



BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPALLI-620 014
HRM – CANTEENS

TITLE Supply of Breakfast to BHEL's Dining Halls	Phone: +91 431 2577064/2577067 Fax : +91 431 252 00 76 Email : kveni@bheltry.co.in & navanee@bheltry.co.in
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	Reference Number: Enquiry:BHEL:HRM:CANT :OS-BF:2013-15	Enquiry Date: 10/01/2013	Due date for submission of quotation: 31/01/2013
You are requested to quote the Enquiry number and due date in all your correspondences..			

BHEL/TRICHY is inviting offers for supply of Breakfast to its dining halls. Terms and conditions have been furnished in the Tender. Capable and reputed vendors can submit their offers.

BHEL commercial terms & conditions with Price Bid formats and all annexure can be downloaded from BHEL web site http://www.bhel.com or from the Government tender website http://tenders.gov.in (public sector units) Bharat Heavy Electricals Limited) under enquiry reference "BHEL:HRM:CANT:OS-BF:2013-15 dt.10/01/2013	
Tenders should reach us before 14:00 hours on the due date Technical bid will be opened at 14:30 hours on the due date Tenders would be opened in presence of the tenderers who have submitted their offers and who may like to be present.	Yours faithfully, For Bharath Heavy Electricals Limited DY.GEN.MANAGER / HR (W&C) SECRETARY/ HR - CANTEENS CANTEEN MANAGING COMMITTEE 24 Bldg., BHEL, Tiruchirapalli-620014 Ph: 0431- 2577064/2577067, Fax: 0431- 2520076 Email: kveni@bheltry.co.in



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

High Pressure Boiler Plant, Tiruchirappalli 620 014, India

HRM – CANTEENS

FAX : 91 - (0431) – 2520076

Phone : 2577650/2577064 / 2577067

NO.BHE:HRM:CANT:OS-BF:2013-15

Dt. 10/01/2013

Sub: Tender for Outsourcing the supply of Breakfast to BHEL dining halls
for a period of two years from the date of commencement – Reg.

We are pleased to attach the detailed Tender documents NO.BHE:HRM:CANT:OS-BF:2013-15 dt. 10/01/2013) for Supply of Breakfast to five Dining Halls of BHEL Tiruchirappalli – 620 014 for a period of two years from the date of commencement of supply.

Interested suppliers are requested to go through the Tender documents carefully and thoroughly.

- The duly filled in Pre-qualification Bid with DD for EMD should be kept in a cover neatly wax sealed with suitable superscription on the top of wax sealed Covers as “**Breakfast supply-Pre Qualification Bid- EMD Enclosed**”.
- The Rate Bid should be kept in a separate cover neatly wax sealed with suitable superscription on the top of wax sealed Cover as “**Breakfast supply-Rate Bid**”.
- Both the above sealed envelopes shall be placed in another common Cover and wax sealed with superscription “**Quotation for Supply of Breakfast to Dining Halls**” and sent by **register post / Speed Post / Courier / In person**, so as to reach DGM (HR-W&C), 24 Building, HRM Department, BHEL, Trichy – 620 014 **ON OR BEFORE 31/01/2013 at 14-00 HRS** along with the required enclosures. **Offers without EMD will be rejected.**

Kindly go through the menu details and other conditions carefully before submitting your competitive offer.

A Pre-bid Meeting will be held on **23/01/2013 at 14.00 hrs.** in the HRM Conference Hall, Ground floor, 24 Bldg., BHEL, Tiruchy-14.

The pre-qualification bid will be opened on **31/01/2013 at 14-30 Hrs.** in the presence of all tenderers who have responded to this tender and opt to witness. The date and time for Rate Bid opening of those who are successful in the Technical Bid will be intimated separately.

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Ltd.,

DGM (HR- W&C)
Phone : 2577067 / 2577064

Encl: Tender Document (consists of 12 pages)

**BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI – 14
HRM – CANTEENS**

NO: BHE:HRM:CANT:OS-BF:2013-15

DATE: 10/01/2013

TENDER DOCUMENTS

I. DESCRIPTION OF WORK

Supply of Breakfast to dining Halls (Unit II Plant, CCDP, 79 Bldg, Medical & HRDC) OF BHEL, TIRUCHY WITH EFFECT FROM 18/04/2013)

II. SCOPE OF WORK

The breakfast menu as detailed below to be prepared at the Kitchen allotted by BHEL at the Unit II Plant premises and transported in hot-pots to the respective Dining Halls of BHEL, at the Contractor's cost and served to users consisting BHEL Employees, Apprentices, and Contract workmen. Requisite manpower along with a Supervisor-In-charge should be arranged to do the serving of breakfast. The catering services have to be arranged for proper service to the users by the Contractor as per the mentioned Menu. All items will be served on the basis of Swiping by the Users OR by obtaining necessary value of coupons, Pay Orders/Letters issued by the Departmental Head OR any other method authorized by BHEL from time to time.

MENU DETAILS

One Plate of Breakfast consists either 2 Dosa or 4 Iddlies + either 2 Pongal or 2 Uppuma made of wheat or ordinary rava + either 2 Vada or 2 Sundal with chutney and sambar and tea/coffee. Around 1200 plates of breakfast will be required for each day.

SL.NO.	BREAKFAST ITEM	SPECIFICATIONS
01	Dosa	Each dosa should weigh not less than 100 gms.with a minimum of 15 inch dia.
02	Idly	Each idly should weigh not less than 50 gms
03	Pongal	One Unit of Pongal should weigh not less than 100 gms.
04	Uppuma (Rava/Wheat rava)	One Unit of Uppuma should weigh not less than 100 gms.
05	Chutney	Required qty. to be provided. Each day different variety of chutney to be provided.
06	Sambar	Required qty. to be provided.
07	Vada/Sundal	Each vada/sundal should weigh not less than 50 gms.
08	Coffee/Tea	One cup should be a min.of 150 ml.

WEEKLY MENU TABLE

Sl.No	Days	Items to be supplied
01.	MONDAY,WEDNESDAY &FRIDAY	DOSAI, PONGAL, MEDHU VADA,CHUTENY& SAMBAR , COFFEE/TEA
02.	TUESDAY & SATURDAY	IDDLY , WHEAT RAVA UPPUMA, WHITE CHANNA SUNDAL,SUGAR,CHUTENY & SAMBAR ,COFFEE/TEA
03.	THURSDAY	IDDLY , RAVA UPPUMA, WHITE CHANNA SUNDAL,SUGAR,CHUTENY & SAMBAR, COFFEE/TEA
03.	SUNDAY	DOSA, PONGAL, WHITE CHANNA SUNDAL,CHUTENY & SAMBAR, COFFEE/TEA

Special conditions with respect to Menu

Quantity of 1200 plates mentioned is only indicative of daily consumption. This is likely to vary.

The menu is to be followed in toto. Small changes/adjustments should be made on the request of BHEL on the same rates agreed. **For example:-** Brown gram/ Ground nut sundal to be provided in place of White channa sundal. Masal vada to be provided in place of medhu vada. In case such small adjustments are required for the supplier, prior approval from BHEL authorities to be obtained.

The number given is only approximately furnished. There is no minimum order quantity. The supplier should monitor the requirement for each day and decide the number for each day.

All items should be sumptuous and rich in quality. **If any item of substandard quality is served, proportionate cut will be made from contractor's bill**

Minimum quantity of each breakfast to be strictly maintained. If any of the user asks for small excess quantity, supplier should provide the same without indulging into arguments.

The interaction with users should be always courteous and smooth.

Only branded sunflower oil such as, Sundrop, Fortune, Goldwinner, Ruchi, Dhara or Aachi brand should be used for preparations. **Palm oil and Agnimotto should not be used for any food preparation.**

The food items must be Excellent in quality and taste and should be of acceptable standards. Recycled oil should not be used in preparation of said items. For 150 ml. of sambar, minimum of 10 gms. thoor dhal should have been used. If sambar, chutney, tea/coffee are watery (below acceptable standards), the items will be treated as rejected and proportionate cut will be effected in the payment.

The items required must be ready at 6.50 AM in respective Dining Halls without any delay and the total services should be completed by 8.00 A.M.

The food items should be prepared in a very clean and hygienic environment at the kitchen.

III. GENERAL TERMS & CONDITIONS

(a) FACILITIES TO BE PROVIDED FOR CATERING SERVICE BY BHEL:-

Free of rent building for service (Dining Hall), Furniture (Dining Tables & Chairs), Fixtures, Water, Serving plates, Catteries, Tumblers and water jugs alone will be provided. Kitchen space will be provided at Unit II Plant premises. The contractor has to establish all required kitchen facilities including fuel and cooking equipments, grinding arrangements, etc. and should operate his kitchen only from this place. An amount of **Rs.5000/- (Rupees five thousand only)** is payable by the contractor for the kitchen space and electricity given by BHEL. The contractor can use electricity only for grinding purpose and should not use for cooking purposes.

(b) ARRANGEMENTS BY THE CONTRACTOR:-

- 1) The rate quoted should be all inclusive i.e., Cooking Equipments, serving Vessels with hot arrangements, requisite utensils and chef –in dishes/hot ranges, cost of raw materials, Labour charges for Cooking and Transportation to BHEL Dining Halls, arranging & Serving Charges, Washing Charges of all Vessels used for service, Cleaning of Tables and Dining Halls, overhead, other administrative cost, cost of cleaning materials, etc.
- 2) Our breakfast timing is from 6.50 hrs. to 7.50 hrs. and this may be changed at our discretion. The breakfast should be ready in all the above dining halls at 6.50 hrs. The total food items should reach our Dining Halls sharp in time without fail and must be neatly arranged and kept ready for service. Timely service is very important and the Contractor shall ensure fresh and hot preparations to all users within the stipulated timings by all means.
- 3) In case of shortage / non-supply of food items in time or if the food items supplied are not of expected quality, the total charges on account of alternative arrangements made by us to supply breakfast to our employees, shall be deducted from the Contractor's running bill
- 4) The food items are subject to test check at our discretion both at the kitchen as well as at the dining halls by BHEL authorized Canteen-Supervisor-In-charge.
- 5) Bills for every month shall be prepared by the Contractor (Dining-hall wise) on the basis of the quantity supplied based on daily availing by the employees by submitting necessary value of coupons/swiping basis, Pay Orders / Letters. The number of breakfast issued will be taken for payment. The contractor has to monitor the trend and bring sufficient number of food items to be supplied for the day All consumers should have been served with all items as per menu daily for effecting payment for the numbers claimed. The leftover food and the Plate wastes after cleaning of Vessels should be taken back by the Contractor.
- 6) The consolidated statements and Bills shall be prepared and submitted by the Contractor on the last date of the month and submitted by 1st of every succeeding month to the executive in charge of respective dining hall for Certification and arrangements will be done by the Accounts Dept. for the payment to the Caterer within 45 days from the date of receipt of the bill.
- 7) The contract rate will be constant during the contract period of **Two Years**. No rate increase shall be accepted by BHEL whatsoever be the reasons. The quoted rate must be inclusive of all expenditures and all applicable taxes excluding service tax. The service tax, when becomes payable, must be paid by the contractor and claimed in every bill by providing proof for payment.

- 8) The food items supplied must be of good and acceptable quality. The menu given in the order must be diligently followed and if any changes are to be effected it should have approval of BHEL.
- 9) To justify that the Contractor has adequate experience in meeting the requirements of BHEL, the Contractor has to provide the list of customers/Industries/Institutions to whom the Contractor is rendering such services so far.
- 10) If necessary, the Contractor may visit BHEL Canteens with prior notice and seek clarification if any, before offering the most Competitive rate for Quality food and Hygienic service.
- 11) The L1 offerer will be decided based on the package rate for the following (one plate of breakfast):-**
2 Dosa or 4 Iddlies + 2 Pongal or 2 Uppuma + 2 Vada or Sundal with chutney and sambar and one cup of tea/coffee. The package rate should be the same for any menu combination and will be arrived by us based on the rates given by the contractor for individual items at Annexure-B.
- 12) If any user avails coffee/tea alone without taking other breakfast items, requisite entries will be made in the register by BHEL's authorized official or coffee/tea token will be collected from the user or separate swiping will be arranged and amount will be paid based on the number of coffee/tea availed. Otherwise the items to be supplied is a package as mentioned in **Annexure A** and no deviation is necessary unless and otherwise agreed by both the parties.
- 13) The total number of users will be around **1200** per day and the company will not be responsible for the wastages if any.
- 14) It is the responsibility of the supplier to adhere to the terms and conditions of the Security Department. The Supervisor of the said dining hall of BHEL is the in-charge and the supplier may contact him for seeking any clarifications in the day to day operations. As the supply has to be made to our employees, the supplier is expected to maintain cordial relationship with the users without any disruption in service.
- 15) After the breakfast service, cleaning the tables, floors and premises should be taken care by the supplier immediately on completion of service. The cleaning of Plates, Tumblers, Vatta, Tables and other utensils used for breakfast service will also be done by the Contractor. The total cleaning services should be completed before 9.00 AM and the utensils should be handed over back in a neat and tidy manner.
- 16) In case of a need for extension of the breakfast supply services to few more dining halls at a future date, the contractor should supply the same under the same terms and conditions of this contract.
- 17) The contractor shall ensure that his workers including the supervisor wear uniform (white colour coat, cap), gloves and identity card issued by him always while entering the dining hall. The contractor shall ensure that such uniform or identity card should not have any resemblance to BHEL's brand name or its logo or trade mark, etc and the uniform and identity card provided by the contractor shall clearly establish that the labourers are employed by the contractor.

18) If there is any deficiency in the agreed services and alternate arrangement is not made immediately, BHEL will make arrangements to meet the exigencies of requirement, operate the Risk Purchase Clause and deduct the cost and damages involved from the contractor's bills.

The following are the Essential Criteria to be possessed by the contractor for executing this job:-

- (1) The Contractor Should have a minimum turnover of Rs.100 Lakhs (One hundred Lakhs only) as last three years average (Balance sheet to be produced at proof).
- (2) The contractor should have executed (or) should be executing the food supply services contract at least to one industry or institution, in the last three years.
- (3) The total number of meals and (or) breakfast supplied in a day to industry/institution should be not less than 500.

In the absence of fulfilling the above criteria, the offer of the contractor will not be considered. Adequate proof such as balance sheet, work completion certificate from the industry/institution, work order, experience certificate or any other valid proof is compulsory. In the absence of such proof the offer of the contractor will not be considered

III CONTRACT PERIOD

The contract period is for Two years. Further extension of Contract period shall be mutually agreed. However, the contract may be terminated due to violations or non-performance of the Contract conditions by giving **one month's notice**, by BHEL, HRM Canteens. If the contractor terminates from his end, he should also give a minimum **of one month's** notice in advance.

IV. EMD

The EMD for the said work is **Rs. 2,00,000/-** (Rupees Two Lakhs only) and it should be furnished in the form of **DD in favour of BHEL/Trichy-620 014**. One time EMD is also acceptable subject to certification of validity by Finance and approval by AGM/HRM. **Offers without EMD will be rejected.**

EMD by the Tenderer will be forfeited if:

- i) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
- ii) The tenderer does not commence the work within the period as per LOI / Contract.
 - EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.
 - EMD shall not carry any interest.

V. SECURITY DEPOSIT

Security deposit equivalent to 10% of the contract value will have to be paid before the commencement of work. Security Deposit can be paid only in the form of DD drawn in favour of BHEL, Tiruchy or in the form of Bank Guarantee of a Scheduled Bank. The refund of Security deposit will be made at the end of contract after deduction of recoveries, if any, and on submission of no due certificate by the contractor with certification from the BHEL authority concerned under the following conditions as detailed below:-

- (a) On successful and satisfactory completion of the contract.
- (b) If the contract is terminated by BHEL due to deficiency of service, after deducting the penal charges as decided by BHEL from the Security Deposit, the balance amount will be paid.
- (c) Security Deposit is not refundable if the contract is terminated by the contractor by giving notice before the stipulated period.
- (d) Security Deposit may be furnished in any one of the following forms:
 - i) Cash (as permissible under the Income Tax Act)
 - ii) Pay Order, Demand Draft in favour of BHEL
 - iii) Local cheques of scheduled banks, subject to realization.
 - iv) Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
 - v) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
 - vi) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
 - vii) EMD of the successful tenderer can be converted and adjusted against the security deposit.
- e) Security deposit can also be recovered at the minimum rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be paid before start of the work (including EMD) and the balance 50% may be recovered from the running bills.
- f) The security deposit shall not carry any interest.

(Note: Acceptance of Security Deposit against Sl. No. (iv) to (vi) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).

Security deposit shall not be refunded to the contractor except in accordance with the terms of the contract.

VI. INSURANCE & TAXES

BHEL will not be liable for any Medical attendance, injury / loss of life of the persons engaged by the contractor in the preparation, transportation of the food items to BHEL Dining Halls and service in BHEL Dining Halls as per the contract. A suitable insurance coverage for them will be arranged by the Contractor at contractor's cost.

As per Income Tax Act – Sec.194 C, while making payment to the caterers, the tax will be deducted at source from all the Bills from the inception of the date of Contract and to the end period of Contract.

Service Tax should be remitted by the contractor each month at applicable rates from time to time as per provisions of Act and proof to be produced with the bill for claiming. Only on payment of service tax at the prevailing and applicable rates and payment of rent for the kitchen, the bills will be passed for payment. The contractor should have valid TIN no. and PAN no. of Income Tax and the same should be printed on their Letterhead while submitting quotation.

VII. EMPLOYEES

- (a) The caterer shall engage sufficient number of competent employees for running the Dining Hall services. Expenses on account of payment of salary / wages / provisions of food stuffs / food for the Contractor employees / Uniform / Personal Protective Equipments, apron, cap, sandak chappal and other benefits including statutory payments like PF, ESI, Holiday wages, Gratuity, Bonus, etc., to the employees engaged by the Contractor shall be borne by the caterers. The caterer shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss, or otherwise terminate their services at any time. The caterer shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
- (b) The caterer shall employ such personnel who are medically fit and above the age of 18 only. The company has right to direct the caterer to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.
- (c) The caterer shall comply with the provisions of the Factories Act 1948, Contract labour (Regulation and Abolition) Act 1970, ESI Act 1948, Workmen Compensation Act 1923, Employees Provident Fund and Miscellaneous Act 1952, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Tamil Nadu Catering Establishment Act, Tamil Nadu Industrial Establishment, (National & Festival Holidays) Act 1958 and the Rules framed there under or any other Laws and Rules as may be applicable that from time to time to the workers engaged by him. The caterer when required by the Company shall produce the registers and records for verification and comply with other directions issued by the company for compliance of the statutory provisions.

VIII UNIFORMS

The contractor shall ensure that his workers including the supervisor wear uniform (white colour coat, cap), gloves and identity card issued by him always while entering the dining hall. The contractor shall ensure that such uniform or identity card should not have any resemblance to BHEL's brand name or its logo or trade mark, etc and the uniform and identity card provided by the contractor shall clearly establish that the labourers are employed by the contractor.

IX.ARBITRATION:

Disputes or differences arising from this Tender or in any manner connected therewith shall be subject to the following disputes resolution mechanism:

- i) Any dispute shall initially be referred to the designated Senior Management of the parties for amicable settlement. Parties shall nominate two persons each from their senior management within 10 days of a dispute arising.
- ii) If no amicable settlement is arrived at within 30 days, then any party may refer the dispute to sole arbitrator to be nominated by the GM-HR, BHEL, Trichy. The place of arbitration shall be at Trichy. All arbitration proceedings shall be conducted in English in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- iii) The arbitration award shall be final and binding upon the parties and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal.
- iv) All disputes shall be subject to the exclusive jurisdiction of courts at Tiruchy

The last date for submission of Quotation is 14.00 Hrs. on 31/01/2013.

Technical Bid will be opened on 31/01/2013 at 14.30 hrs.

Date and Time for Rate Bid Opening will be informed. (Intimation will be given to the tenderers, whose technical bid is accepted).

for Bharat Heavy Electricals Ltd.,

DGM (HR –W&C)
HRM, 24 BLDG., BHEL, TRICHY – 620 014
(Phone Nos. 2577064 and 2577067)

RATE BID FORMAT**(TO BE FILLED IN AND FORWARDED ON OR BEFORE. 31/01/2013 AT 14.00 Hrs)**

We accept all the general terms and conditions as listed above in the Tender Documents dated 10/01/2013 and there is no deviation in the tender clauses. We are aware that no Price Variation Clause is applicable till the end of contract period. We also assure that we will commence the Breakfast services in the Unit II, CCDP, HRDC, Medical and 79Bldg, Dining Halls of BHEL, Tiruchy, w.e.f **18/04/2013** We will use the kitchen allotted by BHEL for the said cooking services. We furnish our rates of items as below:-

Details of rates of individual Items to arrive the package rate:-

	Rs.
One Dosa (100 gms.) (or) 2 Idlies (100 gms.) with chutney & sambar	--
Pongal/Uppuma (One cup-100gms.)	--
Vada (One No.-50 gms.)/ Sundal (50 gms)	--
Coffee/Tea (One cup-150 ml.)	--
TOTAL (ONE PLATE OF BREAKFAST) (Two Dosas/ 4 Idlies + 2 Pongal/Uppuma + 2 Vada + 1 Coffee/Tea)	--

Our package rate has been arrived for each plate of breakfast (consisting the items as per annexure A) based on the individual item rates furnished above. The package rate will be the same for one plate of breakfast with any menu combination. which includes all applicable taxes including VAT. Service Tax will be paid without fail as per Legal Provisions and claimed from BHEL.

We also agree to provide coffee/tea alone for the required persons at the respective quoted rate without other breakfast items.

Signature of the Contractor with Date and Seal

TNGST No :
PAN No :
Phone No :
Mobile No. :
Email ID. :

Address of the tenderer

Note: To be sent in a wax sealed cover by Speed post / Courier / Registered post well in advance to reach our office on or before 31/01/2013 at 14.00 Hrs.

Please indicate on the envelop as “Quotation for supply of Breakfast to BHEL Dining Halls - DD for EMD ATTCHED” .

BHEL : HRM: CANTEENS:TRICHY -14

AGENCY DETAILS FORMAT FOR OUTSOURCING THE BREAKFAST SUPPLY SERVICES AT UNIT II, CCDP, 79 bldg, HRDC & MEDICAL DINING HALLS

NAME OF CATERING AGENCY. IT PAN NO. P.F. CODE NO. ESI CODE NO. CST NO. TIN. NO. SERVICE TAX REGISTRATION NO.		
SL.NO.	CRITERIA	Data of the caterer to be furnished.
1	Ownership Details: Single Owner Partnership Ltd. Company (Certificate to be attached)	
2	Head Office Name & address	
3	Name and Address of Branch Office if any	
4	Communication facility like: Fax No. E-mail ID Telephone No. Mobile Phone No.	
5	Total years of Experience in undertaking the catering services (Pl.attach proof)	
6	Sales Turnover for the past three years (in rupees, for each year separately-copy of Balance Sheet to be attached)	2009-10 – Rs. 2010-11 – Rs. 2011-12 –Rs.
7	Catering capacity for preparing food in various locations put together. No. of Breakfast per day. No. of Lunch per day. No. of Dinner per day	

SL.NO	CRITERIA	Data of the Caterer to be furnished
8	Details of Industrial Canteens Catering Industries to which the food supply services have been rendered for the past 5 years - with address and Phone Nos. and Menu details. (Enclose copies of the work order without fail)	
9	Name of Educational Institutions where the catering services are being operated for the past 5 years with address and Phone Nos. and Menu details. (Enclose copies of the work order without fail)	
10	No. of Employees being engaged by your organization with details of their professional qualifications, if any. <div style="text-align: right;"> Manager Cook Bearers Other personnel </div>	
11	Details of Vehicles engaged by the contractor for Transportation of food	
12	Brand Name of raw materials used in food preparation. Brand name of Rice used Brand name of Edible Oil used Brand name of Dhalls & Pulses Place of Vegetables Purchased	
13	Fuel used for Cooking in the Kitchen	
14	Name of other equipments used like: <div style="text-align: right;"> Bainmarie, Salamander, Chef-in-dish and Micro oven etc </div>	

Sl.No.	Criteria	Data of the Agency to be furnished
15	Hygienic Status: Name of the Pest Control used Other measures taken to maintain the upkeep of kitchen/ surroundings. (HSE/OHSAS Audit report if any – copies to be attached)	
16	Implementation of Corporate HRD & Quality measures in catering if any (certificate to be enclosed)	
17	I.T. SARAL form copy.	
18	DD for EMD (Enclosed/Not enclosed)	
19	DD Value, No and date	

SIGNATURE OF THE AGENCY
(NAME & ADDRESS WITH SEAL)

Place:
Date: