



Bharat Heavy Electricals Ltd.

(A Govt. of India Undertaking)

Heavy Equipment Repair Plant
Tarna, Shivpur, Varanasi-221003

SECTION - I

GENERAL TERMS AND CONDITIONS

Tender No.HERP:HR:Canteen:2015-17

Date: 15.06.2015

Instructions & Opening of tenders :

1.1 Receipt & Opening of tenders:

The envelope containing the quotation should be super scribed as Quotation for "**Supply and service of cooked Food, Tea, Snacks & Sweets etc.**"

1.2 Sealed tenders will be received on behalf of Executive(HR) in his office up to **1400 Hrs. (02.00 p.m.)** on **06.07.2015** from firms /agencies having adequate experience in this field.

1.3 Technical bid of the tenders shall be opened at **1430 Hrs. (02.30 p.m.)** on **06.07.2015** in presence of parties who wish to be present on the occasion.

2.0 Pre-Qualification for the contract

i) Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least Rs. 15 Lakhs minimum.

ii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -

a. Three similar completed works costing not less than Rs. 20 Lakhs.

or

b. Two similar completed works costing not less than the amount equal to 25 Lakhs.

or

c. One similar completed work costing not less than the amount equal to 40 Lakhs.

"Similar Works" referred above may include restaurant services, café, canteen, catering for events and functions, parties or conferences and delivery of cooked ready to eat food or meals.

2.0 Miscellaneous:

2.1 All entries in the tender document should be in one ink. Erasing and over writing shall not be permitted. All cancellations and insertions should be duly signed by the Bidder concerned.

2.2 Bidder shall fill in all required particulars in the blank space provided for this purpose in the tender documents and also sign each and every page of the tender documents before submitting the tenders.

2.3 Tender should be submitted in **03 (Three)** parts viz. **(1) CONTRACTOR'S REGISTRATION- Annexure-A (2) TECHNICAL BID** (see Clause 04), and **(2) PRICE BID** (See Annexure-D). All Three parts of the bid should be submitted in separate envelops. **Thereafter they should be duly signed & sealed in a single envelop by the Bidder before submission.**

2.4 In quoting the rates the Bidders are advised to take into account relevant factors, including fluctuations in the market rates, taxes etc. No claim will be entertained on this account at a later date.

2.5 In the event of tender being submitted by a partnership firm, the tender must be signed separately and legibly by each partner or member of firm, or in their absence by the person holding the power of attorney on behalf of the other partners of the firm concerned. Copies of the partnership deed and the power of attorney must accompany the tender.

- 2.6 BHEL reserves the right to reject any or all of the tenders, partially or in full, without assigning any reasons thereof.
- 2.7 Tenders & 'Price BID' not submitted on the prescribed formats shall be summarily rejected.
- 2.8 Rate should be quoted in figures as well as in words with respect to each item shown in the attached 'Price Offer' form and should be submitted in a **separate envelop** super-scribed as '**Commercial Bid**'.
- 2.9 BHEL reserves the right to award one or more contracts simultaneously to one or more parties as it may deem fit and proper.
- 2.10 Bidders are required to comply all the statutory provisions such as PF, ESI, Service Tax(if applicable, same will be reimbursed by BHEL after depositing challan to BHEL, as issued by service tax deptt.) and minimum wage during complete duration of contract.

3.0 **Validity of Contract :**

- 3.1 The contract will be valid initially for a period of 02 (Two) years from the date of its commencement and may be extended for further period by mutual consent.
- 3.2 Price quoted as on Price Format shall remain firm for the period of contract.
- 3.3 Payment of salaries/compensation to the canteen staff will be settled (Full and final)– by the Contractor only.
- 3.4 Payment of raw material for tea/coffee and lunch etc. will be borne by the contractor
- 3.5 Payment of the gas cylinders will be borne by the contractor.

4.0 **Technical Bid:**

Envelope-1: Technical bid prepared by the Bidder must contain the following documents in a separate envelope. Tenders will be accepted for further participation only if following documents are deposited as part of Technical bid.

The List of documents to be submitted under Technical bid :

- a) Copy of the proof indicating the nature, Date of establishment and address of the organization.
- b) Copy of a Valid Pan Number.
- c) Copy of Income Tax Return.
- d) Earnest Money Deposit of Rs. 2.0 Lacs (Rupees Two Lacs only) in the following forms only.
 - (i) Demand Draft in favour of 'Bharat Heavy Electricals Ltd.' payable at Varanasi.
 - (ii) Cash may be deposited with DGM (Fin.), BHEL Varanasi in advance and receipt may be attached with offer. Offers will not be accepted unless earnest money is deposited as part of Technical bid.
- e) Copy of a proof indicating a valid PF/ESI number.
- f) Bidders have to qualify for registration as contractor as per BHEL norms and the pre-qualification as mentioned in the tender document.
- g) Copy of registration papers with department of Central Excise for Service tax (Central Govt.). The Bidder shall bear all Govt taxes/duties, levies as imposed on them by various Govt authorities from time to time. No plea for payment in this regard shall be entertained.
- h) Copy of Certificates/experience in providing canteen catering service in the offices of Govt. Org/Semi Govt. Org/PSU's and other reputed Public / Private Limited Companies.
Same should be during the last 5 years of which the Bidder must have successfully executed at least one such similar service having a minimum value of Rs 50 Lacs.
- i) No Deviation Certificate – Annexure 'B'
- j) A complete bid form duly signed and stamped as per Annexure 'C'.

Note: In case the Tender document is downloaded from the website an additional amount of Rs. 1,000/- shall be paid by the Bidders as tender document fee.

- 4.1 Earnest money shall be refunded to unsuccessful Bidders after finalisation of the contract. In case of successful Bidders, the earnest money will be adjusted towards the security deposit in respect of the Bidders and will be refunded/adjusted in accordance with BHEL's provisions relating to the security deposit.
- 4.2 The Bidder must be ready to provide to services in the canteen within 07 (Seven) days from the date of Letter of Intent LOI).

- 4.3 The validity of the bids shall be for **90 days** after the date of technical bid opening. A bid valid for a shorter period, incomplete offer will be rejected as non-responsive.
- 4.4 If a Bidder withdraws his/her offer after submission of his/her tender and after acceptance of his/her tender, fails to start the work in accordance with the instructions, the earnest money deposit shall stand forfeited.
- 5.0 **Commercial Bid:**
- 5.1 The Bidder shall quote his rates in the prescribed '**Price Offer**' form in a separately sealed envelope. This will be opened only in case of fulfilment/qualification of the Bidder with respect to clause 4 (Technical Bid) above.
- 5.2 The L-1 (Lowest Rate) Bidder shall be decided on the basis of the rates quoted for each item in the '**Price Offer**' (Annexure-D). In case all the rates quoted by a Bidder are L-1, then such Bidder shall be considered to be the L-1 Bidder.
- 5.3 In case the rates quoted by a Bidder are not L-1 rate for **ALL** the items of the 'Price Offer' form, then the L-1 Bidder shall be decided on the basis of overall Gross amount calculated for all Bidders in terms of the following table:

Sl. No.	Item description	Unit rate quoted by the Bidder(Rs)	Requirement (Tentative Quantity Per Month)	Total Amount (Rs.Per Month)
1	Lunch 'A'- Monday to Friday	X	2300	Y
2	Lunch 'A'- Saturday	X	550	Y
3	Lunch 'B'- Monday to Friday	X	3900	Y
4	Lunch 'B'- Saturday	X	750	Y
5	Special Lunch	X	50	Y
6	Snacks	X	28000	Y
7	Sweet	X	23000	Y
8	Biscuit Packet	X	1500	Y
9	Tea	X	23000	Y
Gross Amount				

Note: The Bidder with the Lowest Gross amount shall be considered as the L-1 Bidder.

- 5.4 The rates/amount quoted shall remain firm for the entire duration of the contract and no price variation clause for any reasoned whatsoever shall be entertained.
- 5.5 Bidder who has quoted for all services shall be considered. In price offer, part quoting of services shall lead to rejection of price offer of tender.
- 6.0 **Security Deposit:**
- 6.1 The amount of security money to be deposited for proper fulfilment of the contract and shall be worked out as below based on total contract awarded price:
- (i) Up to Rs 10 Lacs : 10%
 - (ii) Rs 10 Lacs to 50 Lacs : Rs 1,00,000 Plus 7.5% of the amount exceeding Rs 10,00,000
 - (iii) Above Rs. 50 Lacs : Rs 400000 Plus 5% of the amount exceeding Rs 50,00,000
- 6.2 Security Deposit amount shall not carry any interest and may be furnished in the following forms:
- (i) By way of Pay Order, Demand Draft in favour of BHEL.
 - (ii) Fixed deposits, NSC, Kisan Vikas Patra duly pledged and discharged in favour of BHEL.
 - (iii) Bank Guarantees from any scheduled Bank in the format approved by BHEL.
 - (iv) It may be recovered @ 10% from running Bills. However in such cases at least 50% of the Security Deposit amount should be deposited before start of work and the balance 50% to be recovered from running bills.
- 6.3 The successful Bidder(s) shall within Seven (7) days of the receipt of LOI by them, shall deposit with the Finance Department of BHEL, HERP, Tarna, Varanasi a sum which together with the amount of earnest money already deposited by them along with their tender shall add up to the Security Deposit amount to be computed as specified in clause 6.1 above.

- 6.4 The security deposit will be retained by BHEL for full term of the contract as security for due fulfilment of the contract and it shall not attract any payment of interest.
- 6.5 Without prejudice to any other rights of BHEL under provision of these document or tender or any other law for the time being in force, the security deposit and any other amount securing to the contract and any amount payable to the party shall be liable for forfeiture in the event of the party violating any of the conditions of the contract and/or to be set off against any damages or expenditure incurred by BHEL on account of omission and commissions by the party(s).
- 7.0 **Payment:**
- 7.1 The bill for the work completed shall be presented to the Human Resource Department of BHEL, HERP, Varanasi every month. Due payment will be made through EFT mode only within one month of submission of bills by the party for which details of Bank Account, IFSC code of the contractor's bank shall be furnished by them to Finance department of BHEL, HERP, Varanasi.
- 8.0 **Responsibilities of the contractor and compliance with applicable Labour Laws:**
- 8.1 The contractor shall have his own PF code no. with the RPFCL as required under employee PF& Miscellaneous Provisions Act, 1952.
- 8.2 The contractors shall periodically submit the Challans / receipts / proof for the depositing PF Contribution with RPFCL.
- 8.3 The contractor is required to obtain labour license under the provisions of Contract Labour (R&A) Act, 1970 from the office of ALC (Central), Ministry of Labour, Govt. of India.
- 8.4 The contractor is liable to abide by all necessary licenses / permissions from the concerned Authorities as provided under the various labour legislations.
- 8.5 The contractor shall discharge obligations as provided under various statutory enactments including the employees provident fund and Miscellaneous Provisions Act, 1952, Contract Labour (R&A) Act, 1970, Minimum Wages Act, 1948, Payment of wages act 1936, Workman compensation act and other relevant acts, rules and regulations enforced from time to time.
- 8.6 The contractor shall be solely responsible for the payment of wages and other dues to the personnel, if any, deployed by him least by 7th day of the subsequent month.
- 9.0 **Extension and termination of the contract:**
- 9.1 BHEL shall have the right to extend the period of contract by another one year or in part in company's interest on the same rate and terms & conditions by mutual written consent.
- 9.2 After award of contract, if the Bidder on whom the contract is awarded fails or neglects or refuses to observe / perform any of the terms and conditions / obligations under the contract, BHEL may without prejudice to their other rights under the contract, terminate the contract without assigning any reason thereof and without any notice and recover from the party(s) any damages suffered by it on account of the failure, neglect, refusal, violation or any part thereof including the amount by which the cost of completing the work left by any other agency shall exceed the amount under this contract.

SECTION - II

SPECIAL TERMS & CONDITIONS

1. The work to be carried out under this order, except as otherwise provided, includes purchase and use of all raw materials, working hand to be engaged for execution of work etc. which are required for providing Lunch, Dinner, Tea, Snacks etc. and other services as per the menu and in the manner approved by Bharat Heavy Electricals Limited at their Unit: Heavy Equipment Repair Plant located at Tarna, Shivpur, Varanasi (UP) herein after referred to as BHEL.
2. The 'Seller', hereinafter referred to as the 'Party' has to prepare the Lunch, Dinner, Tea, Snacks, Sweets, etc. by LPG system. The gas bank and burners along with (08) Eight nos. empty commercial gas cylinders will be provided by the Company (BHEL). The cost of filling the LPG cylinders required from time to time will be borne by the party. The filled LPG cylinders have to be arranged by the party at their own cost.
3. Kitchen facilities, Canteen halls, Furniture, Dining Table & Benches, Lunch trays of Stainless Steel, Stainless Steel Tumblers, Stainless Steel water jug, Water Cooler, Stainless Lunch/Dinner plates, Stainless Steel Tea containers etc. shall be provided by BHEL, and party shall be fully responsible for the proper custody and maintenance of these items. In case of any item handed over to them is lost or damaged, they shall make proper arrangement to replace the lost/damaged items at their own cost.
4. Arrangement for cleaning the Kitchen, along with cooking system, Utensils, service of Lunch / Dinner, Special Lunch, Tea, Snacks, Sweets etc. shall be arranged by the party at their own cost.
5. All raw material for cooking / service i.e. Rice, Flour, Dal, Oil, Vegetable etc. will be purchased by the party at their own cost and quality of the same shall be got checked and verified by the representative of Canteen Committee of BHEL. The party will always maintain a stock of raw material to be used for cooking the food, snacks, sweets, tea etc. equivalent to 15 days requirement.
6. All raw material to be procured for use in the BHEL canteen shall be as per standard specified at 'Note' in the price offer form and shall be checked at the Main Gate of the factory premises by the Security Supervisor / Guards and any material found defective and not as per standard will be rejected by them shall be taken back by the party for replacement as per standard specified above. No compromise on the same shall be permitted at any stage by BHEL.
7. The balance/left over quantity of each item after distribution of lunch/dinner, tea, snacks, sweets etc. will be taken back by the party every day and disposed off as per their convenience and at their cost. These items are not to be re-used by the party for serving it again in BHEL canteen.
8. In case of complaints about quality and / or quantity of food, snacks, tea, sweets etc. and on checking the quality and / or quantity is found below standard / norm or poor on any day, a penalty, at the sole and exclusive discretion of BHEL, may be imposed on the party which may extend up to 100% of the cost of the item(s). This will also apply in case the size, weight; quantity is found less on any day. On recurrence of the same, on the part of the party, the security deposit money may be also be forfeited.
9. In case of quality of the food, snacks, tea and sweets etc. is not found up to the specified and desired standard despite repeated warnings the contract may be terminated by the BHEL without serving any advance notice. Thereafter BHEL will have the right to engage a suitable agency at the risk and cost of the party.
10. Lunch, dinner, tea, snacks, sweets, biscuit packets etc. are to be supplied on valid coupons only. Collection of coupons from employees shall be the sole responsibility of the party.
11. No work under this work order shall be assigned or sub-let without the previous written approval of BHEL.
12. The party shall be responsible for care and safe custody of BHEL's property like Kitchen Utensils, Kitchen equipment, Electrical installations, utensil, fixtures, canteen area etc. entrusted to them.
13. The party shall indemnify BHEL against all claims arising out of his negligence or misconduct including those of the hands engaged by him for execution of this work order.

14. The party shall get all his personnel medically checked-up prior to their engagement for due performance of the contract. A certificate to this effect shall be submitted by the party. During the tenancy of the contract the party will get all personnel engaged by them medically checked up every six months. The expenditure on this account shall be borne by the party and no reimbursement of any sort shall be made by BHEL to the party.
15. Supply of lunch, dinner snacks, tea, sweets etc. and its services will be done on every working day in all shifts as under :
- (i) 'A' Shift - 06.00 a.m. to 02.00 p.m.
(ii) General shift - 08.00 a.m. to 05.00 p.m.
(iii) 'B' shift - 02.00 p.m. to 10.00 p.m.
(iv) 'C' shift - 10.00 p.m. to 06.00 a.m. (Following day)
16. The existing schedule for service of Lunch / Dinner, Tea, Snacks, Sweets, biscuit packets are as under :

Sl.No.	Shift	Type of Service	From	To
1	A	Tea with snacks	07.45 am	08.00 am
2	General	Tea with snacks	10.00 am	10.15 am
3	A	Lunch	10.30 am	11.00 am
4	General	Lunch	12.00 am	01.00 pm
5	A	Tea with sweet	12.45 pm	01.00 pm
6	General	Tea with sweet	03.00 pm	03.15 pm
7	B	Tea with snacks	03.45 pm	04.00 pm
8	B	Dinner	06.30 pm	07.00 pm
9	B	Tea with sweet	08.45 pm	09.00 pm
10	C	Tea with sweet	11.45 pm	12.00 Midnight
11	C	Tea with biscuit packet (*)	02.30 am	03.00 am
12	C	Tea	04.45 m	05.00 am

Note (*) : Brand: Parle-G Glucose. Minimum Six biscuits in each packet

17. BHEL shall have a right to terminate the contract and / or impose penalty but not restricted to them on the following condition also :
- (i) Any discrepancy noticed in the operation of the contract leading to immediate termination of the contract.
- (ii) A penalty up to Rs. 500/- (Rupees Five Hundred only/) per incident in case of non- supply / delayed supply / supply of inferior quality of food, snacks, sweets, tea etc. on any day.
- (iii) The time of service should be strictly as per time schedule at Sl.No. 11 above. Failure to adhere to the time of service indicated therein may invite a penalty of Rs.100/- (Rupees one hundred only) for every 15 minutes of delay such service.
18. The rate as per 'Price Offer' will be firm for the initial period of **02 (Two) years** of the contract and also during the mutually extended period of the contract if any.
19. Party will ensure that supply of Lunch, Tea, Snacks, Sweets, biscuit packets are made against the valid coupon / requisition slips to the employees and others. BHEL shall not be responsible for any loss on account of non-receipt of coupons / requisition slips by the party from employees of BHEL and others.
20. The party will be responsible for the good conduct of the working hands engaged by them for execution of the contract. The hands engaged should always wear proper & clean dress. Any misbehavior during the service of food etc. by the party or his personnel will be viewed seriously and action as deemed fit and proper will be taken by BHEL.

21. The party will be responsible for the items handed over to him for purpose of serving meals. The party shall be solely responsible for any shortage and/or damage in such items for whatever reasons and the cost of the same will be recovered from party on current market rate.
22. The party shall keep insured his personnel against accident etc. during the currency of the contract at his own cost. They shall be required to submit the copy of Insurance policy that shall cover all liabilities under the Workmen Compensation Act, 1923.
23. The party shall maintain the equipment and utensils provided in the Kitchen and Dining Hall including the Kitchen and Dining area in proper hygienic condition by regular cleaning and use of cleaning materials and detergents. Any laxity in this regard shall be construed as a reason for levy of penalty at the rates specified at Sl.No. 17 above.
24. The contractor shall duly comply with all labour Laws, Acts, Rules and regulations relating to Service Tax & Rules framed there under, if applicable, in force from time to time and shall keep BHEL indemnified against all penalty claims and liabilities of any kind for any violation of such Acts, rules and regulations.
25. The party must have registration number registered under UP Trade Tax Act 1948 and shall attach the **latest Sales Tax Assessment order** with the tender. Recovery under provision of Income Tax will be made at applicable prescribed rates from time to time from the monthly bills of the party.
26. If at any time, any question, disputes or differences on matters connected with his work contract arises; the same shall be referred to arbitration of a person to be nominated by the General Manager, Bharat Heavy Electricals Limited, Unit: Heavy Equipment Repair Plant, Tarna, Shivpur, Varanasi. Decision of the arbitrator shall be final and binding on the parties, subject to provisions of the Arbitration Act 1996 and rules made there under and all amendments to the said Act and Rules.
28. BHEL will have the right to terminate the contract immediately at any time without assigning any reason thereof.
27. The general conditions of the contract of BHEL also apply to this contract agreement to the extent they are not inconsistent with any of the conditions stipulated herein.
28. The contractor should be registered with the appropriate authorities, necessary proof(s) of which should be produced prior to the awarding of contract failing which the contract shall not be awarded under any circumstances.
29. Parties should be registered/bonafide having a contact phone number (Landline and/or Mobile or E-mail).
30. Any deviation with ulterior motive/manipulation of any sort during the tenancy of the contract shall be considered as a breach of contract and the same will be liable for cancellation immediately without any advance notice.
31. The charges on account of income tax, other duties and taxes etc. as far operation of this contract is concerned shall be borne by the Contractor. However reimbursement of amounts on account of payment of Service tax, as applicable, will be made to the Contractor after submission of proof of payment of tax including duly incorporating the Service Tax registration number. Water Charges at the rate of Rs.1 per Rs. 1000 of gross bill amount shall be deducted from the contractors' bills.
32. Contract may also be terminated by BHEL on serving of an advance notice of one month without assigning any reasons thereof.
- 33.0 **Force Majeure:**
- 33.1 Notwithstanding the provisions of clause 13 and 16 the contractor shall be liable to forfeiture of its performance security deposit, liquidated damages of termination of default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.

33.2 "Force Majeure" means an event beyond the control of the contactor and not involving BHEL's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of BHEL either in its sovereign or contractual capacity, wars or revolution, floods, epidemics, quarantine restrictions and freight embargoes.

33.3 If a force majeure situation arises, the contactor shall promptly notify BHEL in writing of such conditions and the cause thereof. Unless otherwise directed by BHEL in writing, the contactor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternatives means for performance not prevented by the force majeure event.

34.0 **Resolution of disputes :**


34.1 All disputes claims or actions arising out of/under or in connection with the contract shall be subject to the exclusive jurisdiction of the courts having jurisdiction over BHEL, Varanasi.

Signature: _____

Name: _____

Address: _____

Contact Phone No(s): _____

	Annexure-VI <u>Guidelines to Contractors</u> <u>filling up the Registration Form</u>	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	I of II

1. Registration Form may be obtained from BHEL website www.bhel.com.
2. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit/ Power sector Region.
3. The Contractor Registration Form has three sections:


Section-I: COMPANY PROFILE AND GENERAL INFORMATION

Section-II : RESOURCES OWNED BY THE COMPANY

Section-III : WORK EXPERIENCE

For each of the Work experience format filled up, the following needs to be attached:

- i) Self attested Copy of Work Order/Award letter and allied documents containing interalia (a) Brief Description of work, (b) Value of Contract (c) Time schedule
 - ii) Completion Certificates (Any one of the following):
 - a) Self attested copies of Work Completion Certificates issued by Owner or agency who has awarded the contract. BHEL reserves the right to verify the authenticity of the document from the originator. Hence kindly see that all contractual details are available in the completion certificates to lend easy verification if required.
 - b) Self attested copies of Protocol signed by Client and Owner, indicating the completion/achievement/execution of the Milestone achieved
 - c) Self attested copies of „Final Bill“ verified by Client/Customer which indicates the Quantum of work not less than that specified in Basic QR
 - d) Documentary evidence issued by Owner/Client, indicating the progress of Work achieved not less than that specified in the Basic QR even if the total contract is not completed/closed
 - iii) Relevant documents for each „WORK EXPERIENCE“ format being filled up are to be submitted.
4. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, please mention “Not Applicable”. The form is to be signed by the authorised signatory.
 5. A separate sheet may be attached if the space provided is insufficient or additional information is to be given. Please put proper identification tag on the separately attached sheet.
 6. Any information / clarification required by BHEL during evaluation must be given expeditiously.
 7. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
 8. Incomplete forms will be rejected.
 9. Please fill up the check- list given below and send along with the Supplier Registration Forms to BHEL.
 10. Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Annexure VIII (page 4 of 4).
 11. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.

	Annexure-VI Check List for Contractor Registration Form	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	II of II

Sl.No.	Check-Point	Yes/No
1.	Information against all points under “Organizational Information “ has been given.	
2.	All enclosures and supporting documents have been enclosed.	
3.	Technical requirements, specifications, drawings ,standards have been received from BHEL before filling up Technical Competence.	
4.	All the parts of the form & enclosures have been signed by Authorised Signatory.	

Signature & seal

Date :

(Authorised Signatory)

Note: This check list is to be attached with the filled up Contractor Registration Form.

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.1 GENERAL INFORMATION

Sl No	Detail/Particulars	Remarks by BHEL, if any
1.1.1	<u>Name of Company seeking Registration:-</u>	
1.1.1a	Work description/package for which registration is sought.	Package code to be given by BHEL
1.1.2	Date of Incorporation/Establishment :- (Please attach Certificate of Incorporation)	
1.1.3	<u>Registered Office Address:-</u> <ul style="list-style-type: none"> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site : 	
1.1.4	<u>Head Office Address:-</u> <ul style="list-style-type: none"> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site : 	
1.1.5	<u>Mailing Address:-</u> <ul style="list-style-type: none"> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site : 	
1.1.6	<u>Officer to be contacted for clarification on CONTRACTOR Empanelment:-</u> Name & Address <ul style="list-style-type: none"> ➤ Tel No : ➤ Fax No : ➤ Email ID: 	

**BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM**

SECTION-I: Company Profile & Organisational Information

		Remarks by BHEL, if any
1.1.7 i	<p><u>Branches:-</u> Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
ii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
iii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
1.1.8 i	<p><u>Sister Concerns if any:-</u> Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	
ii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	

**BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM**

SECTION-I: Company Profile & Organisational Information

1.2 OWNERSHIP INFORMATION

1.2.1	TYPE OF COMPANY (please tick “√” any one applicable)	Documents to be submitted	Remarks by BHEL, if any
i	Govt of India Undertaking <input type="checkbox"/>		
ii	State Govt Undertaking <input type="checkbox"/>		
iii	Public Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
iv	Private Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
v	Co-operative Society <input type="checkbox"/>	Society Rules and Byelaws	
vi	Partnership Firm <input type="checkbox"/>	Partnership deed	
vii	Proprietorship <input type="checkbox"/>	Professional Tax Registration & Municipal Registration	
viii	Any Other (specify) <input type="checkbox"/>	Supporting docuemnts	

1.2.2	DIRECTOR/PARTNER/OWNER/PROPRIETOR INFORMATION	Position Held In Company	Remarks by BHEL, if any
i			
ii			
iii			
iv			

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.3 REGISTRATION PARTICULARS

Sl No	Description (PLEASE INDICATE PARTICULARS IN THE SPACE PROVIDED FOR EACH)	Required for	Documents to be submitted	Remarks by BHEL, if any
a	INCOME TAX (PERMANENT AC NO):-	All categories	Copy of Certificate	
b	SERVICE TAX REGISTRATION	All Categories	Copy of Certificate	
c	Sales Tax VAT Registration Number and Date :			
	1	As applicable	Copy of Certificate	
	2.	As applicable	Copy of Certificate	
	3.	All categories	Copy of Certificate	
	4.	As applicable	Copy of Certificate	
d	PF Registration	All categories	Copy of Certificate	
e	CPWD/Government Organisation	As applicable	Copy of Certificate	
f	Geological Survey Of India/Equivalent	For Geo Tech Investigationsetc	Copy of Certificate	
g	IBR	For Boiler and IBR Piping	Copy of Certificate	
h	Contractorship License for Electrical Works (from any State/Union Territory of India)	For Electrical Works	Copy of Certificate	

1.4	MANPOWER	Remarks by BHEL, if any
A	Organisation Strength (In number): (please submit Organisation Chart)	

B	List of Key Persons on rolls of the Company				Remarks by BHEL, if any
	Category	No of persons in the Company	Qualification	Total work experience	
i	Resident Managers/Resident Engineers				
ii	Site Engineers (Erection & Commissioning)				
iii	Site Engineers (Quality)				
iv	Site Safety Co-ordinators				
v	Site Supervisors				
vi	Skilled Workmen				
vii	Others				

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.5 OTHER PARTICULARS

A					
	Registration with BHEL and Other Firms	Registration/ Empanelment Number	Registration/ Empanelment valid upto	Document to be submitted	Remarks by BHEL, if any
i	BHEL/Northern Region			Documentary evidence	
ii	BHEL/Eastern Region			Documentary evidence	
iii	BHEL Southern Region			Documentary evidence	
iv	BHEL Western Region			Documentary evidence	
v	Electricity Boards			Documentary evidence	
vi	NTPC/other Public Sector/Private Sector			Documentary evidence	
vii	PWD/Railways			Documentary evidence	

B			
BANKING DETAILS OF COMPANY			
	Information of Bank Account of Company	Document to be submitted	Remarks by BHEL, if any
	<p>The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer – EFT/RTGS) is to be submitted</p> <ol style="list-style-type: none"> 1. Name of the Company 2. Name of Bank 3. Name of Bank Branch 4. City/Place 5. Account Number 6. Account type 7. IFSC code of the Bank Branch 8. MICR Code of the Bank Branch 9. Details of other Bankers (for reference purpose only) <p>NOTE : (i) CONTRACTORS who have already submitted the above information are requested to submit a copy of the same</p>	Information of Bank Account of the Company, duly endorsed by the Bank	

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.6	QUALITY SYSTEMS	Certificate Number and Valid upto	Document to be submitted	Remarks by BHEL, if any
A	Accreditation to ISO 9001		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
B	Accreditation to ISO 14000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
C	Accreditation to OHSAS 18000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
D	In House Quality Systems		Copy of quality manual .	

1.7 FINANCIAL INFORMATION FOR THE PREVIOUS THREE YEARS

Sl No	Financial Information	Financial Value in Rupees in Lakhs (Audited)		Remarks by BHEL, if any
		Year	Value in Rupees in lakhs	
i	NET WORTH (Latest) Paid up Share Capital# + Reserves			
ii	SALES/TURN OVER (Last three Financial Years)			
		Average		
iii	CASH PROFIT (PAT + Non Cash Expenditure viz Depreciation) (Last three Financial Years)			
iv	Whether CONTRACTOR has been referred to BIFR/NCLT/ any other similar Govt. Agency (If 'YES' enclose details)		YES/NO	
v	Whether CONTRACTOR is a potential sick Company (If 'YES' enclose details)		YES/NO	
vi	Copies of Audited Annual Accounts (Balance Sheet, P&L Account, Cash flow statement) for the last three (3) years to be submitted.			
vii	Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.			

Legend:

: Share Capital OR Partnership Capital OR Proprietor Capital as the case may be

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-II: Resources owned by the company

- C) TIEUPS or RATE CONTRACTS ENTERED INTO BY THE COMPANY FOR PROVIDING VARIOUS SERVICES WHICH THE COMPANY PROPOSES TO INDICATE

SL NO	SERVICES FOR WHICH TIEUPS / RATE CONTRACTS ENTERED FOR PROVIDING SERVICES	PLEASE INDICATE WHETHER SHORT TERM (1 YEAR) OR LONG TERM (ABOVE 1 YEAR)	Remarks

1. Please indicate all important Tie Ups entered by Company for providing various services
2. Please use additional sheets if required

NO DEVIATION CERTIFICATE

To,
Executive (HR)
Bharat Heavy Electricals Ltd.
Tarna, Shivpur
Varanasi

Sub: Quotation For "**Supply and service of cooked Food, Tea, Snacks & Sweets etc.**"
at BHEL premises at Tarna, Shivpur, Varanasi

Sir,

This is inform you that we have not taken any deviation from any of the terms and conditions mentioned at **Section: I - General Terms and Conditions** and **Section: II - Special Terms and Conditions**, of the tender documents while quoting the rates for the tender for contract for Supply and service of cooked Food, Lunch, Dinner, Tea, Snacks & Sweets etc. in BHEL premises at Tarna, Shivpur, Varanasi.

All the terms and conditions mentioned at **Section-I** and **Section-II** of the tender document No. HERP:HR:Canteen:2015-17 dated 15.06.2015 are acceptable to us.

Thanking you,

Yours Sincerely

Signature seal and address of the party

To,
Executive (HR)
Bharat Heavy Electricals Limited,
HERP, Tarna, Shivpur
Varanasi-221003

Sir,

Having examined the Bid Documents, the receipt of which is hereby duly acknowledged, we the undersigned, submit our offer for services for 'Supply and service of cooked Food, Tea, Snacks & Sweets etc.'" in conformity with the said Bid documents in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to provide such services within 07 (Seven) days period as specified in the Bid document.

If our bid is accepted we will submit the Security Deposit amount for an amount equal to as per Section: I, para 6 of General Terms and Conditions.

We agreed validity of the all Terms and Conditions of this Bid for a period of 90 (Ninety) days from Technical Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your Letter of Intent/notification of award, shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the Laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", if we are found involved, in any manner, in Bid pooling or Law against fraud and corruption my/our firm may be black listed.

Further we certify that our organization is not blacklisted by any Govt. Deptt./Govt. Of India Undertaking/Autonomous body etc.

Thanking you,

(Signature)
Name & Seal of the Firm

Place: _____

Date: _____

PRICE BID

	Particulars of items to be supplied	Quoted rates (Rs.)
I	Lunch / Dinner : Menu - 'A' - FOR BHEL EMPLOYEES AND THEIR GUESTS	
	a Monday to Friday	
	a) Chapati - Wheat flour (4 nos. approx.) b) Rice cooked - 150 gms. (Jeera-32) c) Vegetable curry - 100 gms. (According the weekly menu) d) Vegetable Dry - 100 gms. (According the weekly menu) e) Salad (Onion / Tomato / Radish / Kheera / Other seasonal items) f) Dal - All types / Rajma / Karhi (According to weekly menu) g) Curd - 100 gms. h) Chutni-Dhaniya/pudina(According to weekly menu)	Rs. ____ per plate (Rupees _____) Per plate
	b Saturday	
	(a) Jeera / Matar Rice , (b) Puri / Chapati - 04 nos. each (c) Chola Rasedar / Paneer Matar (d) Vegetable Dry - 100 gms. (e) Sweet (Gulab Jamun: 2 nos. / Rasagola: 01 Nos.) (f) Aaachar, Papad & Salad (g) Curd - 100 gms (h) Chutni-Dhnaiya/pudina(According to weekly menu) i) Sauf mishri(only for mouth freshner)	Rs. ____ per plate (Rupees _____) Per plate
II	Lunch / Dinner : Menu - 'B' - FOR OTHERS	
	a Monday to Friday	
	a) Chapati -wheat flour (4 nos. approx.) b) Rice cooked-100 gms. (Jeera-32) c) Vegetable curry (According the weekly menu) d) Salad (Onion, Tomato, Radish, Kheera & Other seasonal items) e) Dal - All types/Rajma/Karhi (1 kg. Raw Dal to be used for 20 Thalies)	Rs. ____ per plate (Rupees _____) Per plate
	b Saturday	
	a) Jeera / Matar Rice b) Puri - 04 nos. each c) Chola Rasedar / Paneer Matar d) Sweet (Gulab Jamun – 2 nos. / Rasagola - 01 Nos.) e) Aaachar, Papad & Salad	Rs. ____ per plate (Rupees _____) Per plate
III	Special lunch	
	a) Puri/Chapati of good wheat flour - 5 nos. b) Rice Basmati - Dehradun 150 gms. Cooked (Fried or plain as desired) c) Vegetable Dry - 100 gms. d) Vegetable Curry -100 gms. e) Dal - special fry 100 gms. f) Curd 100 gms. g) Sweet (Gulab Jamun/Rasagola - 02 nos.) Or Fruit (Grapes-50 gms./ Banana-02 nos./ Apple/Orange-01 no.) h) Salad (Onion,Tamato, Radish, Kheera and other seasonal items)	Rs. ____ per plate (Rupees _____) Per plate
IV	Snacks (According the weekly menu)	
	Samosa/Alu Pakora/Bread Pakora/Kachauri/AlloChop/vegetable-chop etc.– 50 gms./pc. OR Mathri / Sohal – 30 gms	Rs. ____ per piece (Rupees _____ per pc.)
V	Sweet (According the weekly menu)	
	Boondi / Besan Laddu / Balusahi / Launglata / Gulab Jamun etc. - 30 pcs./kg (According the weekly menu)	Rs. ____ piece (Rupees _____ per pc.)
VI	Biscuit Packet (Brand: Parle-G Glucose. Six biscuits in each packet) For distribution in 'C' shift only, between 02.30 am to 03.00 am	As per market rate. Sample of Biscuit packet to be distributed to be approved by BHEL.
VII	Tea (100 ml.) Gol Dana CTC quality (01-One kg. Milk to be used for 20 cups of tea)	Rs. ____ per cup (Rupees _____) per cup

Note : (1) (a) All vegetables should be cooked in branded mustard Oil such as 'Engine', 'Saloni' or 'Double Hiran', (b) Puri should be cooked in branded Refined oil such as 'Flora', 'Sunflower', 'Fortune' or 'Sundrop'. , (c) Vanaspati Oil should be of 'Dalda', 'Sunflower', 'Rath' or 'Ruchi No.1' Brand (Mustard, Refined and Vegetable oils should not be reused for cooking purpose), (d) Salt should be of 'Tata' and 'Annapurna' brand, (e) Tea should be of 'Tata,' 'Tazaa' or 'Brooke Bond' brand.
(f) Masala such as 'Haldi', 'Lal Mircha', 'Dhania', 'Kali Mirch' etc. should be packed and of 'Ashok' and 'Goldi' brand

(2) The above quoted rates are inclusive of Sales tax and other taxes as applicable.

(Signature & Seal of Party)