately at the end of the contract or on termination of the agreement, whichever is earlier, failing which the Bank shall be entitled to take possession of the same forcibly and without prejudice to its right in the Court of Law.

19. As security for due performance for his obligations therein, the caterer shall continue to keep with the Bank a sum of Rs. ________ as deposit. No interest will accru at such deposit. Such deposit will be returned to the caterer after he hands over to the National Bank the various items of equipment's as per the aforesaid Schedule "B", hereunder referred to, in good condition, subject to normal wear and tear. The cost of equipment, which has been lost or damaged, shall be recovered by the Bank from the caterer's bills and the amount of security deposit would also be adjusted against such recoveries. The security deposit shall be forfeited if the caterer commits breach of any of the terms and conditions contained herein.

20. The Bank shall be entitled to terminate this contract in its absolute discretion by giving one month's notice to the caterer.

21. The caterer shall be entitled to terminate this agreement by giving three months' notice, in writing, to the Bank.

22. National Bank shall pay to the caterer a sum of Rs. __________ per month including all taxes, towards consideration of the agreement. The consideration is payable before the 10th of the succeeding month. Tax will be deducted at source, as per rules.

23. The Caretaker shall pay the manpower deployed by him for the said purpose their wages in accordance with the Minimum Wages Act, 1948 as applicable in the State of Goa/ GoI, whichever is higher on a monthly basis. The Caretaker shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the manpower deployed. The Caretaker shall also pay statutory tax, wherever applicable.
24. This agreement shall be executed in duplicate. The stamp duty on original document will be borne by the Bank, same shall be retained by the Bank and the caterer shall bear the stamp duty on the duplicate and the same shall be retained by the caterer.
Schedule 'A'  

List of food items provided by the VOF Contractor  

VOF - FOOD MENU RATES

- **Breakfast Rs. 60.00**
  - Bread 4 slices + Butter/Jam + 2 eggs omelette with sauce / pickle
  - Alu paratha (2 pieces) with curd / sauce / pickle
  - Vegetable Upma
  - Vegetable Poha
  - Puri Bhaji (04 pieces)

- **Tea / Coffee Rs. 15.00**

- **Milk (200 ml) Rs. 25.00**

- **Lunch / Dinner - Veg Rs. 110.00**
  - 2 Chapati, Rice (1 bowl), Dal (1 bowl), Vegetable Curry (1 bowl), Papad, Curd, Pickle / Sweets and Fruit

- **Additional Items (on cost basis)**
  - Pav Bhaji  Rs. 40.00
  - Corn flakes with milk  Rs. 60.00
  - Boiled Egg (one)  Rs. 10.00
  - Egg Omelette (1 egg)  Rs. 20.00
  - Egg Omelette (2 eggs)  Rs. 30.00

Note: Cost of food served to be paid by the guest(s) directly to the VOF caretaker.
Schedule – ‘B’

List of Crockery, Cutlery and other Items

01 Gas Stove
02 Gas Cylinder
01 door mats
02 Single Mattresses
07 Small Trays
03 electrical tea-coffee
04 Steel water jugs
02 plastic water jugs
01 old mattress
26 Spoons
18 fork spoon
14 Butter knife
10 Tea spoons
12 Steel glasses
01 Milton thermossteel for tea
07 Glasses
01 Tea Maker steel
03 Fry pan
01 Tawa
06 Cup and Saucers(New)
01 Prestige Gas stove
02 Prestige Cooker
01 One prestige Induction
01 One Microwave Oven(IFB)
01 Hotbox
01 Iron- Philips
01 kitchen stand
09 Double Bedsheet
06 Bigone Towels
06 Pillow
06 Plain single Bedsheet
06 Hand Towel
06 Pillow Covers
01 Morphy Richards Electric Kettle
06 Cup and Saucers(old)
12 Dinner plates
11 Small plates
12 Steel Bowls
10 Glass bowls
05 Serving Spoons
05 Small Bowls (New)
02 Serving Medium bowls (New)
01 Big Bowl (New)
03 Big Bowl (Old)
02 Tray
06 Glasses
Plastic Lid -02 Big Bowl
01 Plastic Idli Stand
03 Plastic Box
01 Sugar small bowl
02 Tong
01 Plastic Basket
08 Coaster
01 Electronic Milton Thermossteel (tea)
05 design small Plate
05 design(blue white) Bowl
03 Soup bowl
01 Toaster
01 Prestige mixer grinder (with 3 jars)
12 Coffee Mug
01 Tissue Holder
12 Malibu Tumbler (Glass)
12 Dessert Spoon
06 Table mat
02 kadai
01 KK IB Top 14
01 KK IB Top 13