

UNITED INDIA INSURANCE COMPANY LIMITED

Registered and Head Office No:24, Whites Road, Chennai-600 014



**Tender Document for
providing**

Catering Services on Contractual Basis At

**UNITED INDIA INSURANCE CO.LTD.,
“NALANDA” CORPORATE LEARNING CENTRE, NO.19, IV LANE,
NUNGAMBAKKAM HIGH ROAD, CHENNAI-600 034**

**EACH PAGE OF THE TENDER DOCUMENT MUST BE SIGNED AND
STAMPED BY THE TENDERER**



UNITED INDIA INSURANCE CO LTD.,

**TENDER DOCUMENT FOR PROVIDING
“CATERING SERVICES ON CONTRACTUAL BASIS”**

AT

**UNITED INDIA INSURANCE CO. LTD.,
“NALANDA” CORPORATE LEARNING CENTRE,
CHENNAI**

**FINANCIAL BID PART-II (PRICE BID)
Important instructions for quoting the rates**

Important instructions for quoting the rates

1. In a period of 12 months, normally training programmes are conducted in 11 months covering an estimated number of 20000 trainees during that period. The estimated number of trainees is notional for the purpose of evaluation of the bid and it may vary either way substantially. The actual number may vary depending upon the programs conducted. But the rate quoted against item shall remain firm for any quantity during the currency of the contract.
2. Notice in advance will be given for the period when no training programs are planned. However, during such period, the catering requirements of guests/trainees met by the contractor. The catering requirements of the trainees of programs arranged in short notice during such periods also taken care by the contractor.
3. Generally the catering services will be required for a minimum of 70 (which includes trainee officers, faculty, external faculty guests,) during training period. If the number of officers on any particular day, is less than 30, the contractor will be paid for 30 to take care of his overhead charges.
4. During the Training Period , 10 number plus or minus should be ignored and over and above will be paid separately.
5. During non-training period, the charges for 30 persons will be paid to the contractor to take care of the contractor's overheads. If the number of officers on any particular day, is less than 30, company will pay maximum of 30 persons.
6. The rate quoted in the Financial Bid shall be inclusive of all overheads and taxes such as VAT etc. However, GST, if applicable will be borne by UICLC.
7. Necessary statutory deductions such as TDS, surcharge, Education cess, Higher Education cess and any other such deduction as applicable will be made from the each bill.
8. One or two employees of the Services Provider/Contractor assigned with duty of late night and early morning, may be permitted to stay in the place provided by UICLC.
9. Cost of cleaning material for cleaning of Dining Hall, Kitchen, Wash room, (including providing of liquid soap and towel) as mentioned in Annexure VIII Auxiliary services shall be borne by the Service provider/Contractor.

We hereby quote the following Package rate per day per head and its Unit cost rate for the menu as provided under Annexure-X of Technical bid of the tender:

Signature and Seal of the Tenderer

FINANCIAL BID**Table A: Package Rate**

Rate per day per head for all meals and refreshment from Bed Tea to Dinner as per menu specified in the Tender Document
Rs. (in figures)
Rupees (in words)

Table B: Unit Cost Rate**(The Unit Cost Rate of the above package rate is as under)**

S.No.	Items as per menu specified in the Tender Document)	Rates in	
		Figures	Words
1	Unit cost rate of Bed Tea/coffee	Rs.	Rupees
2	Unit cost rate of Breakfast	Rs.	Rupees
3	Unit cost rate of Pre-lunch Tea/coffee with biscuits	Rs.	Rupees
4	Unit cost rate of Lunch	Rs.	Rupees
5	Unit cost rate of Post-Lunch Tea/Coffee with Biscuits.	Rs.	Rupees
6	Unit cost rate of Evening Tea/coffee with Hot Snack	Rs.	Rupees
7	Unit cost rate of Dinner	Rs.	Rupees
8.	Total Package Rate	Rs.	Rupees

(The total amount under column 8 should be the same as mentioned in Table A above)