

TITLE	Phone: +91 431 2577064/2577067 Fax : +91 431 252 00 76 Email : kveni@bheltry.co.in & navanee@bheltry.co.in
Outsourcing Cooking Services at BHEL Canteen	

	Reference Number: Enquiry:BHEL:HRM:CANT: COOK:OS:OT:2012-14	Enquiry Date: 20/11/12	Due date for submission of quotation: 11.12.12
You are requested to quote the Enquiry number and due date in all your correspondences.			

BHEL/TRICHY is looking for offers for carrying out cooking services in one of its canteens. 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 “	
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 Bharat Heavy Electricals Limited DY.GENL.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



AN ISO 9001 COMPANY

No.BHEL:HRM:CANT:COOK-OS:OT:-:2012-14

Date: **20/11/2012**

Sub: Tender for Outsourcing of Cooking Services in one of the Canteens of BHEL for a period of **Two years** — reg.

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We are pleased to attach the detailed Tender documents No.BHEL:HRM:CANT:COOK-OS-OT:2012-14 dated **20/11/2012**) for Outsourcing of Cooking services in one of the Canteens of BHEL Tiruchirappalli – 620014 for a period of **Two Years** from the date of commencement of services by the contractor, on works contract basis.

Interested, capable and reputed suppliers are requested to go through the Tender documents carefully and thoroughly before submitting their offer as below:-

- 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 Cover as “**Pre Qualification Bid-Cooking Services- 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 “**Rate Bid-Cooking Services**”.
- Both the above sealed envelopes shall be finally placed in another common Cover neatly wax sealed with superscription “**Tender for Cooking Services in one of the BHEL Canteens**” 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 11/12/2012 at 2.00 PM (14-00 HRS)** along with the required enclosures.  
**Offers without EMD will be rejected**

A Pre-bid Meeting will be held on **30/11/2012 at 14.00 hrs.** in the HRM Conference Hall, Ground floor, 24 Bldg., BHEL, Tiruchy-14.

The pre- qualification bid will be opened on **11/12/2012 at 14-30 Hrs.** in the presence of all bidders who have responded to this tender and opt to witness. The date and time for Rate Bid opening of those who are qualified 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:a/a

**TENDER TO BE SUBMITTED IN TWO PART BIDS FOR UNDERTAKING THE CONTRACT WORK OF COOKING SERVICES AT ONE OF BHEL'S CANTEENS FOR A PERIOD OF TWO YEARS,**

### TENDER DOCUMENTS

#### I. DESCRIPTION OF WORK

Cooking Services in one of the Canteens in BHEL by engaging not less than 12 persons per day.

(Approximately 348 mandays for calendar month with 30 days and 360 mandays for calendar month with 31 days).

#### II. SCOPE OF WORK.

The works Contract pertains to Cooking services in the A, B, C & G shifts (6.00 hrs. to 14.00 hours 14.00 to 22.00 hours, 22.00 to 6.00 hrs and 8.00 to 16.30 hours ) respectively in one of the Canteens at BHEL, Tiruchy for a period of Two years from the date of commencement of services. The food items (Breakfast for around 1700 persons, Lunch for 3000 persons, Evening Snacks for 1000 persons and Dinner for 700 persons) should be prepared and kept ready for service at the scheduled timings, on all BHEL working days. All the food items should be ready for service at the counter before the respective sessions as below:-

Breakfast -**6.30 hrs.**, Lunch - **11.00 hrs.**, Evening Snacks – **15.00 hrs**, Dinner – **19.15 hrs**

The work involved is Preparation of food items in the specified quantities everyday as detailed below:-

Working Days : on all BHEL working days inclusive of all alternative Sundays and BHEL working holidays of the canteen

Preparation of Food Items on daily basis will be as detailed below:-

#### Approx.Quantity of food item to be prepared on daily basis:-

| SL.NO. | FOOD ITEM                   | QUANTITY / NOS. (per day)                                                |
|--------|-----------------------------|--------------------------------------------------------------------------|
|        |                             | <b><i>BREAKFAST</i></b>                                                  |
| 01     | Pongal//Uppuma              | 150 kg.of ingredients to be processed & 200 Kg. of pongal to be prepared |
| 02     | Dosai                       | 3400 nos.—each 15 Cm dia 100 gms weight                                  |
| 03     | Sambar                      | 600 ltrs.                                                                |
| 04     | Chutney (Coconut or Tomato) | 300 ltrs.                                                                |
| 05     | Vada / Sundal               | 2000 Vadai Or 80 kg. sundal                                              |
| 06     | Tea                         | 140lits                                                                  |
| 07     | Coffee                      | 150lits                                                                  |
|        |                             | <b><i>LUNCH</i></b>                                                      |
| 08     | Tea 9.30am                  | 500lits                                                                  |
| 09     | Coffee 9.30am               | 650lits                                                                  |

| SL.NO. | FOOD ITEM                         | QUANTITY / NOS. (per day)         |
|--------|-----------------------------------|-----------------------------------|
| 10     | Rice                              | 450 Kg. to be cooked.             |
| 11     | Sambar                            | 500 ltrs                          |
| 12     | Rasam                             | 500 ltrs                          |
| 13     | Koottu / Poriyal                  | 300 kg.                           |
| 14     | Appalam                           | 3000 nos to be fried              |
| 15     | Vada / Sundal                     | 4000 vadai (or) 150 kg. of sundal |
| 16     | Variety rice                      | 200 kg                            |
| 17     | Chutney/kootu/ raitha             | 150 kg                            |
|        | (OR) Chapathy                     | 1500 Nos each 6" dia              |
|        | Khorma                            | 250 lit                           |
|        | (or) Poories                      | 2000 Nos each 4" dia              |
|        | Masal                             | 150 lit                           |
| 18     | Curd bath                         | 150 kg                            |
| 19     | Tea 2.30pm                        | 450lits                           |
|        |                                   | <b>SNACKS</b>                     |
| 20     | Karasev / pakoda /mixture /Sundal | 150 kg                            |
| 21     | Tea                               | 150lits                           |
|        |                                   | <b>DINNER</b>                     |
| 22     | Rice                              | 175 kg                            |
| 23     | Sambar                            | 175 lit                           |
| 24     | Rasam                             | 175 lit                           |
| 25     | Koottu / Poriyal                  | 125 kg                            |
| 26     | Appalam                           | 1000 Ne                           |
| 27     | Dosai                             | 1200 Ne                           |
| 28     | Sambar                            | 150 lit                           |
| 29     | Chutney (Coconut or Tomato)       | 75 lit                            |
| 30     | Tea                               | 150lits                           |
| 31     | Coffee                            | 150lits                           |
| 32     | Tea 8.30 dinner                   | 20lits                            |
| 33     | Milk 8.30 dinner                  | 100 lits                          |
| 34     | Tea 2.30 am                       | 5lits                             |
| 35     | Milk 2.30am                       | 5lits                             |
| 36     | Tea 5.45 am                       | 125 lits                          |
| 37     | Coffee 5.45 am                    | 125lits                           |

**Tentative Break-up of work allocation (by and large) for the contract workmen will be as detailed below:-**

| <b>C-shift</b> |                                                                                                                                                                                              |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Cook         | From 2200hrs to 0100hrs-Pongal /ravabath & tiffin sambar (tomato chutni) preparation. From 0130 hrs to 0430hrs-vadai frying /sundal preparation<br>From 0500hrs to 0600hrs-dosai preparation |
| 1 Cook         | From 2200hrs to 2230hrs, 0200hrs & 0500hrs to 0530hrs Tea & coffee preparation<br>Dosai preparation, grinding of vadai dhal                                                                  |

|                |                                                                                                                                                                                                                                                                                                                                  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-shift</b> |                                                                                                                                                                                                                                                                                                                                  |
| 1 Cook         | From 0600hrs to 0800hrs-dosai preparation<br>From 0830hrs vadai frying /Sundal                                                                                                                                                                                                                                                   |
| 1 Cook         | From 0600hrs to 0800hrs-dosai preparation.<br>From 0830hrs Appalam frying(from 1000hrs) & vadai frying                                                                                                                                                                                                                           |
| 2 Cooks        | From 0600hrs to 1030hrs- cooking of rice, sambar, rasam & koottu / poriyal<br>From 1100hrs wet grinding work for dosai                                                                                                                                                                                                           |
| 2 Cooks        | From 0600hrs to 0800hrs-dosai preparation<br>From 0900hrs to 1300hrs- pakoda / karasev preparation / other E. Snacks preparation                                                                                                                                                                                                 |
| 2 Cooks        | Variety rice preparation / dough kneading for poories / chappathy, frying & preparations of Accompaniments, chutney-preparation for vadai, grinding dhal& preparation for vadai Or bonda, Curd bath preparation<br>From 0600hrs to 0630hrs, 0830hrs to 0900hrs,1130hrs to 1145hrs & 1330hrs to 1400hrs –Tea & coffee preparation |
| <b>B-shift</b> |                                                                                                                                                                                                                                                                                                                                  |
| 1 Cook         | From 1400hrs to 1900hrs –cooking of rice, T.sambar/ kadappa, sambar, rasam, koothu/poriyal, appalam frying<br>From 2000hrs to 2200 hrs – balance grinding for dosai dough                                                                                                                                                        |
| 1 Cook         | Dosai preparation, chutney preparation, from 1545 to 1615hrs, 1700hrs to 1730hrs, 2000hrs to 2015hrs & 2130hrs to 2200hrs -tea & coffee preparation                                                                                                                                                                              |

**The specific roles of contract workmen in different shifts are also furnished below:-**

| <b>SHIFT</b>              | <b>ROLE OF COOKING CONTRACT WORKMEN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22.00<br>TO 6.00<br>HOURS | <p><b><u>Towards Breakfast Preparation:</u></b></p> <p><b><u>For Sambar:-</u></b></p> <p>Tamarind pulp making – Mixing the ingredients in right proportion-dhal boiling-cooking of sambar- finishings for required taste –i.e. Preparation of raw materials &amp; cooking ( cut &amp; washed vegetables will be given)</p> <p><b><u>For Pongal/Uppuma:-</u></b></p> <p>Rice &amp; dhal to be washed and pongal to be cooked with requisite ingredients. (cleaned &amp; cut ginger pieces and cleaned curry leaves will be given)</p> <p><b><u>For Dosa:-</u></b></p> <p>Preparation on the hot plate -Spreading and preparing the dosas- Mixed dough will be provided ( each dosa should weigh 100 gms &amp; dia minimum 15 cm)</p> <p><b><u>For Chutney:-</u></b></p> <p>Shallow frying the ingredients for onion chutney. (cleaned onions and tomato will be provided)</p> <p><b><u>For Vada/sundal</u></b></p> <p>Sundal to be cooked with the given raw materials ( cut-vegetables will be given).-Vada to be prepared with the given dough.</p> <p>Tea &amp; coffee preparation</p> |

| SHIFT                            | <b><u>ROLE OF COOKING CONTRACT WORKMEN</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.00<br>hrs. to<br>14.00<br>hrs. | <p><b><u>Towards Lunch Preparation</u></b></p> <p><b><u>For Rice</u></b><br/>Cooking in Boiler and filling in Vessels Manpower support will be provided for washing and cleaning of rice</p> <p><b><u>For Sambar</u></b><br/>Tamarid pulp preparation,. Dhal boiling and rest of the sambar preparation work by contract men.<br/>i.e, Preparation of raw materials &amp; cooking . - Washed and cut vegetables, curry leaves, etc. will be given).</p> <p><b><u>For Rasam</u></b><br/>Tamarind pulp preparation,. Dhal boiling, masala prep. and rest of the rasam preparation work- i.e.,<br/>Preparation of raw materials &amp; cooking ( Washed and cut tomatto, curry leaves, etc. will be given).</p> <p><b><u>For Koottu/Poriya</u></b><br/>Boiling vegetables, mixing masala, cooking and finishing-i.e. Preparation of raw materials &amp; cooking ( cut-vegetables &amp; coconut gratings will be given)</p> <p><b><u>Appalam</u></b><br/>Frying 4000 nos. without any flaw.</p> <p><b><u>Vada/Bonda/Sunda</u></b><br/>Sunda to be cooked - Cooking potatoes and Masala preparation--Frying of all types of vadas. &amp; bondas. --<br/>Dough will be given --rolled out ingredients will be given for Masal .vadai / Potato bondas.</p> <p><b>Evening snacks :</b><br/>For the frying items like pakoda etc. mixing of flour &amp; prepared other ingredients are to done. For sundal items, proper boiling and tempering without burning are to be done.</p> <p><b>Variety rice:</b><br/>Preparation of rice, mixing of seasoned ingredients</p> <p><b><u>Poories / chapathy:</u></b><br/>Making the dough in required consistency, frying the rolled out dough in brownish colour</p> <p><b><u>Khorma /masal:</u></b><br/>Proper mixing &amp; cooking of veg. and masala to the required consistency</p> <p><b>Chutney:</b><br/>Grinding of coconut-gratings/ dhals with chillies &amp; making</p> <p>Tea &amp; coffee preparation</p> |
| 1400hrs<br>to<br>2200hrs         | <p><b><u>Dinner:</u></b><br/>Rice, sambar, rasam, koothu/ poriyal, dosai chatney preparations are to be done as mentioned in A- shift<br/>Tea &amp; coffee preparation</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**NOTE:** Complete responsibility to maintain the quality and taste of food items lies with the contractor. The contract workmen should follow the instructions of the Canteen Officials (Head of Canteen, Supervisor In charge of Shift) in toto. The ingredients and recipe guidelines will be as per BHEL's norms. Any suggestion or change shall be only with the approval of BHEL's Canteen officials. Maintaining of smooth relations with everyone in the working group is absolutely essential. The workmen should be capable, flexible in mentality and accommodative in carrying out the jobs.

## **II. TERMS AND CONDITIONS :**

- (a) The outsourcing rate for Cooking services are to be calculated as works Contract for the scope of above said work.
- (b) The Monthly rate quoted should be inclusive of Minimum Wages as applicable under Tamilnadu Govt. Minimum Wages to the skilled workmen of the General Engineering and Fabrication Industry, Additional Wages detailed in clause (b) below, PF, ESI, Bonus, Uniform, aprons and Chappals to Cooks, and all applicable taxes for the work indicated under scope of work mentioned above.
- ( c ) The contractor shall pay a minimum additional amount of Rs.2500/- per month to each workman employed by him for this work, over and above the minimum wages payable as per Minimum Wages Act as amended from time to time. The additional payment of Rs.2500/- will also attract all statutory payments such as PF, ESI, etc.
- ( d ) BHEL shall be considered as “General Engineering & Fabrication Industry” category of employment for the purpose of calculation of TN Govt. Minimum Wages. Any future changes in the wages shall be fully borne by the Contractor. As such no Price Variation Clause is applicable
- ( e ) The bill for every month shall be prepared by the Contractor on the basis of the Works contract related to manpower and submitted to the Canteen Head for verification and a register should be maintained by the contractor for this purpose.
- ( f ) The consolidated statement and Bill shall be preferred by the Contractor on the last date of the month and submitted by 1st of every succeeding month to the Canteen Head for Certification and arrangements will be done by the Canteen Secretariat for the payment by Finance department to the Contractor within 45 days from the date of receipt of the bill.
- ( g ) The all inclusive Works Contract rate per month will be constant during the contract period of Two years and no Price Variation Clause is applicable.
- ( h ) To justify that the Contractor has adequate experience in taking up the contract of BHEL Canteens, the Contractor has to provide the list of customers / Industries / Institutions to whom the Contractor has rendered similar services so far. ( Please attach the copy of Work Orders received from the Industries / Institutions etc. for similar work)
- ( i ) If necessary, the Contractor may visit BHEL Canteens with prior notice and seek clarification, if any, before offering the most Competitive rate for taking up the works contract of Cooking services.
- ( j ) In case the lowest offer of rate for this Works contract does not meet BHEL scope of work given in the tender, BHEL reserves the right not to consider the same.
- ( k ) BHEL reserves the right to negotiate or re-float the tender opened if the L1 rate of the works contract is not the lowest acceptable value to BHEL inter-alia other reasons.
- ( l ) While the Lowest Bidder will be decided based on the all inclusive monthly rate, BHEL reserves the right to negotiate the monthly rate.
- ( m ) 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 and deduct the cost and damages involved from the contractor’s bills.

- (n) The Contractor should have a minimum of **Five persons**, who are possessing a formal catering diploma/degree qualification, from a reputed Institution. The photocopy of the certificate in proof of qualification should be attached with the pre-qualification bid. Original Certificate will be verified before award of contract.
- (o) The present menu for each day is attached (**Annexure-C**). Change in the menu will be informed whenever required and the contractor shall arrange for cooking accordingly.
- (p) If there is any deficiency in agreed services and alternate arrangement is not made immediately, BHEL will make arrangements to meet the exigencies of requirement and deduct the cost and damages involved from the contractor's bills.
- (q) The following are the **Essential Criteria** to be possessed by the contractor for executing this job:-
- (1) The contractor should have his own PF and ESI codes.
  - (2) He should be a registered contractor and should also have PAN Card.
  - (3) Should have a minimum turnover of Rs.50 Lakhs at least in any one year out of the last three years ( Balance sheets for last three years should be attached as proof).
  - (4) The contractor should have a minimum of 50 labourers on his roll (or) he should have the experience of supplying a minimum of 50 labourers per day to an industry / institution in the last five years.
  - (5) He should have executed in the last five years (or) should be executing, the cooking services at least in one industry or institution.  
(Work Order/Certificate from the Institution/Industry should be attached with Technical-bid as proof for sl.no.4 and 5).

**In the absence of fulfilling the above criteria, the offer of the contractor will not be considered.**

### **III. CONTRACT PERIOD**

The contract period is for **Two years**. Further extension of Contract period (beyond two years) 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. 1,00,000/- (Rupees One Lakh 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 or within fifteen days of award of contract, whichever is earlier.

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.

## **VI. INSURANCE & TAXES**

BHEL will not be liable for any Medical attendance, injury / loss of life of the persons engaged by the contractor during the process of their said contract work services in BHEL. A suitable insurance coverage for them will be arranged by the Contractor at contractor's cost. Deduction of Income Tax at source will be made as per rules. Service Tax should be remitted by the contractor (**only 3.09% of claim value**) each month and proof to be produced with the bill for claiming as per provisions of Act.

## **VII. EMPLOYEES.**

- ( a ) The contractor shall engage sufficient number of competent employees ( **at least 12 persons for each day** ) which is indicative of the quantum of job for the said cooking services. To further clarify for the estimation purposes of vendors, the tentative mandays required per month are furnished below:-  
348 mandays for calendar month with 30 days and 360 mandays for calendar month with 31 days

**One person** should be team-leader, who is accountable and can take decisions on behalf of the contractor. The Contractor should have a minimum of **Five persons**, who are possessing a formal catering diploma/degree qualification, from a reputed Institution. Their original certificates will be checked by the Head of Canteen on award of contract. The workmen deployed for this work should have completed **21** years of age and should not have crossed **55** years **as on 01/11/2012** and wear while on duty an acceptable uniform, apron & sandak chappals provided by the Contractor to carry out the works contract of cooking services at BHEL Canteens, and supervision thereof. Expenses on account of payment of salary / wages / provisions of food for the Contractor employees / Uniform /Sandak chappals/ Personal Protective Equipments, 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 Contractor. The contractor shall have full control over his employees including the right to appoint, determine service conditions, discipline, discharge, dismissal etc. The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments. Contractor should ensure that workmen follow all rules and regulations related to safety and security.

- ( b ) The contractor shall employ only male cooks and such personnel who are medically fit. Women are not to be engaged for this work. The company has right to direct the Contractor to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit and persons who lack the skill for cooking work (if so identified by BHEL) and the contractor should immediately arrange for replacement.
- ( c ) Salary for the employees should be paid on or before 10th of every month in the presence of head of respective canteen.

- ( d ) The contractor 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, Services Tax if applicable, Tamil Nadu Catering Establishment Act, Tamil Nadu Industrial Establishment, (National & Festival Holidays) Act 1958 and the Rules framed thereunder or any other Laws and Rules as may be applicable 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 directives issued by the company for compliance of the statutory provisions.

### **VIII.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

for Bharat Heavy Electricals Ltd.,

DGM (HR-CANTEENS)  
Phone : 0431-2577067 / 2577064

HRM CANTEENS  
PART ‘A’ - PRE-QUALIFICATION BID

NO: BHE:HRM:CANT:OT-OS:COOK::2012-14

DT: 20/11/2012

CONTRACTOR ASSESSMENT FORMAT FOR OUTSOURCING THE WORKS CONTRACT FOR THE COOKING SERVICES IN BHEL CANTEENS TRICHY. SUPERSCRIBING ON THE COVER AS “PRE QUALIFICATION BID FOR COOKING CONTRACT” (Pl. **Fill up all columns. Write “Nil” if not available / applicable**).

| <b>NAME OF THE COOKING CONTRACT SERVICES.:</b><br><br>IT PAN NO.<br><br>P.F. CODE NO.<br><br>ESI CODE NO.<br><br>CST NO<br><br>TIN/TNGST. NO.<br><br>SERVICE TAX REGISTRATION NO. |                                                                                                                                                                                                                                                                                 |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| SL.NO.                                                                                                                                                                            | CRITERIA                                                                                                                                                                                                                                                                        | DATA OF THE AGENCY TO BE FURNISHED. |
| 1                                                                                                                                                                                 | Limited Company OR Private Ownership                                                                                                                                                                                                                                            |                                     |
| 2                                                                                                                                                                                 | Head Office Name & address                                                                                                                                                                                                                                                      |                                     |
| 3                                                                                                                                                                                 | Name and Address of contract if any in BHEL, Trichy                                                                                                                                                                                                                             |                                     |
| 4                                                                                                                                                                                 | Contract Capacity & Experience in executing any Works Contract by supplying Labour (Copies of Work Orders from Institutions/Industries in the past five years). to be attached.                                                                                                 |                                     |
| 5                                                                                                                                                                                 | Total years of experience in undertaking the Cooking Contract (Proof to be attached )                                                                                                                                                                                           |                                     |
| 6                                                                                                                                                                                 | Details of Cooking services Contract if any being executed at present --<br>T o whom the services are rendered at present –Industries & Institutions-- with address, Phone Nos. and Work details (Enclose copies of the Contract orders being operated at present without fail) |                                     |

| SL.NO. | CRITERIA                                                                                                                                                                   | DATA OF THE AGENCY TO BE FURNISHED. |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 7      | Communication facility like<br>Fax No.<br>E-mail ID<br>Telephone No.<br>Mobile No                                                                                          |                                     |
| 8      | No. of Permanent and Professionally Qualified Employees on roll with details of qualifications, age, etc:-<br><br>Supervisor<br>Cooking Personnel                          |                                     |
| 9      | Whether Uniform is provided by the Contractor. to his workmen. If so, mention colour of the uniform.                                                                       |                                     |
| 10     | Pl. certify whether the Cooks to be engaged are medically fit to work in the Canteens- (Medical certificates to be produced on demand).                                    |                                     |
| 11     | Whether the quotations are submitted in two parts- Part A (Pre-qualification bid) & Part 'B' ("Price Bid".)                                                                |                                     |
| 12     | (a) Whether the agency / contractor possesses the contractor licence?<br><br>(b ) Whether the agency / contractor is registered with BHEL? If so, furnish the contract No. |                                     |
| 13     | Others, if any to the credit of the contractor.                                                                                                                            |                                     |
| 14     | Whether DD for EMD is enclosed.                                                                                                                                            |                                     |
| 15     | DD Value, No and date                                                                                                                                                      |                                     |
| 16     | Whether I T/ SARAL form copy is enclosed                                                                                                                                   |                                     |

| <b>Pl. Write 'YES' if you are understanding and accepting the following:-</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 17                                                                            | I understand that the cooks are to be paid Wages applicable to skilled workman not less than the Minimum Wages notified by Tamilnadu Govt. from time to time (BHEL shall be considered as "General Engineering & Fabrication Industry" category of employment for the purpose of calculation of TN Govt. Minimum Wages).                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| 18                                                                            | I understand that future revisions of wages made by Tamilnadu Govt from time to time shall be borne by us in total and I also know that Price Variation Clause is not applicable. I undertake to pay the revised minimum wages to my workmen.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 19                                                                            | I understand that I have to pay an additional amount of Rs.2500 to each cook per month as per BHEL rules and I undertake to pay the same to each cook.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 20                                                                            | I understand that I have to remit PF and ESI payments regularly and I undertake to remit the same every month and produce proof to BHEL every month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 21                                                                            | I understand that I have to pay Bonus to the workman as per Payment of Bonus Act and I undertake to pay the same to my employees engaged at BHEL canteens.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 22                                                                            | I understand that I have to arrange uniforms, chappals and other welfare measures to the workmen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 23                                                                            | I understand the quantum of work involved for each month as given at Caluse VII (a) of the tender documents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 24                                                                            | I understand that I have to quote the monthly value of the contract i.r.o. each canteen after adding the total commitments from sl.no.17 to 23 above for the total quantum of job each month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 24                                                                            | <p><b><u>Towards ESSENTIAL CRITERIA CERTIFICATION</u></b><br/> <b><u>(Write 'YES' if you fulfill the requirement).</u></b></p> <p>I / We have obtained exclusive PF and ESI codes for my Concern</p> <p>I am / We are a registered contractor and have PAN Card</p> <p>I/We have a minimum turnover of Rs.50 Lakhs at least in anyone of the last three years</p> <p>I/We have a minimum of 50 labourers on our roll (or) We have the experience of supplying a minimum of 50 labourers per day to an industry / Institution in the past five years.</p> <p>I/ We have executed / are executing the cooking services at least in one industry or institution in the past 5 years.</p> <p>I/We have attached requisite proof for the above facts.</p> |  |

The above facts furnished by us are true and we certify the same. If any information is found to be false, we will abide by the decision taken by BHEL.

Place:  
Date.

SIGNATURE OF THE AGENCY

**ANNEXURE – ‘B’**

BHEL-TIRUCHY  
HRM CANTEENS  
**PART ‘B’ - PRICE BID**

**NO: BHE:HRM:CANT:COOK:OS:OT:2012-14**

**DT: 20/11/2012**

**RATE BID FORMAT FOR WORKS CONTRACT FOR COOKING SERVICES IN BHEL CANTEEN**

**(To be filled and sent by Register post / Speed Post / Courier or submitted in person)**

We, the quoting Contractor accept all the general terms and conditions as listed above in the tender Documents, and there is no deviation in the tender clauses and scope of work.

We quote the single all inclusive Works Contract RATE as per the Scope of Work and Terms and Conditions furnished in the Works Contract Tender for Cooking services inclusive of all charges, Uniform and all other applicable Taxes for all the cooks .

**We quote the total rate per month** taking the following into consideration:-

- ✓ Tamilnadu Govt. Minimum wages payable to skilled workmen as amended from time to time. (BHEL shall be considered as General Engineering and Fabrication Industry under TN Govt. Minimum Wages Rules– Present rate per skilled workman is Rs.225/- per day.
- ✓ BHEL Addl. Wages of Rs.2500/- per month per employee.
- ✓ Provident Fund, ESI and Bonus payable to the workmen as per legal provisions
- ✓ Administrative Expenses such as Uniform, Apron, Sandak, Cleaning towels, Taxes and other service charges No Price Variation Clause is applicable till the end of the contract.
- ✓ Taking into consideration the total amount of wages and the minimum number of mandays required for the given quantum of activities under Clause VII (a) of Tender documents, our **all inclusive and Firm Monthly Rate** as per the scope of work mentioned in the tender will be as under:-

.....

**Note:** We are aware of the prevailing Service Tax rules and rates. Service Tax will be remitted as per the Act and claimed in the monthly contract Bill as per the provisions of the Act applicable from time to time.

Signature of the Contractor with Date and Seal

Address :  
Phone No. :  
Cell Phone No. :  
Email / Fax :

**Note:**

- To be sent in a wax sealed cover by Speed post / Courier / Registered post or handed over in person well in advance so to reach the below mentioned address in time. Please indicate as **“Tender for Cooking Services-HRM-Canteen”** on the cover.

To:  
DGM (HR- ), HRM, 24 BLDG., Bharat Heavy Electricals Ltd, TRICHY – 620 014  
(Phone Nos. 2577064 and 2577067)

**ANNEXURE-C**

| <b>COOKING OUTSOURCE - SERVICE TIMING</b> |                                                                                        |                                                                                                          |                                                                                           |                   |                             |
|-------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------|-----------------------------|
|                                           | <b>06.50AM</b>                                                                         |                                                                                                          | <b>11.50AM</b>                                                                            | <b>04.15 P.M.</b> | <b>8.00 P.M.</b>            |
|                                           | <b>BREAKFAST</b>                                                                       |                                                                                                          | <b>LUNCH</b>                                                                              | <b>SNACKS</b>     | <b>DINNER</b>               |
| <b>MENU DETAILS</b>                       |                                                                                        |                                                                                                          |                                                                                           |                   |                             |
| <b>DAY</b>                                | <b>BREAK FAST</b>                                                                      | <b>MEALS<br/>(LUNCH/DINNER)</b>                                                                          |                                                                                           |                   | <b>SNACKS</b>               |
| MONDAY                                    | DOSAI, PONGAL, MEDU VADAI,<br>SAMBAR, COCONUT CHUTENY,<br>COFFEE & TEA                 | RICE, BRINJAL SAMBAR, RASAM, CURD<br>CABBAGE PORIYAL, APPALAM ,<br>PICKLES & MYSORE BONDA                |                                                                                           |                   | PAKODA OR<br>KARACHEV       |
| TUESDAY                                   | DOSAI, WHEAT RAVA UPPUMA,<br>BROWN<br>SUNDAL, SAMBAR, COCONUT<br>CHUTENY, COFFEE & TEA | RICE, RADDISH SAMBAR, RASAM, CURD<br>GREENS KOOTU, APPALAM ,<br>PICKLES & BAJJI                          |                                                                                           |                   | PASIPAYARU<br>SUNDAL        |
| WEDNESDAY                                 | DOSAI, PONGAL, MEDU VADAI,<br>KURUMA, TOMATO CHUTENY,<br>COFFEE & TEA                  | RICE, LADIESFINGER SAMBAR, RASAM,<br>CURD, BEETROOT POTIYAL,<br>APPALAM , PICKLES &<br>G.N. SEEDS BOILED |                                                                                           |                   | THATTAI<br>PAYARU<br>SUNDAL |
| THURSDAY                                  | DOSAI, RAVA UPPUMA, WHITE<br>SUNDAL, SAMBAR, KARA CHUTENY,<br>SUGAR, COFFEE & TEA      | RICE, BITTERGUARD SAMBAR, RASAM,<br>CURD, TOMATO KOOTU, APPALAM ,<br>PICKLES & MEDUVADAI                 |                                                                                           |                   | BG SUNDAL                   |
| FRIDAY                                    | DOSAI, PONGAL, MEDU VADAI,<br>SAMBAR, ONION CHUTENY,<br>COFFEE & TEA                   | RICE, BUTTERMILK KULAMBU, RASAM,<br>CURD, BEETROOT PORIYAL, APPALAM ,<br>DHALL CHUTENY & WHITE SUNDAL    |                                                                                           |                   | MIXTURE                     |
| SATURDAY                                  | DOSAI, WHEAT RAVA<br>UPPUMA, MEDU VADAI, SAMBAR,<br>COCONUT CHUTENY,<br>COFFEE & TEA , | RICE, DRUMTICK SAMBAR, AVIAL<br>KOOTU, RASAM, APPALAM , , CURD,<br>PICKLES & MASAL VADAI                 |                                                                                           |                   | GN. SUNDAL                  |
| SUNDAY                                    | PONGAL,<br>SAMBAR,<br>COFFEE & TEA                                                     | RICE, LADIESFINGER SAMBAR, RASAM, CURD<br>CURD, CARRAGEE                                                 | RICE, BRINJAL SAMBAR, RASAM, CURD<br>CABBAGE PORIYAL, APPALAM ,<br>PICKLES & MYSORE BONDA |                   |                             |