



05. PROVIDING ASSISTANT COOKS FOR COOKING SERVICES

Essential Eligibility Criteria for selecting the Supplier / contractor

1. The contractor / supplier should have experience of at least THREE (3) years in the field of catering business as on the date of tender.
2. The contractor / supplier should have successfully completed similar works during the last 7 (seven) years as per the details hereunder (copy of completion certificate to be enclosed):
 - (a) Three similar completed works (each not less than 10% of the estimated cost), or
 - (b) Two similar completed works (each not less than 15% of the estimated cost), or
 - (c) One similar completed works (each not less than 20% of the estimated cost).
3. The Firm should have legal status. Firm means and includes Proprietary concern, Partnership firm, Companies etc. The Firm should have been registered under relevant Act for carrying out the nature of work for which this tender is invited.
4. The average of last three years (2007-08, 2008-09, 2009-10) turnover of the Firm should be at least equal to 30% of the estimated cost.
5. The Firm should have PAN / TAN / TIN / KST.
6. The Firm should have ESI, PF and Service Tax registration Number allotted under its name/ under his Sub-Contractor who will supply labour.
7. The EMD should have been submitted along with the Technical Bid. SD also is to be deposited if awarded with the contract.
8. The contractor / suppliers should have categorically confirmed acceptance of all the tender Terms and condition including the payment terms.
9. The contractor / suppliers should have filled in all the required particulars in the blank spaces provided in the Tender documents and should have signed each and every page of the tender document with date before submitting the same.



10. Before tendering, the contractor / suppliers are advised to inspect the premises of Canteen and its environments and be well acquainted with the location of the Kitchen/Dining Halls and other prevailing conditions. For any clarifications, contact Sr Manager / HR – Department, BHEL-EDN, Mysore Road, Bangalore – 26, in person or over phone number 26998218
11. Details and quantities of each food item to be prepared on daily basis are shown in the Annexure I attached hereto. BHEL reserves the right for any variations and alterations of the list. The overall mutual interest will be kept in view while considering for any changes in the list.
12. The details of all the food items prepared like food item name, quantities, and no. of manpower etc shall be entered in the Register daily so that complete record is obtained of all the preparation made under this arrangement, and signed and dated by both parties viz., persons authorized for and on behalf of BHEL and the Contractor.
13. BHEL reserves the right to assess the capacity and capability of the parties for pre-qualification. The Company also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reasons whatsoever. The company has obligation to accept the lowest tender. BHEL's decision in this regard shall be final and binding.
 - (a) The contractor / supplier shall comply with the provisions of the Factories Act 1948, the Payment of the Wages Act 1936, Minimum Wages Act 1948, Workmen's Compensation Act 1923, Income Tax Act, Service Tax Act, KVAT Act, Employment of Children Act 1938, ESI Act 1948, PF Act 1952, & other Acts, Central or State, that may be applicable to him.
 - (b) The contractor / supplier shall comply with all statutory requirements, Rules, Regulations, and notifications in relation to employment of his employees issued from time to time by the concerned authorities.
 - (c) He shall be liable to pay all such sum or sums that may become payable as contribution, compensation, penalty, fine or otherwise, which the Management of BHEL may be called upon to pay under the provisions of the above said Acts, to or on behalf of any workmen employed by the contractor / supplier by an authority empowered under the relevant Act.



As regards Employees State Insurance Act,

- (i) the contractor / supplier shall submit true Photostat copies of the challans of remittance of the contributions (both Employees and Employers) to the ESI Corporation, in respect of the employees engaged in BHEL by him/sub-contractor for this work for the relevant period, before any payment is released by BHEL.
- (ii) The contractor / supplier shall provide ESI membership no. /card to each of his employees. The contractor / supplier shall maintain the prescribed accident book. The contractor / supplier shall submit Returns to the Authorities and a copy of the same should be submitted to BHEL.
- (iii) As regards Employees Provident Fund and Miscellaneous Provisions Act 1952 and rules and regulations and schemes framed there under, he shall be liable to pay employees & employers contribution under the Act in respect of all workmen employed by him for the execution of the contract.
- (iv) For this purpose, he shall indicate the code number obtained by him from the Regional Provident Fund Commissioner and produce the true Photostat copy of the challans receipt of Monthly Remittance of the contributions made by him. He shall also furnish such returns as are due, under the Act, to be sent to the appropriate authorities and subsequently a copy of the same should be submitted to BHEL. Submission of the documents like book of the A/c etc., as required by ESI/ PF authorities also to be complied with.



SCOPE OF CONTRACT

BHEL, Electronics Division situated at Mysore Road, Bangalore-26 is having an Industrial Canteen, which caters to food requirements for about 4500 persons. We want to engage one cook & 29 cooking assistants for preparation of food items through a reputed Caterer who has the capability and the experience in the field.

The Scope of contract would cover the following:

The activities, exclusively or otherwise, to be performed in different shifts are described below:

I. - Assisting to Cooks in the following activities: -

1. Onion peeling to the tune of 150 kgs and chopping
2. Vegetables like sponge gourd, bottle gourd, 'chow chow', Yam root, Ash gourd, etc of about 400 kgs to be peeled off and cut.
3. The leafy vegetables (including coriander) and other vegetables of about 400 kgs to be cut regularly.
4. Potato/Beet root of about 400 kgs to be peeled off through Machines and cut regularly.
5. The skin of Garlic of about 5kgs to be removed and chopped regularly.
6. Green and red Chilies (of about 15kgs) stems to be removed/chopped regularly.
7. The Pulses like Moong Dhal, Toor Dhal, Gram Dhal, Green Moong, whole Garam Masala items to be segregated from small stones / dust.
8. Stacking and arranging of bags/packets containing rice / Dhals/ Atta / Oil / Ragi flour / Chilies / Coffee powder / tea dust / vegetables/ etc in Stores Areas.
9. Keeping the cooking areas / gas stoves/ chapathi plates clean and neat before and after Cooking.
10. Keeping the Flour Mill and its surroundings clean and neat.
11. Cleaning of Milk tanks/lids with hot water and its surrounding areas.
12. Kneading of Atta for chapathi / Pooris through machines or manually whenever required.
13. Powdering of Masala through Powdering Mill or manually if required.
14. Grinding of Urid Dhal for Idlis and Vada, Gram Dhal for Vada and Masala for preparation of Sambar, Palya by using grinding machines or manually if required.
15. Assisting to vegetables cutting work by way of arranging, peeling, washing, shifting including keeping the Vegetable Cutting Room neat and clean.
16. Arranging Cooking vessels like Hundas, Bandlis etc with pre-wash for cooking and keeping it neatly after cooking is over.
17. Arranging of firewood to size for cooking through firewood "Chullahs".
18. Taking raw materials required for the preparations from the stores and returning unused materials with proper accounting.



II. Assisting to Cooks in the preparation of the following food items:-

1. Plain rice to the tune of 400 kgs of Rice.
2. Sambar of about 750 ltrs for lunch regularly and 65 ltrs for dinner. Additionally, 35ltrs for Idlis.
3. Rasam preparation of 500 ltrs for lunch and 35 ltrs for dinner.
4. Palya preparation like Kurma / Gravy variety, Fried etc with vegetables/Dals of about 400kgs for lunch and 40 kgs for dinner.
5. Rice bath items like Tomato bath, Lemon rice, Puliogare, Vangi bath, Menthiya bath, Bisibele bath or Pulav of about 300 kgs for lunch once in a week and about 30 kgs for dinner along with Raitha/Chutney. Same varieties of about 30 kgs or Pooris of 600 nos or Idlis of 600 nos for breakfast regularly.
6. Vada making of about 4500 nos per day twice a week.
7. Coffee / Tea preparation of about 8000 cups per day with steam/gas arrangements.

III. All such works of assisting nature as assigned from time to time.



APPLICATION FORM
FOR REGISTRATION / EMPANELMENT OF CONTRACTORS / SUPPLIERS

Complete all sections of the form and send the completed form and attachments in a sealed envelope marked 'Application for Registration of Contractors'. All the pages are to be signed by the authorized signatory and the contractors seal affixed.

1.0 Applicant Particulars:

Name of the contractor / company / establishment / firm			
Constitution or Legal Status	Whether Individual / Partnership / Limited Company / PSU / Others.		
Registered Address:			
Contract Person Name, Designation & Nationality			
Address for correspondence			
Tel.No.		Fax No.	
Mobile No.		Email Address	



2.0 Registration is desired for the following Canteen related works/services:

(Choose from categories for which registration is required and put ✓ mark in the column marked YES)

Sl No.	Nature of Work	Registration required for	
		YES	NO
01	Maintenance and up keep service of canteen premises.		
02	Supply of dry snacks / services.		
03	Ragi ball / Chapathi preparation services.		
04	Wet break fast supply services.		
05	Providing assistant cooks for cooking services.		
06	Servicing of LPG manifold system & big LPG stoves(5 burners.)		

3.0 Essential information to be provided regarding registration with statutory authorities: (Please attach copies of the documents)

Requirement	Detail
Provident Fund – Registration code no.	
Employee State Insurance(ESI) - code no.	
Income Tax - PAN No.	
Labour License – Registration No.	
License for specific work (Eg: Electrical Works)	
Service Tax registration	
VAT registration	
MSMED / NSIC registration if any	
Bank Account Number and Banker's address	



4.0 Type of Ownership:

Individual Partnership Limited Company (Pvt./Public)

PSU / Govt. Undertaking

Other, please specify

Submit proof in support of above as applicable: Income Tax Return in case of individual/ Partnership Deed/ Articles and Memorandum of Association/ Certificate of Incorporation/ Certificate of Registration.

5.0 Financial soundness of the applicant will be judged on the basis of their financial performance during the last 3 years. Applicant is required to submit copy of the I.T. Return for the last 3 years.

YEAR	2009-10	2010-11	2011-12
Annual Turnover (In Rs. Lakhs)			
Profit / Loss (in Rs. Lakhs)			
Banker's Solvency Certificate			

6.0 If you already having registration with BHEL or other organizations please provide details:

Company	Name / Unit / Location / Zone	Registration Number	Validity	Financial limit for which registered	Type of work for which registered
BHEL					
Other PSUs					
CPWD / KPWD					
Central / State Govt.					
Others (Specify)					

Attach attested copy of registration.



7.0 List of works that have been executed satisfactorily during last 3 financial years
(Attach details and certificates from principal employers, use additional sheets if necessary)

Name of work	Value of contract	Period of contract	Actual period of completion	Name of principal Employer / Organization

8.0 List of major projects / works on hand and being executed (Attach details with copies of the work order / purchase order, use additional sheets if necessary)

Name of work	Value of contract	Period of contract	Name of principal Employer / Organization

9.1 Details of manpower employed by the contractor.

1. Total Number of Persons :
2. Total Number of Technical Persons
- a. SSLC Passed :
- b. I.T.I Passed :
- c. Diploma Holders :
- d. Graduates :
- e. Others :
3. Total number of unskilled persons :

10.0 Give details of Major Equipments, Tools, Accessories etc., owned by the applicant (attach additional sheets if necessary):

Name of Equipment, Tool, Accessory etc.	Capacity	Nos.	Age/Condition	Remarks

11.0 List the names of Owners / Partners / Promoters and Directors / Company Secretary / Holder of power of Attorney, as applicable, in the format detailed below:

Name of the owner/Partners/ Promoter & Directors/Company	Address	Whether Owner / Partner / Promoter / Directors / of the Company or Secretary / Holder of power of Attorney	Extent of share holding in the Firm / Company as the case may be

14.0**DECLARATION:**

I / We declare that I / we are an Indian national and I declare that the particulars provided herein are true & correct to the best of my knowledge. I or my partners have not applied for registration with BHEL in any another name. I / we are well acquainted with all existing Acts, Rules, Regulations, Orders and Byelaws including all statutory Amendments and Enactments of State or Central Government and other local authorities including all labour laws related to contract works to be carried out in BHEL / a PSU. I / we agree that the registration is not transferable and the registration does not confer any special rights or privileges on me / us and that this registration will be without prejudice to the BHEL's right to publication of open tender notice in newspapers inviting tenders from time to time for individual works and to the Company's general terms and conditions of contract. I / we agree to abide by BHEL's policies and terms & conditions governing the contracts from time to time. I / we agree to have e-payment/ electronic funds transfer (EFT) / RTGS facility with the bank. I / we agree that the registration is liable to revocation or cancellation if it is found at any time that the particulars furnished by me/ us are false.

Date.....
applicant)

(Signature & seal of