

“COURIER”

Project Engineering
Management

Bharat Heavy Electricals Limited

(A Govt. Of India Undertaking)



Enquiry no. : PE-LPE/186 dtd. 20/12/2014

Due Date : 07/01/2015 by 02:00 PM

Intimation of Open Tender Enquiry

Subject : Contract for canteen services, PS-PEM & others Noida based divisions for two years.

Dear Madam/ Sir,

Quotations are Invited in two parts in sealed cover with Enquiry no., Enquiry date, Quotation due date & Time, Name/ Address of the Organisation whom submitting the offer legibly super- scribed on it, for the above-mentioned item so as to reach the undersigned before 02:00 P.M. on or before the above mentioned due date.

Scope: Contract for canteen services, PS-PEM & others Noida based divisions for two years as per specification mentioned in NIT Documents.

Bid submission: Inviting offers in 2 parts (Part 1: unpriced offer along with commercial terms acceptance, Part 2 : Price bid as per price format).

Validity of Rates : After awarding the work the rates should be firm till the completion of work.

All terms & conditions shall be as per attached NIT.

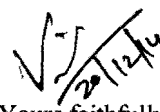
Remarks:

- 1) Evaluation shall be done on grand total price as given in price format.
- 2) Tenders and all correspondence thereof, shall be addressed to the undersigned by name & designation and sent at the **following address:**

Tender Room,

M/s Bharat Heavy Electricals Ltd.,
Project Engineering Management,
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)
Phone no. 0120-4213591

Thanking You,


Yours faithfully,
For and on behalf of BHEL
Vivek Singh Kuntia/MM
BHEL PEM, Noida

Please reply to:
BHEL-PEM -Power Sector
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)
Phone: 0120-4368711, 4368891
Fax : 0120-4329055
Email id- vskuntia@bhhelpem.co.in

Regd. Office:
BHEL House,
Siri Fort,
New Delhi-110049

Bharat Heavy Electricals Limited

(A Govt. Of India Undertaking)

Project Engineering
Management

FOR OFFICAL USE ONLY

NOT FOR PUBLICATION

TENDER DOCUMENTS FOR STAFF CANTEEN



**BHARAT HEAVY ELECTRICALS LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
POWER SECTOR – PEM
PPEI BUILDING, HRDI & ESI COMPLEX
PLOT NO.25, SECTOR 16 A
NOIDA (U.P)**

**BHARAT HEAVY ELECTRICALS LIMITED
POWER SECTOR – PEM
PPEI BUILDING
NOIDA – 201301**

TENDER DOCUMENTS

FOR

STAFF CANTEEN

Tender Enquiry No.: CANTEEN dated

CONTENTS

- 1. Instructions to Bidders**
- 2. General Terms & Conditions & Scope of work - Annexure "A"**
- 3. Bid Form – Annexure "B"**
- 4. Contract Form – Annexure "C" to be signed on the stamp paper of value d
100**
- 5. Price Format for General Requirement – Annexure "D"**
- 6. Tentative Lunch Menu - Annexure 'E'**
- 7. Brand/Quality/Make of Materials - Annexure- "F"**
- 8. Scope of BHEL, For Canteen Purpose – Annexure "G"**
- 9. FORMAT -1:- Check List For Eligibility Criteria**
- 10. FORMAT -2:- Form of Application for Canteen Contract**
- 11. FORMAT -3:- No Deviation Certificate**
- 12. FORMAT -4:- Declaration Form**

LAST DATE FOR SUBMISSION:-2014 (2PM)

Project Engineering
Management

Bharat Heavy Electricals Limited
(A Govt. Of India Undertaking)

BHARAT HEAVY ELECTRICALS LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
POWER SECTOR – PEM
PPEI BUILDING,
SECTOR 16 A, NOIDA 201301

Ref: -----

Date:

To,

Telephone No :

Fax No. :

Dear Sir,

Sub: Providing the Canteen Services – Staff Canteen

We are a leading Public Sector Undertaking in the country and wish to call the Tender Enquiry for Canteen Services for our Noida based Divisions.

You are requested to submit your offer in two parts in a sealed cover with Enquiry No., date and Quotation due date legibly superscripted on it.

Part-I (Techno-commercial bid) should include the details asked for as per enclosed annexure.

Part-II (Price bid) should give the rates as per the prescribed price format.

Part I of the bid will be opened on-**2014** at 3.00 PM. in the presence of tenderers. who may like to be present. Price bid of only those bidders will be opened later whose Part 1 bid is found suitable.

The bid must be accompanied with the Earnest Money Deposit as laid down in the bidding documents and must be deposited in Tender Room, at BHEL-PS, PEM, PPEI Building, Plot No.25, Sector 16 A Noida – 201301.

Thanking you,

Yours sincerely,
For and on behalf of BHEL

(.....)

Definition of terms used:

Bidder:	Party or firm or organization or contractor participating in tender enquiry and submitting the bid.
Caterer:	Successful bidder i.e. after opening the price bid, the bidder with L1 rates and who is offered the contract for execution.
BHEL:	For which Services are required

SECTION – I: – INSTRUCTIONS TO BIDDERS:

1. Eligibility Criteria :-

- 1.1 The Bidder must have the annual turnover of average 1.00 crores or more in the last three financial years, ending as on 31-03-2014 i.e. from 1st April, 2011 to 31st March, 2014.
- 1.2 Bidder must have valid VAT and Service tax registration.
- 1.3 Bidder should have valid FSSAI license/registration. The bidder is required to have FSSAI license within 3 months of award of the order for our premises failing which BHEL reserve the right to terminate the contract and procure the services from alternate sources at the risk and cost of the successful bidder.
- 1.4 Bidder must have experience in providing canteen/catering services in the offices of Government Organization/Semi Government Organization/PSU's/other reputed Public companies/Private Limited Companies. Bidder must have successfully executed at least one such similar service having a minimum value of 40 Lakhs during the last 3 years.
- 1.5 Bidder must have a valid PAN Number.
- 1.6 Bidder must have PF / ESI registration.
- 1.7 Bidder must be ready to provide the services of Canteen, within **07 Days** from the date of LOI.
- 1.8 **EMD:**
 - 1.8.1 Bidder must submit E.M.D. in the form of Demand Draft/Pay Order of the scheduled bank in favor of BHEL, New Delhi for an amount of ` 2,00,000/- (Rupees Two lakhs only). No firm is exempted from submitting the E.M.D. except as mentioned in clause no. 1.7.2 below. EMD needs to be submitted in separate envelope to be superscripted as "EMD". EMD will be forfeited after opening the tender, if tenderer revokes his tender within validity period or increase his earlier quoted rates.
 - 1.8.2 Small scale units registered with National Small Industries Corporation (NSIC) shall be allowed the facilities of exemption from payment of EMD as per directives of ministry of micro small and medium enterprise (MSME). The bidder should enclose a copy of registration with NSIC.

- 1.8 The validity of the bids shall be for **90 days** after the date of Technical bid opening. A bid valid for a shorter period will be rejected as non-responsive.

2. Other Instructions:

- 2.1.1 Canteen premises are located in HRDI & ESI Complex, Plot No. 25, Sector 16A, Noida. There are 5 locations within the complex i.e. PPEI Bldg. MPL Block & BICC LAB, PS-NR & HRDI. BHEL canteen Provides food to its offices located at two other locations i.e. Mindmill Building (4th & 5th floor), Sector-16A and Kribhco Bhawan at Sector-1, Noida.
- 2.1.2 No transport and staff shall be provided by BHEL for carrying or bringing raw/cooked material within or outside the premises.
- 2.1.3 To monitor the above operations, one Manager is to be deputed having the experience of similar nature of job.
- 2.1.4 In addition to above, five supervisors for the five locations are to be deputed for smooth functioning / distribution of items having experience of similar nature of job.
- 2.2 Caterer must serve lunches at work station of the employees.
- 2.3 All raw materials for cooking / service i.e. Rice, Flour, Dal, Oil, and Vegetable etc. will be purchased by the caterer at their own cost.
- 2.4 All raw materials to be procured for use in the BHEL canteen shall be as per Annexure E and will be checked and verified by BHEL Canteen committee members HR representatives from time to time.
- 2.5 Tentative menu of Lunch Items is enclosed as Annexure D. This is subject to variation with seasonal vegetables and other items.
- 2.6 The balance/left over quantity of each item after distribution of lunch, tea/coffee will be taken back /disposed of by the caterer each day as per their convenience and at their own cost. These items are not to be re-used by the caterer for serving it again in BHEL canteen.
- 2.7 A high standard of catering shall be maintained for all items with due regard to quality and purity of food stuff, quantity of food items, cleanliness in preparation, serving and distribution of food items.
- 2.8 Cleaning of premises & utensils and materials required for cleaning, refilling the gas are in the scope of caterer without any financial implication to BHEL.
- 2.8.1 Caterer must ensure that the deployed staff is properly trained, well behaved, with adequate experience in Cooking, Catering & Hospitality.
- 2.8.2 Caterer is required to provide identity cards, proper uniform to all the staff own cost without any financial implication to BHEL. The uniform should include aprons, head gear and gloves.

- 2.8.3 The caterer should ensure that the staff engaged by him wears clean uniforms, as prescribed. Caterer should ensure the personal hygiene of the staff including proper cutting of nails, bathing etc.
- 2.8.4 Caterer should ensure that proper medical checkup of the staff deployed by him is done quarterly and report is submitted for the same to BHEL, failing which the next running bill will not be processed for payment.
- 2.9 Caterer should ensure that the entire Canteen premise is kept hygienic and clean. Cleanliness, maintenance, garbage disposal of the service areas/cooking areas shall be the responsibility of the caterer without any financial implications on BHEL.
- 2.10 It must be ensured that the payment of staff and all other issues will be settled by caterer only.
- 2.11 Caterer must ensure that kitchen equipment and other utensils shall be Washed/cleaned in hot water/pressurized steam.
- 2.12 The periodic and surprise inspection will be done from time to time by BHEL HR Representatives/Canteen Committee.
- 2.13 Caterer will ensure that supply of Lunch, Tea/coffee is 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 caterer from employees of BHEL and others.
- 2.14 No item is to be supplied without coupon or by any others means. If found otherwise, caterer is liable to be penalized.
- 2.15 The caterer will be responsible for the items handed over to him for purpose of serving/cooking meals. The bidder 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 bidder on current market rate.
- 2.16 Caterer will be responsible for any accident, injury or death of its employee/worker during the work.
- 2.17 The bidder is at liberty to visit our premises before submitting his offer.
- 2.18 The bidder should declare that there should be no case or charge under investigation / enquiry / trial against the agency or its employees, nor conviction in a Court of law or suspended / blacklisted by any organization on any ground on their letter head (Format-4).

If any information given above is found to be incorrect at later stage, BHEL reserves the right to reject the bid submitted by bidder / cancel the award of contract. The opinion / decision of BHEL regarding the bids shall be final and conclusive. BHEL reserves the right to reject any or all the bids at any time without assigning any reason whatsoever.

3. Conditions related to Statutory Compliance:-

- 3.1 The bidder should have a valid registration with all statutory authorities such as ESI, PF. The copies of the certificates of registration should be enclosed with Part I of bid.
- 3.2 The bidder must comply and implement all the statutory provisions of the State & Central Acts relating to the employment of labor, i.e. various Acts relating to payment of Minimum Wages, ESI, PF, Bonus, and all other statutory benefits, as amended from time to time.
- 3.3 The bidder shall pay to its workers as per the prevailing minimum wages stipulated from time to time and must cover benefits such as ESI, PF.
- 3.4 The bidder shall obtain adequate insurance policy in respect of the staff engaged for the work, towards meeting the liability of compensation arising out of death/ injury/ disablement at work etc. according to Workman Compensation act.
- 3.5 The bidder shall pay the statutory payments such as PF, ESI, for the staff employed to provide the services to the BHEL, through a separate challan and it should be submitted along with the monthly bill.
- 3.6 The BHEL shall make payment on a monthly basis. While the bill of the first month shall be paid after submission of bills for the month, the payment from second month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as PF, ESI, Bonus, etc., for the previous month.
- 3.7 All the relevant documents/registers of attendance of workers and payments need to be kept at BHEL's premises.
- 3.8 In the event of non-compliance, the contractor will be solely responsible for any penalty/fine imposed by the statutory bodies. All the rules related to the labor laws and applicable acts should be strictly followed.
- 3.9 Further, in the event of any loss incurred to the BHEL due to non-compliance, the bidder shall indemnify the same to the BHEL.
- 3.10 The Caterer shall bear taxes, charges, levies or claims whatsoever as may be imposed by the State / Central Govt. or any local body or authority from time to time.
- 3.11 The caterer shall be solely and fully responsible for lapses, violation and noncompliance, if any of all the statutory dues and the BHEL shall in no way be a bidder to it.

4. Documents comprising the bid:

I. TECHNO-COMMERCIAL BID:

Envelope-I:

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 experience certificates providing canteen/catering service in the offices of Government Organization/Semi Government Organization/PSU's/other reputed Public

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 experience certificates providing canteen/catering service in the offices of Government Organization/Semi Government Organization/PSU's/other reputed Public companies/Private Limited Companies. Bidder must have successfully executed at least one such similar service having a minimum value of 40 Lakhs during the last 3 years.
- b. Copies of valid registration with Department of Sales Tax, Service Tax Registration as canteen/cooked food/commercial establishment.
- c. Copies of the audited balance sheets for the last three financial years i.e. from 1st April 2011 to 31st March 2014 and copy of acknowledgement of IT returns for last three financial years.
- d. Copy of Valid PAN Number and income tax return.
- e. Copies of PF/ESI registration.
- f. No Deviation Certificate, Declaration, & Compliance undertaking should be given on the company's letter head having Signatures and Stamp
- g. Bidder must sign and stamp all the pages of NIT and submit the signed NIT as a token of acceptance of NIT Terms & Condition.

II. PRICE BID:

Envelope No. 2: shall comprise of duly filled in price bid form

- a) The bidder is requested to submit the bid in prescribe format (Annexure C).
- b) Rates quoted shall be inclusive of all statutory duties and taxes and shall be firm till completion of contract.

5. Opening of Price bid by BHEL:

Opening time for the Price Bid of bidders whose Techno-commercial Bid is qualified as per terms and conditions of the Bid documents shall be communicated by registered post/e-mail/speed post/telephone.

6. BHEL's right to accept or reject the Bid:

BHEL reserves the right to accept / reject any Bid at any time prior to award of contract without assigning any reasons.

7. Signing of Contract:

8. Performance Security Deposit

8.1 Security Deposit shall be collected from the successful bidder herein after called 'caterer'. The rate of Security Deposit will be as below.

4 lakh + 5% of the amount exceeding 50 lakhs.

50% Security Deposit shall be submitted by the caterer before the start of the work. The EMD amount of successful bidder can be adjusted against security deposit if required by the bidder and the balance 50% security deposit can be recovered from the running bills on pro rata basis (@ 10% of running bill value). No interest will be payable on Security Deposit.

Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the offer of the contract and the caterer shall be liable to compensate BHEL for any losses incurred by BHEL. The security deposit shall be refunded within a reasonable time after the date of expiry of the contract subject to the caterer carrying out all obligations / operations as required under the contract.

BHEL reserves the right to appropriate any part / whole of the amount of the security deposit without prejudice to other claims against the caterer for losses suffered by BHEL due to failures on the part of the caterer due to termination of contract or caterer becoming disqualified because of liquidation / insolvency. The decision of BHEL in respect of such losses, damages, charges, expenses, costs, shall be final and binding on the contractor and the decision shall not be questionable

8.2 Validity of the Performance Security Deposit will be till expiry of the contract

9. Risk Purchase:

9.1 BHEL reserves the right for termination of the contract at any time by giving one month written notice,

9.2 If the services of the caterer are found unsatisfactory, BHEL reserves the right to award the contract to any other agency at the cost, risk purchase of caterer and excess expenditure incurred on account of this will be recovered by BHEL from security deposit / running bill of the caterer / by raising a separate claim.

9.3 BHEL reserves the right to deduct the cost, expenses, Charges in respect of losses & damages in case of discontinue the services for any instance from the running bill/Security deposit / by raising a separate claim in addition to penalties of clause no. 10(iii).

10. Penalties

The deductions as penalty shall be made for following exceptions. Such exceptions will be conveyed to the caterer by BHEL in writing:

i) Penalty of 1000/- (Rupees One thousand only) per instance will be imposed if utensils/crockery are not properly cleaned & proper hygiene is not maintained.

ii) Penalty of 500/-(Rupees Five hundred only) per worker if the instance is repeated from 3rd instance onwards in a month will be imposed, if the worker does not maintains basic personal hygienic conditions (bathing, clothes) inspite of written/verbal instructions by HR representative

Bharat Heavy Electricals Limited

(A Govt. Of India Undertaking)

- iii) If the caterer fails to deliver the services during the contract or the services are unsatisfactory, BHEL shall without prejudice to other remedies under the contract deduct ₹10000/- (Rupees ten thousand only) per instance.
- iv) BHEL reserves the right to deduct 10% of the Bill of the day if the quality of food is unsatisfactory.

The deduction on account of penalties shall be made when BHEL HR representative / canteen committee certifies the unsatisfactory services/conditions/Quality of the food.

All the deductions shall be made from running bills.

11. **Payment:** The Caterer's claim for payment shall be made once in a month.

- 11.1 The Invoice / Bill shall be submitted in the first week of following month to the respective BHEL offices located at Kribhco Bhavan, PS-NR, & PPEI Building. The Bill/Invoice should provide items wise break-up of the Lunch/Tea/Coffee as specified in the contract.
- 11.2 Bill/ Invoice should be accompanied by proofs towards payment of PF, ESI, Wages to its workers in the preceding month. The caterer should also submit the proofs of deposit of the said amount in the account of workers with the respective authorities.
- 11.3 Payments shall be made by BHEL, through EFT, & in no case later than thirty (30) days after submission of an invoice / bill or claim by the bidder subject to claim is in order. However, no interest at any stage shall be paid by BHEL for delayed payments.

12. **Purchaser right to vary quantities:**

BHEL reserves the right at the time of award of contract or during the contract period to increase or decrease the quantity of Tea/Coffee and Lunch specified without any change in terms and conditions.

13. **Termination of the contract:**

BHEL has the right to terminate the contract by giving one month notice due to non-performance of the contractor.

14. **Force Majeure:**

- 14.1 Notwithstanding the provisions of clause 13 and 15, the caterer shall be liable to forfeiture of its performance security deposit, liquidated damages of termination of default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.
- 14.2 "Force Majeure" means an event beyond the control of the contractor and not involving the BHEL's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the BHEL either in its sovereign or contractual capacity, wars or revolution, floods, epidemics, quarantine restrictions and freight embargoes, acts of God, earthquake, Strikes, lockout, riots, Fire, or Government Regulation..
- 14.3 If a force majeure situation arises, the contractor shall promptly notify BHEL in writing of such conditions and the cause thereof. Unless otherwise directed by BHEL in writing, the contractor 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.

15. **Resolution of disputes:**

- 15.1 BHEL and Caterer shall make every effort to resolve any disagreement /dispute arising between them under or in connection with the contract amicably by direct informal negotiation any disagreement or dispute.
- 15.2** Any dispute / resolution, if arises shall be subject to the prevailing Arbitration Act and jurisdiction of Gautam Budh Nagar, UP courts only.

16. **Special conditions:**

- 16.1 All risks of loss / damage to physical property and of personal injury and death of the workers employed, which arise during / in consequence of the performance of the contract other than excepted risks are the responsibility of the caterer.
- 16.2 The employees of the caterer in no case will be treated as the employee of the BHEL at any point of time.
- 16.3 The caterer may bring any other equipment for if needed in excess of what has been provided by BHEL (Annexure F) for smooth running of the work with written permission from BHEL at his own cost without any financial implication to BHEL.
- 16.4 Party must give 'Declaration', 'Undertaking' and 'Compliance certificate' on company's letter head. The format of the same is given in Format 3, 4 and 5 respectively.

General Terms & Conditions and Scope of work

- The contract will be valid for two years initially. 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.
- Price quoted as on Price Format will be firm for two years.
- Payment of salaries / compensation to the canteen staff will be settled (Full and final) – by the Contractor only.
- Payment of Raw Material for Tea/Coffee and Lunch etc. will be borne by the contractor.
- Payment of the Gas Cylinders will be borne by the Contractor.
- Transport for Loading/Unloading of day to day requirement of raw material etc. will be arranged by the Contractor only.
- Accommodation and Transport of the canteen staff will be arranged and settled by the contractor only.

Scope of Work

- a. The Lunch/Tea/Coffee etc. are to be supplied at employees work stations/tables at five different Buildings below:
 - BHEL (i) PPEI Building sector-16A
 - (ii) PS NR & HRDI Building Sector-16A, Noida
 - (iii) Mind mill Building (4th & 5th floor), Sector-16A (location may change).
 - (iv) MPL Block & BICC LAB
 - (v) BHEL offices situated at Kribhco Bhawan – A-8-10, Sector-1, Noida.
- b. Timing of serving the Tea/Coffee and Lunch should be maintained regularly, as and when fixed by BHEL from time to time.
- c. **Approximate Quantity Required Daily** – (i) lunch – 1300 (ii) Tea – 2600
(iii) Special Tea/Coffee - 250

NOTE: A common Cooking/Catering Space shall be provided for all the five Noida Based Buildings at HRDI & ESI complex, Plot No.25, Sector-16A, Noida. Contractor has to manage the Catering Services from the above said location only.

Signature of the bidder with seal

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 2014 Between (Name of the Purchaser and address) (hereinafter "The Purchaser") of the one part and (Name of the supplier & address) (Hereinafter the supplier") of the other part:

WHEREAS the purchaser is desirous that certain Services should be provided by the Supplier, viz, (Brief Description of Services) and has accepted a bid by the Supplier for providing the services in the sum of (Contract Price in Words and Figures) (hereinafter "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - The Bid Form and Price Schedule submitted by the Bidder
 - The General Conditions of Contract – Annexure A
 - The Purchaser's Notification of Award
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS where of the bidders hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said _____ (For the Purchaser)

In the presence of: _____

Signed, Sealed and Delivered by the

Said _____ (For the Supplier)

In the presence of _____

Note: The Contract Agreement has to be typed on valid Stamp paper of ₹ 100.00

PRICE FORMAT for BHEL STAFF CANTEEN

S. No.	Description (Tentative requirement for all the Five building-located at Sector 16A(two building) & A 8-10 Sector-1 (One building -Noida)	Quantity (Nos.) Per day	Unit Rate (`) Per day	Amount (Quantity x Rate) including all applicable taxes (`) per day
1	Lunch per Head (Total lunch 1300 Nos. approximately daily)	1300		
2	Tea per Cup (125 ml.) (Approximately 2600 cups daily)	2600		
3	Coffee per cup (125 ml.) (Approximately 250 cups daily)	250		
	*TOTAL (`) per day			

Evaluation Criteria- L1 shall be decided based on Total Price Quoted (*) for one day.

Signature of the bidder with seal

TENTATIVE LUNCH MENU

Different dishes	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Curry	Shahi Paneer/ Matar paneer/ Kadhai paneer (100 gms.)	Karhi Pakora (100 gms.)	Malai Kofta (100 gms.)	Samber (150 gms.) or Matar Cholle	Rajmah/ Channa (100 gms.)	Matar Paneer / Dry Seasonal Veg. (100 gms.)
Pulses/vegetable	Dal (Tadka)/Dal Arhar/Chana Dal -(100gms)	Dry Seasonal Veg. (100 gms.)	Dal Makhni /Dal Moong Sabut(100 gms.)	Coconut Chutney or Dry Seasonal Vegetable ((100 gms.)	Dry Seasonal Veg.(100 gms.)	Arhar Dal/Chana dal/Masoor Dal/Moong Sabut (100 gms.)
Rice item	Rice (100 gms)	Jeera Rice (100 gms)	Vegetable Pulao (100 gms)	Lemon Rice/ /Tamarind Rice Or Plain Rice (Appro.150 gms)	Rice (100 gms)	Matar Pulao (100 gms)
Roti	Chapati (atta Tava Roti) -2 Nos wrapped in foilpaper.	Chapati (atta Tava Roti) -2 Nos wrapped in foilpaper.	Chapati (atta Tava Roti) -2 Nos wrapped in foilpaper.	Idly & Vada-1 each/ 2 numbers any of idly or vada/ upma or Kulche/Bhature-2 Nos	Chapati (atta Tava Roti) -2 Nos wrapped in foilpaper.	Chapati (atta Tava Rot i) -2 Nos wrapped in foilpaper.
Mother Dairy/ Amul products	Sweet Lassi (300 ml) / Yoghurt	Ice Cream (Straw berry/Vanilla) 80 gms	Ice Cream (Straw berry/Vanilla) 80 gms	Custard (Vanilla/ Strawberry) or Pastry (vanilla /Pineapple)	Tadka lassi (200ml) or Cornetto ice cream (small cone)	Cornetto ice cream (small cone) or Gulab Jamun
Mother dairy/ Amul	CURD 90 gms.	CURD 90 gms.	CURD 90 gms.	CURD 90 gms.	CURD 90 gms.	CURD 90 gms.

Signature of the bidder with seal

BRAND/QUALITY/MAKE OF MATERIALS

Sl.No.	Items	Quality/Brand
	Dairy Products	
1	Milk-Toned, Pouched	100%Milk Food/Mother Dairy/Amul
2	Butter	Amul/Britannia/ Mother Dairy
3	Cheese Processed	Amul/Britannia/ Mother Dairy
4	Condensed Milk	Milk Maid/Nestle/Mother Dairy/Parag/Verka
5	Ice Cream	Mother Dairy/Amul
6	Curd	Packed curd of Nestle/ Mother Dairy/ Amul
7	Yoghurt	Amul/mother dairy
8	Shri khand	Amul/mother dairy
	Provision and Stores	
1	Atta (Whole grain)	Good quality Agmark of Aashirwad / Aahar/ Nature Fresh/ Shakti Bog
2	Basmati Rice	Good Quality Basmati Rice
3	Sugar Cube	Dauralla or equivalent
4	Low Calorie sweetener (Sachet / TABLET)	Equal / Nature Fresh /Sugar Free
5	Tea Bags	Taj Mahal/ Tata Tetley/ Lipton
6	Coffee	Nestle Classic
7	Pickle	Gold Seal (Lipton)/ Postman (Hindustan lever)/ Sweekar/Sunflower /Sofola
8	Tamato / Chilli/ Soya Sauce	Maggi/Kissan/Tops
9	Garam / Chat/ Chana Masala-Kasturi	Good Quality MDH / Catch /Agmark MTR -ISI Mark
10	Custard Power	Brown & Polson / Wake Field
11	Laung, Dal Chini, Elaichi & other hot spices etc	Branded

Project Engineering
Management

Bharat Heavy Electricals Limited
(A Govt. Of India Undertaking)

12	Pulses-Dals & beans etc	Branded
13	Oil	Agmark Gold Seal (Lipton)/ Postman (Hindustan lever)/ Sweekar/Sunflower /Sofola
	Fruit & Vegetable	
1	Fresh fruits / Fresh vegetable or Frozen veg	Fresh & Best quality, Frozen items of Safal / Mother Dairy

Note: In case of non- availability of above described brand /(S) - THE Contractor should obtain prior permission of the Sr. DGM (HR) of BHEL for supply of alternate of similar price.

Signature of the bidder with seal

Scope of BHEL

BHEL will provide space for cooking & catering Services.

The Space will include necessary fittings like Electric fitting, Geyser, Water Coolers.

BHEL will provide necessary furniture in above stated space.

BHEL will provide utensils for cooking as well as serving the food.

BHEL will Provide One refrigerator, One Dry Grinder, one Atta Kneader and Idli maker, Gas Cylinders, Five Big Burners for running the operation

All The maintenance of the Canteen area including white wash, painting of Kitchen premises, Water outlets will be looked by BHEL.

Note: A common Cooking / Catering Space shall be provided for all the five Noida Based Buildings at HRD & ESI complex, Plot no-25, sec-16A, Noida. Contractor has to manage the Catering Services from the above said location only.

CHECK LIST
(to be filled by Bidder)

S.no.	Particulars	YES	NO	ENCLOSURE No.
1.	Application Form on the cover of documents in Envelope-1			
2.	Required Earnest Money deposit			
3.	Copy of Provident Fund Registration			
4.	Copy of ESI Registration			
5.	Copy of the PAN no. of the Firm			
6.	Copy of Service Tax Registration of the Firm			
7.	Copy of Sales Tax Registration / VAT of the Firm			
8.	Supporting Document showing Annual Turnover for the last 3 years (as per clause 1.3 of eligibility criteria)			
9.	Income tax return for last three years			
10.	General Terms & Conditions and Scope of work (Annexure A)			
11.	Price Form (Annexure C)			
12.	Tentative menu (Annexure D)			
13.	Brand, Quality & make of Materials (Annexure E)			
14.	Scope Of BHEL (Annexure F)			
15.	Cover page (Format 1) and Checklist (Format 2) in front of NIT			
16.	No Deviation certificate on Company's letter head, duly signed and stamped (Format 3)			
17.	Declaration on Company's letter head, duly signed and stamped (Format 4)			
18.	Compliance Undertaking Company's letter head, duly signed and stamped (format 5)			
19.	The bidder agrees that all disputes, if arising related to this tender, shall be within the jurisdiction of courts of Noida/Delhi.			

Signature of the bidder with seal

Project Engineering
Management

Bharat Heavy Electricals Limited
(A Govt. Of India Undertaking)

Format 3

NO DEVIATION CERTIFICATE

To,

M/s Bharat Heavy Electricals Limited,
Power Sector - PEM,
PPEI Building,
Sector 16 A - Noida - 201301

Sub: Quotation for canteen services at PS-PEM, PS-NR, HRDI & BHEL offices situated at KRIBHCO BHAWAN, NOIDA.

Sir,

This is inform you that we have not taken any deviation from any of the terms and conditions mentioned in NIT, of the tender documents while quoting the rates for the tender for contract for canteen services in BHEL premises at PS-PEM, PS-NR, HRDI & BHEL offices situated at KRIBHCO BHAWAN, NOIDA.

All the terms and conditions mentioned in NIT of the tender document No. dated _____ are acceptable to us.

Thanking you,

Yours Sincerely

Signature, Seal and
address of the bidder

Note: To be typed on the letter head of Bidder

Project Engineering
Management

Bharat Heavy Electricals Limited
(A Govt. Of India Undertaking)

Format 4

DECLARATION

1. I/We hereby declare that I/We have not been banned and de-listed by any PSU/Government Department / Financial Institution / Court.
2. Demand draft/pay order for ` **2,00,000/- (Rupees Two Lakh only)** is enclosed as per eligibility criteria.
3. All terms & conditions of NIT are acceptable to us.
4. I/We meet all eligibility criteria.

Signature
(Name & Address of the Bidder
with official seal)

Place:

Date:

Note: To be typed on the letter head of Bidder

Application Form/Cover Note

FORM OF APPLICATION FOR CONTRACT FOR RUNNING CANTEEN AT PS-PEM, PS-NR, HRDI & BHEL OFFICES SITUATED AT KRIBHCO BHAWAN, NOIDA.

1. Name & address of the applicant / intending tenderer. _____
2. Experience in the field. (Please attach copies of the document in support) _____
3. Present Profession of the Applicant _____
4. Qualification or expertise, if any in the field _____
5. Details of Earnest Money _____
6. Demand Draft / Pay Order Number, Date and Bank on which DD / PO is drawn _____

**Signature of the Bidder
&
Seal of the company**

Place: _____

Date : _____

Project Engineering
Management

Bharat Heavy Electricals Limited

(A Govt. Of India Undertaking)

Format - 5

Compliance Undertaking

- I. This is to state that we are complying all the statutory labor laws implemented by state from time to time, including minimum Wages, PF and ESI
- II. We here by state that we will be obtaining the FSSAI License/registration as applicable for running the catering operation at Above Stated BHEL Premises if order is granted to us and we shall apply before starting the operation
- III. We comply all the regulations of Child Labor Prohibition and Regulation Act 1986.
- IV. We comply to the Sales tax and Service tax conditions of the state as imposed from time to time.

Signature
(Name & Address of the Bidder
with official seal)

Place:

Date:

Note: To be typed on the letter head of Bidder