

BHARAT HEAVY ELECTRICALS LIMITED

**ESTATE OFFICE
BHEL TOWNSHIP, SECTOR-17
NOIDA- 201301**



**TENDER DOCUMENT
FOR**

ARRANGEMENT FOR HI - TEA & SUPPLY OF SNACKS PACKETS IN BHEL TOWNSHIP, SECTOR 17, NOIDA

NIT no. 15: AA: NOI: ADMN: HI-TEA& SNACKS: 112:2014-15
Dated 02.01.2015

CONTENTS

- Notice Inviting Tender

Last date for Submission: 03.01.2015at 1100 hrs.



भारतहेवीइलेक्ट्रिकल्सलिमिटेड
Bharat Heavy Electricals Ltd.

सम्पदाकार्यालय,सेक्टर -१७,नोएडा-२०१३०१ (उ.प्र.),भारत
BHEL Township: Estate Office, Sector-17, Noida-201 301 (UP) INDIA
फोन (का.) 6740993, 6740988 फैक्स- 6740994Tel: 6740993, 6740988 (Fax) 6740994

Tender Document

NIT no. 15: AA: NOI: ADMN: HI-TEA& SNACKS: 112:2014-15 Dated 02.01.2015

Last date of Submission of Sealed Tender: 03.01.2015 at 1100 hrs.

Date of opening of Tender: 03.01.2015 at 1130 hrs.

M/s. BIKANERVALA, (NOIDA)
Wave 1st Silver Tower, Sector-18,
Noida, U.P.

Sub. : ARRANGEMENT FOR HI - TEA & SUPPLY OF SNACKS PACKETS IN BHEL TOWNSHIP, SECTOR 17, NOIDA

Dear Sir,

We are pleased to invite your competitive offer for arrangement for HI - TEA & supply of snacks packets in BHEL Township, Sector 17, Noida as per following item, terms & conditions:

SCHEDULE OF SERVICES FOR HI-TEA ARRANGMENT

(A)

Sl. No.	Description of Material	Unit	Qty.	Rate (in ₹)	Amount (in ₹)
1.	Hi-Tea for VIPs consisting of following materials/items: a. Gajar Halwa (to be served hot) b. Black tea (with/without sugar) c. Green tea (with/without sugar) d. Coffee (with/without sugar) e. Assorted Pakoras (to be served hot) consisting of Cheese pakora, onion pakora, aaloo pakora, palak pakora, gobhi pakora, etc) f. Jalebi with rabri g. Bottled drinking water of branded company like Bisleri/ Aquafina/ Kingfisher/ Tata or equivalent. h. Good quality paper napkins	Pax	300		
2.	Bone china/ Porcelain crockery, cutlery of excellent quality of adequate shape &size to serve above items.	Set	300		
3.	Plate warmer with dispenser to be placed on tables.	As much required to serve 300 persons			
Total amount					
Any other Taxes except Service Tax					
Service Tax (%) (₹)					
Net amount inclusive all (A) (₹					
Amount in Words(A) :Rupees					

SCHEDULE OF SERVICES FOR SUPPLY OF SNACKS PACKETS**(B)**

Sl. No.	Description of Material	Unit	Qty.	Rate (in Rs)	Amount (in Rs)
1.	Following snacks items, duly packed in appropriate box individually pasted with BHEL's sticker, to be supplied: a. Kachauri Small (2 pcs.) b. Atta laddoo (1 pc.) c. Chips packet (min 10 gm. weight) d. Dry type small samosa (2 pcs.) e. Matthi (2 pcs.) f. Mewa bite (1pc.) g. Paper napkins of good quality	Packets	2500		
				Total	
				Taxes	
				Cartage	
				Net amount inclusive all (B)(₹	
				Net amount in Words (B): Rupees	
				Grand total (A+B) in figure: (₹	
				Grand total (A+B) in words: Rupees	

Note: above rates are inclusive of all taxes, cartage, loading/unloading, charges of waiters/providing services at the venue etc. No other charges would be payable to the vendor except as mentioned above.

A. INSTRUCTIONS FOR TENDERER:

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender document duly signed by authorized representative of tender and signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/stamping on each page) as a part of their offer. In case of any clarification, bidder may contact this office.
2. No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.
3. Tender must be submitted in single part. The cover envelope should be super scribed with NIT no. & due date of opening.
4. Rates must be quoted in figures as well as in words.
5. Tender documents are also available on CPP portal (<http://eprocure.gov.in/cppp/>) and the same can be downloaded and used as tender document for submission of bids.
6. BHEL reserves the right to accept or reject any or all offer without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter.
7. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, else, BHEL's interpretation shall prevail & shall be binding on the tenderer.
8. Any queries regarding this tender may be clarified from Engineer (HR- TAX), on Mobile no. - 8800957694 / e-mail: omender@bhel.in.
9. The tenderers or their representative may attend the opening of bids if they desire to do so.
10. In case you are not submitting your offer against this enquiry, we request you to send a regret letter.

B. GENERAL TERMS AND CONDITIONS:

1. The NIT No. & due date must be legibly super scribed on the envelopes.
2. The above rates are deemed to be inclusive of all and any other incidental works required to complete the services.
3. Late tenders or delayed Tenders (received after Due Date & time) will be rejected.
4. Price quoted shall be valid for **30 days** from the date of opening bid.
5. Price shall be quoted as per 'Price Format' only. Quotations not filled in Price Format' are likely to be rejected.
6. The rate should be indicated both in words and figures. All entries in the Tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.
7. The bidder shall sign the **declaration certificate** as enclosed at annexure-I
8. The bidder shall sign the **no deviation certificate** as enclosed at annexure-II.
9. **EVALUATION CRITERIA:** The order will be placed on your offer subjected to the reasonability of rates. Evaluation of bid will be on total cost to 'BHEL'.
10. The rates quoted by the vendor shall be firm. No price variation and escalation due to increase in labour/ material cost will be allowed.
11. If any information/documents submitted by the contractor are found false/fake at any stage, the tender will be cancelled.
12. **CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:
 - i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the BHEL there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
 - ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
 - iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
 - iv. If any bidder does not accept the correction of errors, their bids will be disqualified.
13. Any type of accommodation will not be given to the workmen deployed by the contractor.
14. No party shall be permitted to tender for work in BHEL in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the BHEL. Any violation of this condition which comes to the Notice of the BHEL after the contract is awarded will entitle the BHEL to treat the contractors as having committed a breach of contract and to exercise all the rights and remedies available to the BHEL on account thereof.
- 15) **COMPLETION PERIOD:**
 - a) **Hi-tea:**All the arrangement with proper setting shall be completed latest by 03:00PM on 07.01.2015. Date & Time of Hi-Tea shall be from 04:30 PM to 08:00 PM on 07/01/2015.
 - b) **Snacks packet supply:** The full quantity of snacks packets would be supplied at the venue by 11:00 AM on 07.01.2015. However extra 2 hours' time would be given to you for delivery of additional packets, if ordered by us.
- 16) **QUANTITY VARIATION:** The quantity of any item mentioned in the Price Format may vary +10% during execution of work as per the direction of Engineer-in-charge.
- 17) **SUBLETING:** The Contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization. .
- 18) **PAYMENT TERMS:**
 - a) Payment shall be made for the actual executed quantity of items, i.e. actual no. of packets/items/plates provided.
 - b) No advance payment or the payment for mobilization of work will be made to the contractor.

- c) Bill raised by the Contractor shall be certified by the official in-charge of BHEL and the 100% payment will be made within 15 days by NEFT/RTGS from the date of receipt of in discrepant bill.
- d) The contractor shall not be entitled to any interest with respect to any money which may be due to him from BHEL.
- e) All payment will be subject to deduction of taxes at source as per rules.
- f) Any tax incurred on purchase of materials by the contractor in respect of this contract shall be treated as included in the charges and BHEL will not entertain any additional claim whatsoever in this respect.
- g) The Service Tax shall be paid as per the quoted rate of Service Tax in Price Format given above. No payment of Service Tax will be made if not quoted by the tenderer in the Price Format.
- 19) **L.D. FOR BAD QUALITY OF SERVICES:** In case the services offered are not found satisfactory an L.D. of up to 20% of total value will be deducted from the bill.
- 20) No excuses like hindrance because of extreme weather conditions, non-availability of labour and material etc. will be entertained for not providing services on time.
- 21) All necessary precautions with respect to safety at site and environmental aspects and their impacts shall have to be taken care of by the contractor for activities performed by his workers.
- 22) In case of any dispute, the decision taken by BHEL Management will be final and binding on the contractor.
- 23) **TERMINATION OF CONTRACT ON DEATH:** Without prejudice to any of the rights or remedies under this contract, if the contractor dies, the accepting officer shall have the option of terminating the contract without compensation to the contractor's authorized survivors.
- 24) **RECOVERY FROM CONTRACTOR:** Whenever under the contract, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with BHEL or from his security deposit, or the contractor shall pay the claim on demand without any terms & conditions.
- 25) **POST TECHNICAL AUDIT OF WORK AND BILLS:** BHEL reserves the right to carry out a post payment audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc. and to enforce recovery of any sums becoming due as a result thereof in the manner provided into the proceeding sub-paragraph provided however, that no such recovery shall be enforced after three years of passing the final bill.
- 26) **ARBITRATION / CONCILIATION:** In the event of any dispute arising between the parties hereafter referred as BHEL and Contractor in respect of or connected with this contract, General & Special terms & conditions of tender, then the same shall be referred to Arbitration and Arbitrator will be nominated by the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be final and binding on both the parties. However, any differences or doubt pertaining to meaning/ interpretation of any phrase word used in terms or in the schedule of services, their nature and manner of rendering of such services shall be the excepted matter and be referred to the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be the final and binding. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification and re-enactment thereof will apply to such arbitration provided however, in all matters the venue of proceedings will be Delhi and only Delhi or appropriate Courts will have jurisdiction over the same.
- 27) **RISK CLAUSE:**In case the contractor do not accept the work awarded to him or do not turn up after the award of work, BHEL shall have the right without any prejudice to get the work done through any other alternate agency at the risk and cost of Contractor. The additional cost including loss, if any incurred by BHEL will be recovered from the Contractor.

C. SPECIAL TERMS & CONDITIONS:

- 1) All materials/ items including utensil, serving bowls etc.& fuel for cooking of food etc. shall be arranged by the contractor.
- 2) All the arrangement of Hi-Tea must be ready at the venue by 03:00PM on 07th Jan 2015.
- 3) The full quantity of plates & other necessary utensils made of Bone China/ Porcelain should be available to cater 300 persons before the start of Hi-Tea.
- 4) It will be ensured by the caterer that all eatables are of best quality and hygienic.Only excellent quality of material will be supplied/provided against this order.
- 5) All the eatables / Hi-Tea items shall be of standard size/weight/shape.

- 6) The sticker of BHEL is to be pasted on each snacks packet by vendor at prominent location. The sticker would be provided to you by BHEL.
- 7) The Dongas/ Paper plates/ Napkins etc. of good quality shall be arranged by the caterer.
- 8) The waiters deployed for serving the food & water shall be well dressed, in uniform, neat & clean. If any waiter is found not good in appearance, he will not be allowed to be deployed.
- 9) The caterer shall deploy a supervisor/ Manager for supervision of full arrangement. He will follow all the instruction of Engineer-in-charge.
- 10) Sufficient numbers of well-dressed waiters to be there for prompt service to cater 300 VIPs inside the venue. Additional waiters shall be deputed to serve food on the tables of around 60 nos. VVIPs sitting inside lounge area.
- 11) Washing of utensils and reusing them will not be permitted. Hence all crockery to be placed on serving tables in one go only.
- 12) After completion of function the contractor shall remove all the arrangement at the earliest.
- 13) All the edibles are to be placed decently on 15 nos. of decorated tables in at least five setsof serving counter at the same time. Two sets would be exclusively to serve to VVIPs sitting inside the lounge.

(Omender Singh)
Engineer (HR-TAX)

ESTATE OFFICE: BHEL TOWNSHIP: NOIDA

NIT No.:15:AA: NOI: ADMN: HI-TEA& SNACKS: 112:2014-15

Dated: 02/01/2015

DECLARATION

I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication

(Signature & seal of the contractor)

Place:

Date:

ESTATE OFFICE: BHEL TOWNSHIP: NOIDA

NIT No. : 15: AA: NOI: ADMN: HI-TEA& SNACKS: 112:2014-15

Dated: 02/01/2015

No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender and there is no deviation in the terms & conditions of tender. We confirm that the offer submitted by is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

(Signature & seal of the contractor)

BIDDER'S DETAILS

Name of the Contractor /Party/ Firm	
Name of Representative	
Postal Address	
Phone/ Landline Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address (If Any)	
Bank details for payment through NEFT/RTGS and for release of EMD*	Name of Bank: Branch: Account No.: IFSC No.: MICR No.:

Note: Submit a canceled cheque for verification of above bank details.

(Signature & seal of the contractor)