

Project Engineering  
Management

**BHARAT HEAVY ELECTRICALS LTD.**  
(A Govt. Of India Undertaking)  
**PURCHASE ENQUIRY**



REF :	PE-LPE/120
REF. DATE	26/08/2013
DUE DATE	16/09/2013

To,  
M/s.

Dear Madam/Sir,

**Subject: Rate Contract for Supply of Packed Lunch/Dinner/ Snacks at PPEI-PEM-Noida.**

Quotations are Invited in sealed cover with Enquiry No., Enquiry Date, Quotation Due Date & Time, Name/ Address of the Organisation submitting the offer legibly super- scribed on it, for the above- mentioned item so as to reach the undersigned before 2:00 P.M. on or before the above mentioned Due Date.

**SCOPE:**

Supply of Packed Lunch/Dinner (Vegetarian & Non-Vegetarian (Indian/South indian/Continatal/Chinese) and Snacks as per order duly packed packets to be to be provided in our office at designated locations. (as per specification enclosed)

**PAYMENT TERMS**

100% Payment shall be release after receipt and acceptance of material, within one month period, subject to the bills are in order, any statutory deduction, includint TDS, shall be made. Bills are to be submitted by the contractor on monthly basis.

Please quote the total F.O.R. destination BHEL /PEM, NOIDA inclusive of all taxes, freight, handling packaging, charges, transit insurance etc and shall remain firm without any variation till completion of the contract.

**BID SUBMISSION:**

Bid Submission in II Part ( Part- I Techno-Commercial Bid (in duplicate) containing Technical offer/ Commercial offer/Commercial terms and condition ACCEPTANCE/PQR documents and Part - II PRICE BID only.

EMD submitted in separate sealed cover with the Part-I offer.

Enclosed--1. Specification, 2) Annexure-A & B. General terms. 3) Price Format. 4) Annexure-C  
Bidder to submit signed and Stamped NIT documents as a token of acceptance of bhel terms & condtn.

Thanking You,

Yours faithfully,  
For and on behalf of BHEL

*Sushil K Aggarwal*  
Sushil K Aggarwal  
BHEL PEM, Noida

*Address office*  
CMM

Please reply to:  
Power Project Engineering Institute  
HRD & ESU Complex, Plot No.25, Sector 16-A, Gurgaon

Phone:

Fax No:

Regd. Office:

BHEL House


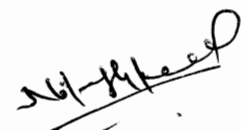
Noida

**Pre-Qualification requirements (PQR):**

1. The bidder should have at least one year's experience in service of similar nature with reputed corporate group/PSU/Govt. Offices with an average annual turnover of Rs.10 Lakhs. Reference / Copies of experience certificate should be furnished.
2. The company should be registered with Department of sales tax/service tax. Copy of sales tax/service tax registration certificate indicating sales tax/service tax no. is to be submitted. Registration Certificate & other necessary certificates for undertaking this activity are to be enclosed.
3. Copy of Income Tax Return for FY 2012-13 is to be submitted.
4. Copy of PAN card is to be submitted.
5. Solvency Certificate from the Bank is to be attached.
6. Preference shall be given to parties having its outlets within 10 Km from our office premises & also having specialization in delivery/serving of packed Lunch/Dinner/Snacks/Bufferet.

**Evaluation Criteria:**

1. The contract will be decided on the lowest (L1) bidder Item wise.
2. BHEL intends to have minimum two parties on panel for the above services under each item, on the basis of L1 rates.
3. BHEL will counter-offer the L1 rate of each item to other qualified bidder who matches the L1 rate will qualify for empanelment.
4. The final rates will be rounded off to the nearest of Rupee 1/-
5. Regarding distribution of total business, L1 bidder will get the double weightage and the balance quantity will be distributed on equitable basis amongst the bidders who agree to match the L1 prices. However, factors like quality, performance, availability, suitability, convenience etc. of the caterers/users will also affect the volume of business to the empanelled vendors.

**Annexure 'B'**

**TERMS & CONDITIONS**

**1. Scope of Service**

1.1 Lunch / dinner (Vegetarian & Non-Vegetarian (Indian / South Indian / Continental / Chinese)) and Snacks as per order duly packed in approved packets have to be provided in our office at designated locations.

1.2 Approximately 450 lunch/dinner packets per month are required on an average with the daily requirement varying from 5 to 50 packets. Lunch is generally served between 1.00 PM to 1.30 PM and Dinner is between 8.00 PM to 8.30 PM. However, the actual time of delivery will be intimated on day-to-day basis.

1.3 Approximately 500 snacks packets per month are required on an average with the daily requirement varying from 5 to 50 packets. Snacks are generally served between 6.00 PM to 7.30 PM. However, the actual time of delivery will be intimated on day-to-day basis.

1.4 A Minimum of one-hour notice will be given to the party for the supply of these packets.

**2. Contract Period**

2.1 Contract will be awarded initially for a period of one year, further extendable for a period of one more year on mutual consent on existing rates, terms and conditions. The rates quoted by the parties shall remain firm during the tenure of the contract. Taxes, as applicable, from time to time shall be extra.

**3. Bid Validity**

3.1 The bid shall remain valid for a period of three months from the date of opening of offers. Bidder shall not be entitled during this period to revoke or vary the content of bid or any terms thereof. In case of any unsolicited variation subsequent to bid opening, the bid shall be treated as "Rejected".



**Signature and seal of the bidder**

#### 4. Earnest Money Deposit

4.1 Bidders are required to remit Earnest Money Deposit of Rs. 40,000.00 in the form of DD / Pay Order payable in favour of "M/s BHEL" on any scheduled bank at New Delhi. **No interest shall be payable by BHEL on EMD amount.** The EMD shall be forfeited in case of:

- a) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
- b) The tenderer does not commence the work within the period as per LOI/Contract. In case the LOI/contract is silent in this regard within 15 days after award of contract.

#### 5. Security Deposit


5.1 Since it is rate contract & the value is to be decided during the contract period, therefore, the EMD of the successful bidders shall be kept as security deposit till the completion of rate contract.

5.2 The Security deposit shall not carry any interest.

#### 6. Penalty for Services

6.1 If the party fails to perform and provide satisfactory services during the contract period, the purchaser shall, without prejudice to its other remedies under the contract, impose a penalty as per following,

- a) If the party fails more than two times to deliver the order within the mentioned time (i.e. lunch between 1.0 PM to 1.30 PM, dinner between 8.00PM to 8.30 PM and snacks between 6.0 PM to 7. 0 PM or actual time of delivery intimated on day-to-day basis in advance, a penalty @ of Rs.500.00 per instance shall be imposed.
- b) Each time there is a delay, a mail will be sent to the representatives (as provided in annexure-E) of vendors for record and implementation of penalty.

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Signature and seal of the bidder

## 7. Termination of the Contract

7.1 The Purchaser may, without prejudice to any other remedy for breach of the contract, by written notice to supplier, terminate the contract in whole or in part,

- a) If the party fails to execute the contract by the date specified in the order or within any extension thereof granted by the purchaser.
- b) If the party fails to perform any other obligation(s) under the contract.
- c) If the party, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in executing the contract.

## 8. Resolution of Disputes

8.1 The purchaser and the supplier shall make every effort to resolve any disagreement or dispute, arising between them under or in connection with the contract, amicably by direct negotiation.

8.2 Any dispute is subject to the jurisdiction of Delhi/Noida only.

## 9. Other Terms and Conditions

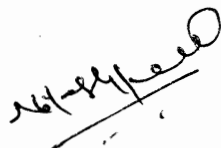
9.1 The contractor will not sub-contract the job at any other vendor without written permission of BHEL

9.2 All risks of loss or damage to physical property and of personal injury and death, which arises during/in consequence of the performance of the contract, other than expected risks, are the responsibility of the contractor.

9.3 The employees of the contractor in no case will be treated as the employee of purchaser at any point of time.

9.4 The contractor/Supplier shall abide at all times by all labour laws, regulations, rules, acts etc.

9.5 BHEL has the option to terminate the contract and purchase from elsewhere, at the risk and cost of the vendor, either the whole or part of the goods which the vendor has failed to deliver within the stipulated delivery period or if the same were not available, the best and the nearest available substitute thereof. The vendor would be liable to compensate the purchaser for any loss which the purchaser may sustain by reason of such risk purchase, in addition to liquidated damages at the rates mentioned by the party.

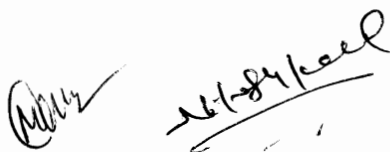


Signature and seal of the bidder

**1) Menu of Packed Lunch / Dinner:**

Sl. No.	Description of Lunch/Dinner	Items detail
1	Veg. Indian	Paneer Item (Shahi / Butter / Karai etc.) (175 gms excluding curry) Seasonal Vegetables (125 gms) Dal (200 gms) Veg. Pulao / Plain Rice (200 gms) Paratha / Roti / Nan (2 piece standard size) Salad / Achar, Papad, Chutni Raita / Curd (100 ml) Indian Sweet (1 piece standard)
2	Non-veg. Indian	Chicken Roasted Tikka / Karai Chicken (175 gms excluding curry) Seasonal Vegetables (125 gms) Dal (200 gms) Veg. Pulao / Plain Rice (200 gms) Paratha / Roti / Nan (2 piece standard size) Salad / Achar, Papad, Chutni Raita / Curd (100 ml) Indian Sweet (1 piece standard size)
3	Veg. Continental	Paneer Tikka – 4 pcs. Standard size (200 gms) Veg. Cutlets – 2 pcs. Standard size (200 gms) Veg. Sandwich – 2 pcs. (Brown Bread- standard size) Sprouts (150 gms), Salad & French Fries / Wafers (Airtight Packet) Indian Sweet (1 piece standard size)
4	Non-veg. Continental	Mutton / Chicken Cutlets / Roasted - 2 pcs (200 gms) Chicken Sandwich – 2 pcs. (Brown Bread standard size) Sprouts(150 gms), Salad & French Fries / Wafers (Airtight Packet) Indian Sweet(1 piece standard size)
5	Veg. Chinese	Veg. Fried Rice (200 gms) Veg. Manchurian (175 gms excluding curry) Chilli Paneer (175 gms excluding curry) Veg. Chowmin (150 gms) Indian Sweet (1 piece standard size)
6	Non-Veg. Chinese	Chicken Fried Rice (200 gms) Chilli Chicken (175 gms excluding curry) Roasted Chicken/Boti Kabab (175 gms) Chicken Chowmin (150 gms) Indian Sweet (1 piece standard size)
7	South Indian	Dosa / Uttappam Iddli / Vada – 2 pcs.(150 gms) Sambar (150 ml) and Chutni (50 gms) Achar, Papad, Lemon Rice / Tomato Rice / Coconut Rice (200 gms) Kesari Halwa (100 gms) / Indian Sweet (1 piece standard size)

**Note:** Other items like Spoon, Napkin, salad, mouth fresherener, sauce & others, if any to be provided by the party in each Box/Thali.



**Signature and seal of the bidder**

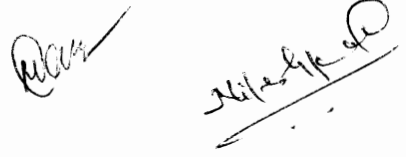
2) Menu of Buffet Lunch / Dinner

Sl. No.	Description of buffet Lunch/Dinner	Items detail
1	Non-Veg / Veg. Indian	Soup-both Veg & Non-veg Chicken / Mutton item Paneer Item (Shahi / Butter / Karai etc.) Malai Kofta Seasonal Vegetables Dal Veg. Pulao / Plain Rice Paratha / Roti / Nan Salad / Achar, Papad, Chutni Raita / Curd Rasmalai / Gulab Jamun / Ice Cream

**Note:** BHEL shall provide only the space needed for buffet arrangement. Other requirements such as Manpower, Table cloth, Cutlery, Hot cases & other necessary item/ things shall be in bidders scope.

BHEL-PEM shall give the minimum guarantee of 30 persons.

Signature and seal of the bidder

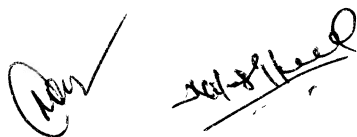


3) Menu of Snacks incl. Continental Snacks & Pizza

Sl. No.	Description of snacks
1	Veg. Sandwich (150 gms) Veg. Nugget - 2 pc. French Fries/ Wafers (Air tight Packet) (50 gms)
2	Veg Pizza (9") & soft Drink (200 ml)
3	N.Veg Pizza (9") & soft Drink (200 ml)
4	Veg Combo: Veg-Grilled Brown bread sandwich: i) Paneer ii) cucumber & Tomato-any one Veg- Assorted Salads (250 ml): i) Paneer ii) Baby corn & Pineapple iii) Pasta- any one
5	N/Veg Combo: N/Veg-Grilled Brown bread sandwich: i) Chicken Julienner ii) Salami-any one N/Veg- Assorted Salads (250 ml): i) Chicken Julienner ii) Salami iii) Sausage- any one

**Note:**

1. Wherever sizes or quantity is not mentioned, the Standard size or quantity as per market practice & per approval would prevail.
2. Other items like Spoon, Napkin, mouth freshener, sauce & others, if any to be provided by the party in each box.



Signature and seal of the bidder

**Price Bid**

**1) Price Format of Packed Lunch / Dinner:**

**Annexure 'D'**

Sl. No.	Description of Lunch/Dinner	Items detail	Rate (Rs.)	VAT/CST/ Service Tax as applicable, if any	Total (Rs.)
1	Veg. Indian	Paneer Item (Shahi / Butter / Karai etc.) (175 gms excluding curry) Seasonal Vegetables (125 gms) Dal (200 gms) Veg. Pulao / Plain Rice (200 gms) Paratha / Roti / Nan (2 piece standard size) Salad / Achar, Papad, Chutni Raita / Curd (100 ml) Indian Sweet (1 piece standard)			
2	Non-veg. Indian	Chicken Roasted Tikka / Karai Chicken (175 gms excluding curry) Seasonal Vegetables (125 gms) Dal (200 gms) Veg. Pulao / Plain Rice (200 gms) Paratha / Roti / Nan (2 piece standard size) Salad / Achar, Papad, Chutni Raita / Curd (100 ml) Indian Sweet (1 piece standard size)			
3	Veg. Continental	Paneer Tikka – 4 pcs. Standard size (200 gms) Veg. Cutlets – 2 pcs. Standard size (200 gms) Veg. Sandwich – 2 pcs. (Brown Bread- standard size) Sprouts (150 gms), Salad & French Fries / Wafers (Airtight Packet) Indian Sweet (1 piece standard size)			
4	Non-veg. Continental	Mutton / Chicken Cutlets / Roasted - 2 pcs (200 gms) Chicken Sandwich – 2 pcs. (Brown Bread standard size) Sprouts(150 gms), Salad & French Fries / Wafers (Airtight Packet) Indian Sweet(1 piece standard size)			
5	Veg. Chinese	Veg. Fried Rice (200 gms) Veg. Manchurian (175 gms excluding curry) Chilli Paneer (175 gms excluding curry) Veg. Chowmin (150 gms) Indian Sweet (1 piece standard size)			
6	Non-Veg. Chinese	Chicken Fried Rice (200 gms) Chilli Chicken (175 gms excluding curry) Roasted Chicken/Boti Kabab (175 gms) Chicken Chowmin (150 gms) Indian Sweet (1 piece standard size)			
7	South Indian	Dosa / Uttappam Iddli / Vada – 2 pcs.(150 gms) Sambar (150 ml) and Chutni (50 gms) Achar, Papad, Lemon Rice / Tomato Rice / Coconut Rice (200 gms) Kesari Halwa (100 gms) / Indian Sweet (1 piece standard size)			

Signature and seal of the bidder

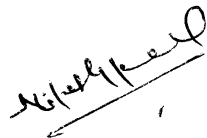
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## 2) Price format of Buffet Lunch / Dinner

Sl. No.	Description of buffet Lunch/Dinner	Items detail	Rate (Rs.)/ per person	VAT/CST/Service Tax as applicable, if any	Total (Rs.)
1	Non-Veg / Veg. Indian	Soup-both Veg & Non-veg Chicken / Mutton item Paneer Item (Shahi / Butter / Karai etc.) Malai Kofta Seasonal Vegetables Dal Veg. Pulao / Plain Rice Paratha / Roti / Nan Salad / Achar, Papad, Chutni Raita / Curd Rasmalai / Gulab Jamun / Ice Cream			

**Note:** BHEL shall provide only the space needed for buffet arrangement. Other requirements such as Manpower, Table cloth, Cutlery, Hot cases & other necessary item/ things shall be in bidders scope.

BHEL-PEM shall give the minimum guarantee of 30 persons.

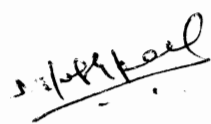

Signature and seal of the bidder

**3) Price Format of Snacks incl. Continental Snacks & Pizza**

Sl. No.	Description of snacks	Rate (Rs.)	VAT/CST/Service Tax as applicable, if any	Total (Rs.)
1	Veg. Sandwich (150 gms) Veg. Nugget - 2 pc. French Fries/ Wafers (Air tight Packet) (50 gms)			
2	Veg Pizza (9") & soft Drink (200 ml)			
3	N.Veg Pizza (9") & soft Drink (200 ml)			
4	Veg Combo:  Veg-Grilled Brown bread sandwich: i) Paneer ii) cucumber & Tomato-any one  Veg- Assorted Salads (250 ml): i) Paneer ii) Baby corn & Pineapple iii) Pasta- any one			
5	N/Veg Combo:  N/Veg-Grilled Brown bread sandwich: i) Chicken Julienne ii) Salami-any one  N/Veg- Assorted Salads (250 ml): i) Chicken Julienne ii) Salami iii) Sausage- any one			

**Note:**

1. Wherever sizes or quantity is not mentioned , the Standard size or quantity as per market practice & per approval would prevail.
2. Other items like Spoon, Napkin, mouth freshener, sauce & others, if any to be provided by the party in each box.

**Signature and seal of the bidder**

**Annexure 'E'**

**Contact Details**

Party's Name	
1. First Contact Person Details	
Name.	
Mobile No.	
E-mail id.	
2. Second Contact Person Details	
Name.	
Mobile No.	
E-mail id	
3. Third Contact Person Detail	
Name.	
Mobile No.	
E-mail id.	



Nitesh

**Signature and seal of the bidder**