

Bharat Heavy Electricals Limited
(A Govt.of India Undertaking)
Tiruchirappalli 620 014, India
WORKS CONTRACTS MANAGEMENT



AN ISO 9001 COMPANY

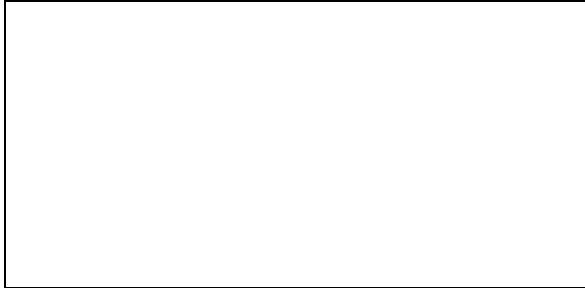
FAX : 91 - (0431) – 2520076

Phone : 2577054/ 2575775

Ref: WCM:CANT:CWM:MEALS:OS:-15

Date: 24/02/2015

To



Dear Sir,

Sub: **Tender documents for**

- a) **Outsourcing of canteen Lunch services for contract workmen**
- b) **Outsourcing of breakfast services for peripheral halls**
- c) **Supply of special lunch at BHEL Dining Halls**

We are pleased to forward the detailed Tender documents for the following:-

- a) Lunch services for Contract workmen 1200 lunch per day in six dining halls
- b) Break fast services – 1200 plates per day for all dining halls
- c) Supply of special lunch on specific occasions for HRDC, Customer/vendor meets and other official programmes.

The contract period for supply of the said items will be for 3 months initially and extended for another 21 months subject to continuous satisfactory performance

Vendors are requested to go through the Tender documents carefully and thoroughly and submit their offers as detailed below:-

- a) The duly filled in **Annexure A** should be placed in one cover (cover No.1) with superscription "**Technical Bid for Outsourcing of Canteen Services- Lunch for Contract Workmen/Breakfast Services / Special Lunch services**".
- b) Duly filled in **Annexure B** should be placed in a **separate cover** (cover No.2) with superscription "**Price Bid for Outsourcing of Canteen Services- Lunch for Contract Workmen/Breakfast Services / Special Lunch services**".
- c) DD for EMD should be placed in **another cover** (cover No.3) with superscription "**DD for EMD for Outsourcing of Canteen Services- Lunch for Contract Workmen/Breakfast Services / Special Lunch services**".

.....2/-

- d) All the three covers should be neatly sealed and placed in one cover with superscription “Tender for Outsourcing Canteen Services- Lunch for Contract Workmen/Breakfast Services / Special Lunch services’ and should be sent by Register post / Speed Post / Courier or submitted in person so as to reach Sr.Manager / WCM, 24 Building, HRM Department, BHEL Trichy – 620 014 **ON OR BEFORE 19/03/2015 at 2.00 PM (14-00 HRS)** along with the required enclosures.
- e) A Pre-bid Meeting will be held on 12/03/2015 at 14.00 hrs. in the HRM Conference Hall, Ground floor, 24 Bldg., BHEL, Tiruchy-14.
- f) **The Technical bid will be opened on 19/03/2015 at 14-30 Hrs.** in the presence of tenderers who have responded to this tender.

The date and Time for Price Bid Opening of those who are successful in the Technical Bid will be communicated later.. Kindly go through the menu details and other conditions carefully before submitting your offer.

For Bharat Heavy Electricals Ltd.,

S.Sankararajan
SR.MANAGER (Works Contracts Management)

Encl: Annexure “A” – General Terms & Conditions
Annexure “B” – Technical Bid
Annexure “C” -- Rate Bid

**BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI – 14
WORKS CONTRACTS MANAGEMENT**

REF: WCM:CANT:CWM:MEALS:OS:-15

Date: 24/02/2015

Tender documents for Outsourcing of canteen services for a) contract workmen, b) Outsourcing of breakfast services for peripheral halls c) Supply of special lunch at BHEL Dining Halls

I. SCOPE OF CONTRACT:**a) Outsourcing of canteen Lunch services for contract workmen**

The **following menu with roaster** shall be prepared at the Kitchen allotted by BHEL and transported to the Dining Halls of Unit II Plant, 53 Bldg, Rolled Product Stores, HRDC, Civil Township and CCDP dining halls at BHEL, Tiruchy campus at the Contractor's cost and served in hot condition to BHEL's contract workmen at the said Dining Hall premises. Requisite manpower along with Supervisor-In-charge is required to be arranged positively to do the serving of food at dining halls. All items will be served by obtaining necessary value of coupons or any other method authorized by BHEL from time to time.

MENU DETAILS & TIMINGS

S NO	ITEMS FOR MEALS	Indicative QTY.(*)	TIME
1	Karnataka Ponni rice –old and super-fine variety (Minimum of 500 gms.cooked rice for each plate)	Lunch: Total- 1100 Nos. (Approximate) Unit II, 53 Bldg RPS,,HRDC,CCDP & Civil Township dining halls & Dinner: 100 nos. (Approximate) at Unit II & CCDP dining .halls for with the same menu items	12.30 to 13.15 hrs. (LUNCH)
2	Sambar OR More Kulambu OR Vathal Kulambu (150 ml)		
3	Rasam (150 ml.)		
4	One vegetable (Kootu or Poriyal) (100 gms)		21.00 TO 21.30 hrs. (DINNER)
5	Good Quality Curd (120 ml.)		
6	Big size Appalam (10 cm (dia) before frying)		

(*) The total indicative quantity per month would be 32,400.

INGREDIENTS MATRIX FOR EACH PLATE OF MEALS:

Rice	:	Ponni rice Old fine variety
Sambar	:	For 150 ml. sambar minimum 30 gms of thoor dhal and 20 gms. of vegetable should be used.
Poriyal	:	For one meals min. 100 gms .of cooked vegetable should be
Rasam	:	For 150 ml., minimum 6 grams of thoor dhal & 10 gms.of pepper,Jeeragam & Garlic should be used.
Curd	:	For each plate 150 ml. to be issued. Should be of excellent quality and water should not be added.

WEEKLY MENU TABLE

LUNCH	DINNER
RICE,BRINJAL SAMBAR,RASAM,CURD CABBAGE PORIYAL,APPALAM & PICKLES	RICE,BRINJAL SAMBAR,RASAM,CURD CABBAGE PORIYAL,APPALAM , PICKLES
RICE,RADDISH SAMBAR,RASAM,CURD GREENS KOOTU,APPALAM & PICKLES	RICE,RADDISH SAMBAR,RASAM,CURD CARROT PORIYAL,APPALAM , PICKLES
RICE,BRINJAL PULI KULAMBU ,RASAM, CURD, BEETROOT PORIYAL, APPALAM & PICKLES	RICE,BRINJAL PULI KUAMBU , RASAM, CURD, BEETROOT PORIYAL, APPALAM & PICKLES
RICE, BITTERGUARD SAMBAR,RASAM, CURD,TOMATO KOOTU,APPALAM & PICKLES	RICE,BITTERGUARD SAMBAR,RASAM, CURD,TOMATO KOOTU,APPALAM , PICKLES
RICE,BUTTERMILK KULAMBU,RASAM, CURD, POTATO KARAKARI ,APPALAM & DHALL THUVAIYAL	RICE,BUTTERMILK KULAMBU,RASAM, CURD, POTATO KARAKARI ,APPALAM & DHALL THUVAIYAL
RICE,DRUMSTICK SAMBAR,RASAM,CURD AVIAL &APPALAM , PICKLES	RICE,DRUMSTICK SAMBAR,RASAM,CURD AVIAL, ,APPALAM , PICKLES
RICE, LADIESFINGER SAMBAR,RASAM, CURD, SNAKE GUARD KOOTU, APPALAM & PICKLES	RICE, LADIESFINGER SAMBAR,RASAM, CURD, SNAKE GUARD KOOTU, APPALAM ,PICKLES

SPECIAL CONDITIONS WITH REFERENCE TO MENU FOR CONTRACT WORKMEN

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

The menu is to be followed in toto. Small changes/adjustments should be made on the request of BHEL on the same rates agreed. For ex. More Kulambu to be provided in place of Puli Kulambu. Aviyal to be provided in place of Kootu, .. In case such small adjustments are required for the supplier, prior approval from BHEL authorities to be obtained.

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

All items should be sumptuous and rich in quality. No Bengal gram or any other flour to be used for Sambar. **If any item of substandard quality is served, proportionate cut will be made from contractor's bill Moreover, all the items as per the menu must be available for all the users. Repeated supply of substandard quality of meals may result in termination of contract.**

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

The interaction with users should be always courteous and smooth.

Only branded sunflower oil such as, Sundrop, Fortune, Gold winner, Ruchi, Dhara or Aachi brand should be used for cooking. **Palm oil and aqinamoto should not be used for any food preparation.**

b) Supply of breakfast services to our dining halls located in the Unit II Plant, CCDP, 79 Bldg, Medical Dept. & HRDC buildings of BHEL/Tiruchy-14:

MENU DETAILS

One Plate of Breakfast consists either 2 Dosa or 4 Iddlies + either 2 Pongal or 2 Uppuma + either 2 Vada or A cup of Sundal with chutney and sambar and tea/coffee. Around 1000 plates of breakfast will be required for each day.

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

WEEKLY MENU TABLE

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

SPECIAL CONDITIONS WITH REFERENCE TO MENU FOR BREAKFAST SERVICES:

The **approximate quantity will be of 1200** plates/day and **32,400 per month** to be served to various dining halls. However, the quantity mentioned is only indicative of daily consumption. This is likely to vary.

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

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

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

The interaction with users should be always courteous and smooth.

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

The food items must be excellent in quality and taste and should be of acceptable standards. Recycled oil should not be used in preparation of said items. For 150 ml. of Sambar, minimum of 10 gms. Thoor dhal should have been used. If Sambar, chutney, Tea/Coffee are watery (below acceptable standards), the items will be treated as rejected and proportionate cut will be effected in the payment. In case of shortage of any item, alternative must be provided

The items required must be ready at 7.00 AM in respective Dining Halls without any delay and the total services including cleaning should be completed by 8.00 A.M.

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

c) SUPPLY OF SPECIAL LUNCH WHENVER REQUIRED ON REQUEST FROM 20 TO 200 PLATES TO BE SERVED AT THE REQUIRED DINING HALL OF BHEL AT AN OCCASION AND THE INDICATIVE QUANTITY IS 600 PER MONTH

(SERVICE TO BE ON BUFFET SYSTEM)

MENUE DETAILS:

1. Vegetable Soup.
2. Sweet (minimum of 40 gms)
3. Chappathi with Kuruma OR Poori with masala OR Barota with Kuruma
4. Variety rice (Curry leaves/Pepper /Coriander leaves/tomato/veg.pulav,etc.)
5. First Quality Plain Ponni Rice –old and fine variety.
6. Sambar OR More Kulambu OR Vathal Kulambu
7. Rasam (Different varieties of rasam)
8. Vegetable (North Indian style)
9. Vegetable (South Indian style)
10. Curd of good quality
11. Big size Appalam OR Chips OR Vadagam
12. Quality Pickle
13. Vegetable Salad neatly sliced and arranged with Pepper Powder
14. Banana (any one Rasthali / Karpooravalli / Green)
15. Beeda (Ordinary)
16. Ice Cream (Good quality like Arun/Amul/Kwality)
17. Sweet Sombu

Conditions to be met with respect to quality of food items:-

- Old fine variety Ponni rice should be used.
 - Chapatti (Size 160 mm dia & 50 gms weight) should be prepared in your kitchen. Should not be ready made or bought out. Branded wheat flours (Pillsbury or Asirvad alone should be used-Maida flour should not be used or mixed even for spreading).
 - Poori (size 120 mm dia & 30 gms.weight). Should not be ready made or bought out. Branded wheat flours (Pillsbury or Asirvad alone should be used-Maida flour should not be used or mixed even for spreading).
 - Buffette system - no restriction on any food item excepting chappathi/poori.
 - Branded Sunflower oil only to be used for cooking purpose
 - Ajinomoto and coloring agents should not be used
- Menu items should be available up to 12.50 hours. The requirement will be intimated one day in advance and the same will be maintained. Regarding supplying of food on every working day, the requirement will vary from 300 to 400. The contractor has to watch the trend and bring accordingly.

II FACILITIES TO BE PROVIDED FOR ALL THE ABOVE CATERING SERVICES:

(a) **BY BHEL:-**

Free of rent building for service (Dining Hall), Furniture (Dining Tables & Chairs),Fixtures,Electricity and Water, alone will be provided. Kitchen space will be suitably provided at BHEL premises and an amount of Rs.5000/- per month is payable by the contractor towards the rent. The electricity and water charges are payable by the contractor. The contractor has to establish all required kitchen facilities including fuel and cooking equipments arrangements and should operate the kitchen only from this place. The contractor has also required to make an additional shed at their own cost for cooking purposes in and around the kitchen space allotted to them

(b) **BY THE CONTRACTOR:-**

The rate quoted should be all inclusive i.e., usage of cooking equipments, serving vessels including bain marie with hot arrangements and requisite utensils and chauffing dish / hot ranges, cost of raw materials, labour charges for cooking from the identified kitchen and transportation to BHEL dining halls, arranging & serving charges, washing charges of all vessels used for service, cleaning of tables and dining halls, plates, catories, wagger jugs, water service for users at dining tables, overhead & other administrative cost. Harmless and branded cleaning chemicals to be used for cleaning dining halls, plates, catories, jugs,tables,stools,etc.

The total works contract of all the three cooking services (Contract Meals, Breakfast & Special Lunch) will be awarded to a single vendor on package basis.

II ELIGIBILITY CRITERIA:

Following are the main eligibility criteria for this contract:

- a) **Service Tax registration and PAN card document of the firm**
- b) **Contractor should possess previous orders of similar scope accumulated to the total value of Rs.60 lakhs during the last five years ending 31st December 2014 (copy of Work Order to be submitted**
- c) **Contractor should also submit the satisfactory completion certificate as a proof from the firms where the services rendered.**

- d) Documents to prove financial soundness of the firm / proprietor / company (in any of the following manner given below) for any of the two consecutive financial years out of four from 2010-11, 2011-12, 2012-13 & 2013-14 (Assessment year 2011-12, 2012-13, 2013-14 or 2014-15)

Copy of IT acknowledgement (or) Actual Profit & Loss A/c , Balance sheet certified by a CA indicating his membership number.

If the contractor does not fulfill even any one of the above qualifying criteria his/their offer will not be considered for price bid opening.

III OTHER TERMS & CONDITIONS:

- (a) The food items are subject to audit check at our discretion both at Supplier's kitchen and at Dining halls/ BHEL premises by BHEL authorized Canteen-Supervisor-Incharge.
- (b) In case of shortage / non-supply of food items in time or if the food items supplied are not of expected quality, the total charges on account of alternative arrangements made by us to supply the items to our users shall be deducted from the contractor's running bill. The total food items should reach our dining halls sharp in time without fail and must be neatly arranged and kept ready for service.. Timely service is very important and the Contractor shall ensure fresh and hot preparations to all users within the stipulated timings by all means.
- (c) The Dining Hall wise bills for every month shall be prepared by the Contractor on the basis of the quantity supplied based on daily swiping by the employees, obtaining necessary value of coupons, Pay Orders / Letters issued for availing lunch and any other method authorized by BHEL from time to time. A separate Dining Hall wise register should be maintained by him for this purpose. All consumers should have been served with all items as per menu daily for effecting payment as per the numbers claimed. The leftover food and the Plate wastes after cleaning of Vessels should be taken back by the Contractor.
- (d) Dining Hall wise consolidated statements and Bills shall be preferred by the Contractor on the last date of the month and submitted by 1st of every succeeding month to the Canteen Heads for Certification and arrangements will be done by the Canteen Account for the payment by crossed cheque/ EFT mode and sent to the Caterer 45 days from the date of receipt of the bill.
- (e) The contract rate will be constant during the contract period of Two Years. No rate increase shall be accepted by BHEL whatsoever be the reasons. The quoted rate must be inclusive of all expenditures and all taxes excluding service tax. The service tax must be paid by the contractor and claimed in every bill by providing payment receipt of service tax.
- (f) The food items supplied must be of good, acceptable quality and taste. The menu given in the order must be diligently followed and if any changes are to be effected it should have BHEL approval. The food items are subject to test check at our discretion both at Supplier's and BHEL premises by BHEL authorized canteen Supervisor-in-charge.

- (g) If necessary, the Contractor may visit BHEL Canteens with prior notice and seek clarification, if any, before offering the most Competitive rate for Quality food and Hygienic service.
- (h) There is no minimum ordered quantity. The contractor should monitor the trend and bring sufficient number of meals to be supplied for the day. The food items are subject to quality/quantity check at BHEL's discretion without any prior notice both at place of preparation and at dining halls.

IV CONTRACT PERIOD:

The Contract period for all above the catering services will be for 3 months initially and subject to continuous satisfactory performance will be extended for another 21 months Further extension of Contract period shall be mutually agreed. However, the contract may be terminated due to violations or Non-performance of the Contract conditions by giving one month's Notice only by BHEL.

V INSURANCE

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

VI. EMPLOYEES.

- (a) The caterer shall engage sufficient number of competent employees for running the Dining Hall services. Expenses on account of payment of salary / wages / provisions of food stuffs / food for the Contractor employees / Uniform / Personal Protective Equipments, and other benefits including statutory payments like PF, ESI, Holiday wages, Gratuity, Bonus, etc., to the employees engaged by the Contractor shall be borne by the caterers. The caterer shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss, or otherwise terminate their services at any time. The caterer shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
- (b) The caterer shall employ such personnel who are medically fit and above the age of 18 only. The company has the right to direct the caterer to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.

- (c) The caterer shall comply with the provisions of the Factories Act 1948, Contract Labour (regulation and abolition) Act 1970, ESI Act 1948, Workmen Compensation Act 1923, Employees Provident Fund and Miscellaneous Act 1952, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Tamil Nadu Catering Establishment Act, Tamil Nadu Industrial Establishment, (National & Festival Holidays) Act 1958 and the Rules framed thereunder or any other Laws and Rules as may be applicable from time to time in respect of 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.
- (d) The contractor shall arrange for issue of uniform, head gears, and gloves to all his workmen. All workmen shall be issued with Dark Green color shirt/pant and Yellow color cap and provided with name plates with clear indication of the contract agency's name & emblem on the shirt.
- (e) The contractor shall effect payment for their employees on or before 7th of every month and before that they have to remit ESI, PF & Service Tax before submission of the monthly bills.

VII TAXES

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

The contractor has to register with the Central Excise and get the service tax registration number which should be printed in his letter-head. When the service tax becomes payable, only on payment of service tax at the prevailing rates, the subsequent bills will be processed for payment. The service tax will be reimbursed to the contractor on production of proof for payment of the same.

The contractor should have TIN / TNGST no. under Sales Tax Act and PAN no. of Income Tax and the same should be printed/ mentioned on their Letter head while submitting quotation.

(VIII EMD AMOUNT

The EMD amount for the said contract is **Rs.2,00,000/- (Rupees Two lakhs only)** and it should be furnished in form of DD in favour of BHEL, Trichy-14 along with the Technical bid. Offers without EMD will be rejected and also it should be **clearly indicated whether DD is enclosed or not on the Technical bid cover**. EMD paid by the tenderer will be forfeited if the tenderer does not commence the work within the period as per Work Order, unless such period of extension is approved by BHEL. EMD shall not carry any interest.

XI SECURITY DEPOSIT

Security Deposit shall be collected from the successful tenderer. The rate of Security Deposit will be as below:

- Up to Rs. 10 lakhs: 10%
- Above Rs. 10 lakhs up to Rs.50 lakhs: Rs.1 lakh + 7.5% of the amount exceeding Rs. 10 lakhs.
- Above Rs. 50 lakhs: Rs 4 lakhs + 5% of the amount exceeding Rs. 50 lakhs.

The security Deposit shall be collected before start of the work by BHEL. The security deposit can be paid only in the form of DD drawn in favour of BHEL Tiruchi or in the form of bank guarantee of a Scheduled Bank.

The security deposit will be refunded,

- (a) On successful and satisfactory completion of the contract by production of no due certificate from the competent authority and deduction of recoveries of any.
- (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 .

In quoting their rates, the tenderers are advised to take account all factors including any fluctuations in the market rates etc. No claim will be entertained on this account after acceptance of the tender or during the currency of the contract and no advance is payable for this work.

Disputes or differences arising from this Tender or in any manner connected therewith, our General Manager/HR's decision is final and binding.

The last date for submission of Tender is 14.00 Hrs. on 19.03.2015

Technical Bid will be opened **on 19.03.2015 at 14.30 hrs.**

Date and Time for Price Bid Opening will be communicated later.

The Tender Box is available at the Canteen Secretariat, HRM, Ground Floor, 24 Bldg.

for Bharat Heavy Electricals Ltd.,

**SR.MANAGER (WCM)
24 BLDG., BHEL, TRICHY – 620 014
(Phone Nos.257054 and 2575775)**

BHEL : WCM: CANTEENS:TRICHY –14

TECHNICAL BID

(To be typed in the firm's letter pad)

Ref: a) Outsourcing of canteen services for contract workmen,

b) Outsourcing of breakfast services for peripheral halls

c) Supply of special lunch at BHEL Dining Halls

(Ref:WCM:CANT:CWM:MEALS:OS:15 Date: 24/02/2015)

NAME OF CATERING AGENCY.		
IT PAN NO. P.F. CODE NO. ESI CODE NO. CST NO. TNGST/TIN. NO. SERVICE TAX REGISTRATION NO.		
SL.NO.	CRITERIA	Data of the caterer to be furnished.
1	Private ownership (or) Limited Company (Certificate to be attached).	
2	Head Office Name & address	
3	Name and Address of Branch Office if any	
4	Brand Name of raw materials used in food preparation. Brand name of Rice used Brand name of Edible Oil used Brand name of Dhalls & Pulses Place of Vegetables Purchased	
5	Hygienic Status: Name of the Pest Control used Other measures taken to maintain the upkeep kitchen/surroundings. (HSE/OHSAS Audit report if any – copies to be attached)	
6	Catering capacity and experience in preparing food in various locations put together. No. of Breakfast per day. No. of Lunch per day. No. of Dinner per day. (Copies of contract letters to be attached)	

7	<p>Details of Industrial Canteens Catering to whom the services are rendered at present - with address and Phone Nos. and Menu details. (Enclose copies of the Major Catering orders being operated at present. (Proof is essential))</p>	
7. a	<p>i) Contractor should possess previous orders of similar scope accumulated to the total value of Rs.60 lakhs during the last five years ending 31st December 2014 – (Proof is essential) Contractor should also submit the satisfactory completion certificate as a proof from the firms where the services rendered. (Proof is essential)</p>	
8	<p>Name of other Institutions in Tamilnadu and other states where the catering services are being operated. (Enclose copies of the Major Catering orders being operated at present. (Proof is essential))</p>	
9	<p>No.of Vehicles available for Transportation of food to various halls and render services in time.</p>	
10	<p>Fuel used for Cooking in the Kitchens</p>	
11	<p>Name of other equipments used like: Bainmarie, Salamander, Chef-in-dish and Micro oven etc.</p>	
12	<p>Communication facility like: Fax No. E-mail ID Telephone No. Mobile Phone No.</p>	
13	<p>Implementation of Quality measures in catering if any (certificate to be enclosed)</p>	

14	No. of permanent & professionally qualified employees on roll with Details of Pay, qualifications & age Manager Cook Bearer Other personnel	
15	Total years of Experience in undertaking the catering services (Proof to be given)	
16	I.T. SARAL form copy. (Documents to prove financial soundness of the firm / proprietor / company (in any of the following manner given below) for any of the two consecutive financial years out of four from 2010-11, 2011-12, 2012-13 & 2013-14 (Assessment year 2011-12, 2012-13, 2013-14 or 2014-15) – proof to be attached Copy of IT acknowledgement (or) Actual Profit & Loss balance sheet indicating CA membership number)	
17	DD towards EMD enclosed	Yes / No DD No. Date
18	Remarks, if any, required	

Place:

Date:

**SIGNATURE OF THE AGENCY
(NAME & ADDRESS WITH SEAL)**

ANNEXURE "B"
(To be typed in the firm's letter pad)

RATE BID FORMAT

We have fully understood all the terms & conditions enlisted in the Tender Documents (Ref:WCM:CANT:CWM:MEALS:OS:15 Date: 25/03/2015) and there is no deviation in the tender clauses. We are aware that the rate quoted by us for all the following services are constant during the entire contract period of two years. We hereby quote the rates as follows:-

	<u>Rate/unit (*)</u>	<u>Qty/Month</u>	<u>Value (Rs)</u>
The rate of ONE plate of meal to be supplied to contract workmen inclusive of all charges for the items as per BHEL's specifications (As per 1-a of the Tender Conditions)	Rs. _____	32,400	
The rate of one plate of break fast to be supplied to BHEL employees inclusive of all charges, in all peripheral dining halls as per BHE's specifications (As per 1b of the Tender Conditions)	Rs. _____	32,400	
Rate of One plate of Special Lunch inclusive of all charges as per BHEL specifications (As per 1C of the Tender conditions)	Rs. _____	600	
TOTAL VALUE (Rs in Words _____)			

(*) (Rate/Unit is exclusive of service tax)

The L1 will be decided based on the total value on package basis only.

We understand that the aforesaid quantity is only indicative and actuals would vary. We also understand that Service Tax will be paid by us as per Service tax Rules.

Signature of the Contractor with Date and Seal

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

Address of the tenderer

